Instructional Services Participatory Governance Structure

Purpose
The purpose of this document is to articulate Houston Community College’s Instructional Services Division commitment to participatory governance. It is a living document that will change as the College context changes. It is subject to review and changes every two years at the request of internal stakeholders, Councils, or the executive leadership of the College.

Participatory Governance
The success of participatory governance requires goodwill, collaboration, and active involvement of everyone—including faculty, students, staff, administrators and supporting members of the community—for the purpose of meeting a shared vision, mission, and goal(s). Participatory governance fosters collaboration, innovation, trust, open communication, institutional effectiveness, and continuous process improvement.

Philosophy
Houston Community College is a comprehensive multi-college community-based institution that values all stakeholders by empowering each with a voice in the decision making process. The practice of participatory governance at HCC in the Instructional Services division:

- Trust
- Mutual Respect
- Honesty
- Responsibility
- Sensitivity
- Accountability
- Commitment
- Transparency

The participatory governance structure will foster a governance environment that is collegial, practical and efficient. It is based upon open, clear lines of communication between and among all Instructional areas. New, alternative, or unpopular viewpoints are important to consider and members making these contributions sometimes need support, especially in developing an environment where everyone can...
speak freely and respectfully. A spirit of innovation and creative problem solving is valued. The participatory governance environment continually evolves, embraces the future, and reflects the College and Instructional Services mission. All governance council/committee meetings are open to anyone who wishes to attend; however, only council/committee members will be given voting privileges.

**Participatory Governance Structures**

Faculty Senate: Should this appear here as well. I couldn’t find any “official” operating guidelines for the faculty senate online.

Council: A relevant cross-section of the college with authority to make recommendations to the Vice Chancellor for Instructional Services (VCIS) or the overarching council (See Participatory Governance flowchart). Councils are ongoing deliberating bodies that will have an assigned charge from the VCIS. The VCIS will appoint co-chairs to these Councils. Agendas and minutes will be posted to the Intranet. Councils will have set monthly meetings (i.e., the first Friday of the month) for February, March, April, September, October, and November (Other meetings may be scheduled during the summer as needed).

Committee: A relevant cross-section of the college with authority to make recommendations to the over-arching council (see Participatory Governance flowchart). Leadership for the committee is determined by the committee membership. The length of a committee is determined by the focus of the committee. May also serve as a “working group” within a Council. Agendas and minutes will be posted to the Intranet. Meetings are held as needed given the focus of the committee.

**Councils**

**Instructional Materials Council:**

Comprised of faculty, staff, and administrative representatives, the Instructional Materials Committee’s responsibility includes, but is not limited to, developing and making recommendations regarding the following:

1. The adoption and use of textbooks and other instructional materials.
2. Assure adequate training to update Program Coordinators and Dept./Division Chairs on changes involving instructional materials, policies, and processes.
3. Provide students with instructional materials in a timely manner.
4. Promote open communication between all constituencies involved, including HCC Bookstore management.
5. Develop and promote guidelines for instructional materials that will result in cost savings to students, including open source textbooks and other materials.
6. Participate in and/or delegate responsibility for RFP’s and contract negotiations with textbook retailers and open educational resource providers.
Dean’s Council (Already exists):

1. Purpose: Cross-disciplined, district-wide collaboration decision making on leading teaching and learning for the College.
2. Membership: All instructional deans, representation from the Student Services Deans and Faculty Senate Representatives
3. Co-chairs: AVC for Instructional Services, AVC for College Readiness, and AVC for Career and Technical Education

Curriculum Council (Already exists)

1. Purpose: Cross-discipline, district-wide collaboration and decision making on all curriculum for the College.
2. Membership: Representation from the Dean’s Council, Faculty Senate, Assessment Committee, Instructional Equipment and Technology Council, Core Curriculum, CTE, and Developmental Education Curriculum Council, Institutional Research, Student Services, Institutional Research, Director of Instructional Quality, Director of Instructional Initiatives, and Program Coordinators
3. Co-Chairs: Executive Director for Curriculum and Instruction and AVC for College Readiness

Core Curriculum Council

1. Purpose: Cross-discipline, district-wide collaboration and decision making on the core curriculum for the College
2. Membership: Representation from the Dean’s Council, the Core Curriculum Council, Relevant Program Coordinators, Department Chairs in related departments, Core Teaching faculty (1 from each College)
3. Co-Chairs: Executive Director of Curriculum in Instruction and a designated Program Coordinator

Career and Technical Education Curriculum Council

1. Purpose: Cross-discipline, district-wide collaboration and decision making on the CTE curriculum and Institutes
2. Membership: Representation from the Dean’s Council, the Core Curriculum Council, Relevant Program Coordinators, Relevant Department Chairs, CTE Teaching faculty (1 per College)
3. Co-Chairs: AVC, CTE and designated Program Coordinator

Developmental Education Curriculum Council

1. Purpose: Cross-discipline, district-wide collaboration and decision making on Developmental Education curriculum
2. Membership: Representation from the Dean’s Council, the Core Curriculum Council, Relevant Program Coordinators, Relevant Department Chairs, Developmental Education teaching faculty (1 per College)
3. Co-Chairs: AVC, College Readiness and designated Program Coordinator

STEM Council
1. **Purpose:** District-wide STEM discipline collaboration and decision making on STEM education, curriculum, and program development.

2. **Membership:** Representation from the Dean’s Council (not to exceed 2), the Core Curriculum Council (Teaching faculty, preferred), Relevant Program Coordinators, Relevant Department Chairs (not to exceed 2), and STEM and CTE Teaching Faculty (2 per College) [This represents a change from the existing membership—it’s more inclusive]

Professional Development Council (Already exists)

1. **Purpose:** District-wide collaboration and decision making on professional development for faculty and staff in Instructional Services.

2. **Membership:** Representation from the Faculty Senate, Deans Council, DREAM Council, Instructional Equipment and Technology Council, and Department Chair representation.

3. **Co-Chairs:** Faculty Senate President and Director for the Faculty Academy.

Instructional Equipment and Technology Council (already exists)

1. **Purpose:** District-wide collaboration and decision making on technology necessary to support teaching and learning excellence.

2. **Membership:** Representation from the Deans Council, Department Chairs, DCETs, and Faculty Senate.

3. **Co-Chairs:** ??

DREAM (Data, Relevance, Equity, Analytics, Metrics) Council (NEW)

1. **Purpose:** District-wide collaboration and decision making on student success programs/initiatives.

2. **Membership:** Representation from administration (minimum of 2 presidents), faculty (developmental, gateway and career and technical representation), staff (instructional and student services), and students from all 6 colleges, Diversity and Inclusion, Executive Director Institutional Research and two additional staff, all AVCs, VC of Information Technology, Executive Director of Public Relations and two college representatives, Faculty Senate President and President Elect, and VC for Student Services.

3. **Chairs:** Vice Chancellor for Instructional Services and Vice Chancellor for Student Services.

College Readiness Council (Would include the current P-16 Council)

1. **Purpose:** District-wide collaboration and decision making on college readiness.

2. **Membership:** Faculty representatives from Developmental Education (6—1 per College), Developmental Education program coordinators, Dual Credit Coordinators (currently referred to as P-16 Coordinators), Director for Adult Basic Education, representation from the Dean’s Council, Career and Technical Education faculty representation (6—1 per College/Institute) and
3. Co-Chairs: AVC, College Readiness and ???

Assessment and Compliance Council (Currently the Assessment Council)

1. Purpose: District-wide collaboration and decision making regarding SACS Compliance and instructional assessment
2. Membership: QEP Coordinators, Representation from Program Coordinators, Director of Curriculum, Director of Instructional Quality, Institutional Research, Faculty Senate
3. Co-Chairs: Executive Director of Curriculum and Instruction and SACS Compliance Officer

**Committees**

EGSL3 Advisory Committee (subgroup of the Professional Development Committee)

Gulf Coast Pass/Complete College America Committee (subgroup of the DREAM Council)

HB5 Committee (Subgroup of the Developmental Education Council)

QEP Committee (Subgroup of the Assessment and Compliance Council)

Program Review Committee (Subgroup of the Assessment and Compliance Council)

Assessment Committee (Subgroup of the Assessment and Compliance Council)

SACS Operational Committee (Subgroup of the Assessment and Compliance Council)

Puente Committee (Subgroup of the DREAM Council)

New Mathways Committee (Subgroup of the DREAM Council)

Honors College Committee (Subgroup of the DREAM Council)

Success and Completion Analytics Committee (Subgroup of the DREAM Council)

INRW Committee (Subgroup of the College Readiness Council)

Dual Credit Committee (Currently P-16 Coordinators Committee and Subgroup of the College Readiness Council)
Participatory Governance Flowchart