

Table of Contents

College Senate Assessment Overview	2
2022-2023 Senate Assessment Overview	2
Background	2
Processes and Actions	2
Observations	3
Conclusions, Recommendations, and Immediate Actions	5
Actions Taken Via Previous Assessment (2021-2022	5
Unaddressed Action Items from Previous Assessment	5
College Senate Committee Assessments 2021-2022	6

### College Senate Assessment Overview

- Fulton-Montgomery Community College (FM) is guided by a “culture of assessment,” and in accordance with such a culture there exists an evolving Senate Assessment Plan that the Senate Chair, in direct conjunction with the Senate Executive Committee (SEC) and more indirect conjunction with Senators, is to follow the Senate Assessment Plan lays out a timeline for assessing its various charges as informed by the charges from College’s [Strategic Plan](#)
  - Each year, a different charge is assessed

### 2022-2023 Senate Assessment Overview

- As detailed in the [2020-2025 College Senate Assessment Plan](#), the charge for the 2022-2023 academic year is: “To recommend the establishment, number, composition, and responsibilities of *ad hoc* committees at the Senate’s discretion or upon request from the President”
  - This charge is connected specifically to all four goals of the [Campus Strategic Plan](#) in place during the 2021-2022 (Improve Student Success and Retention), as *ad hoc* committees can inform and influence partnerships, student experience, enrollment and management, and transformation of the College and, in turn, the communities it serves.
  - Committee level assessment measures related to this charge are specifically grounded in and generated by an [Assessment Rubric](#).
  - Assessment outcomes of the charge are gleaned via identifying and analyzing quantitative and qualitative data at both committee and Senate levels, including:
    - Opportunities and appropriateness of, and results for input and recommendations from the Senate and its committees
    - Effectiveness of the Senate and its committees in regard to any input and recommendations
    - Effectiveness of the overall process
    - Review and analysis of Senate assessment conclusions and suggestions spanning since the previous assessment of the given charge (2016-2017 academic year)

### Process and Actions

- The process for conducting assessment of the given charge includes the following:
  - Creation of the [Senate Committee Assessment Rubric](#) by the Senate Executive Committee (SEC), which was brought to the [March 2023](#) Senate meeting and subsequently presented to Senators’ constituents for review and discussion
  - Identification, clarification, and discussion of the charge at the [March 2023](#) and [April 2023](#) Senate meetings
  - During the summer of 2023 the Senate Chair began construction of this assessment report via available data from the past assessment cycle, including the 2022-2023 academic year as guided by responses to the [Senate Committee Assessment Rubric](#).
  - The assessment was completed and submitted for College Assembly (the name of the revised governance system commencing during the 2023-2024 academic year) during its September meeting.

- A motion to approve the assessment was made at the October Assembly meeting. The motion was approved.
- The assessment was submitted to the Assessment Committee by November 1, 2023, per the [College Senate By-Laws & Procedures Manual](#)

#### Observations

- The [last assessment of the given charge](#) addressed the 2016-2017 academic year.
  - The charge was to be assessed during the 2020-2021 academic year, but the COVID-19 pandemic caused disruptions to the assessment cycle, including suspension of all assessment during the 2019-2020 academic year.
  - During the 2020-2021 academic year a macro assessment of the entire shared governance system was instituted due to acute contractions and changes at the College, some due to the pandemic, some due to trends in decreases in enrollment and funding since the 2014-2015 academic year.
    - This macro assessment led to the deferment of the charges to be assessed by a year and a related substantial revision of the [College Senate Assessment Plan](#) during 2020-2021 academic year.
    - The macro assessment also led to substantial changes to the shared governance system, starting with the 2023-2024 academic year.
- There are established *ad hoc* committees that every year do call for membership and/or seek consultation from the Senate and/or the larger campus community, including the Senate Executive Committee (which is comprised only of Senators and Senate Leadership) and the Founder's Day Committee (a sub-committee generally created and guided by the Institutional Advancement Committee).
  - Of note is the at the *ad hoc* Founder's Day Committee has been made a permanent subcommittee of Institutional Advancement within the new governance structure, which had been taking up the responsibility for constructing it.
- The [Chancellor's Award Committee's composition is set by SUNY guidelines](#), so only those who qualify (past winners) or mandated to serve. As such, the Senate has little input regarding this committee.
- The previous assessment of the charge noted Senate votes for reactivation of the Senate Structure and Chancellor's Award Committee at the beginning of the semester. This practice has ceased because the former is now a permanent committee as articulated in the [Articles of Governance](#) and the latter is a mandated committee with prescribed composition, as noted above.
  - It would seem, since, by definition, *ad hoc* committees are temporary, there should be consideration given towards renaming them subcommittees due to their permanency.
- What was the *ad hoc* Senate Calendar Committee seems to have dissolved, with responsibility for the construction of the Senate Calendar given to the Academic Dean, who then consults the Senate.

- [Discussions](#) at Senate meetings and assessments (see the links to specific committee assessments regarding the charge at the end of this document) indicate some uncertainty about the nature and applicability of the charge as they inform some Senate Committees, as they tend to not see their direct or indirect input and stake in relation to the charge.
  - For example, the Institutional Advancement Committee's assessment report states the "Senate has not provided input regarding ad hoc committees," when, in fact it has via the creation of the Shared Governance ad hoc Committee ([October 21, 2021 Senate meeting minutes](#)), the Committee's inclusion as a standing portion of the agenda (beginning with the [March 30, 2022](#) Senate meeting), and the [Articles of Governance](#) ("Purpose" and "Article VIII: Ad Hoc Committees").
  - However, all committee chairs have direct voice and vote in relation to the charge, so while the normal agendas and operations might not address the charge, there is input and stake in the process.
  - Further, committees such as Assessment and Institutional Advancement have called for *ad hoc* subcommittee participants and have given reports and generated discussion at Senate meetings towards meeting their charges (e.g., [November 18, 2022](#) minutes for the Assessment Committee and [March 30, 2022](#) minutes for the Institutional Advancement Committee).
- There is no official procedure in connection with the charge. Committees, Senators, and Leadership can at any time propose the creation, composition, charges, and termination of *ad hoc* committees. This lack of documented procedure affords greater flexibility, opportunity, and autonomy with the charge.
  - However, concerns have emerged, particularly since the pandemic, within the Senate Executive Committee and, anecdotally, numerous College faculty and staff about *ad hoc* committees emerging without any input from the Senate and Senate Committees. These concerns include the following:
    - Some college faculty and staff feel excluded from deliberations regarding the charge and from the opportunity to serve on certain ad hoc committees.
    - The membership composition of these committees, to an extent, tend to include the same faculty and staff, thus affording some more and many less input and influence in governance and College affairs, more generally.
    - The recommendations of ad hoc committees not given to the review and recommendations of the Senate seems to just appear, leaving some of the College community feeling not only excluded in deliberations connected with such *ad hoc* committees' charge, but the impact of their conclusions.
    - For example, since 2020, there were no College-wide calls for members of the Strategic Enrollment Management and Strategic Plan Steering Committees, in addition to the COVID -19 Instructional Task Group and Middle States Self Study Institute (which are essentially *ad hoc* committees).
      - Therefore, there were also no opportunities for the Senate and its committees to make recommendations in relation to these *ad hoc* committees as they were not brought to the shared governance system.

### Conclusions, Recommendations, and Immediate Actions

- It is likely some of the issues noted in “Observations” were due to the need to respond quickly to the consequences and lingering effects of the pandemic in relation to communication within the College
  - The concerns noted in “Observations” were discussed with the President during a couple of Shared Governance Cabinet Meetings during the last academic years, and the actions taken regarding the concerns reflect such consultation
    - He and, subsequently, the Board of Trustees approved incorporation of the charge into as foundational component of the new *College Assembly Articles of Governance*, beyond the charge as only a point of governance assessment
      - The President made certain all College employees knew about and had the opportunity to join the Shared Governance *ad hoc* Committee, which transformed the current governance model moving forward
      - Also, the President did the same for Middle States Steering groups, which, again, are essentially *ad hoc* committees
- The Chancellor’s Award Committee is a permanent, not *ad hoc* committee, by SUNY mandate. It is also not clear why the governance system chair should be an *ex officio* member of the committee. These matters should be considered moving forward and, if deemed appropriate, revisions made if necessary.
- Reconsideration of the executive committee’s standing as *ad hoc* committee should occur because it is not a temporary committee; only the membership changes.
- With the change in governance structure, which more closely aligned with an “ideal democracy” vs. a representative body, and the combination the Assembly with what was called the College Senate, it is reasonable to presume some of the issues pertaining to communication of, input regarding, understanding of, and opportunity to serve on *ad hoc* committees will be mitigated. This dynamic should be monitored as the new system is implemented and revised, as necessary.

### Actions Taken *via* Previous Assessment of the Charge

- The “effectiveness of the establishment of ad hoc committee procedures ...” via this assessment as informed by discussions during Senate and Senate Executive Committee meetings.
- “[S]pecific language for the Chancellor’s Award ad hoc committee as it is a yearly committee with a charge and composition dictated by SUNY” [was created](#).
- The Senate Activity Tracking Sheet continues to be an important instrument to record College Senate activity on motions and recommendations, but a formal motion to codify its use, as recommended in the past assessment, has still yet to be made.

### Unaddressed Action Items from Previous Assessment

- The recommendation to “review effectiveness of the executive committee in 3 years (2019-2020) ...” did not occur due the pandemic, macro assessment of the shared governance system the following year, and the subsequent changes to the governance system.
  - This call to assess the executive committee should occur in 3 years (2026-2027), which would provide sufficient data within the context of the new governance system

Committee Assessments

- [Assessment Committee](#)
- [Curriculum Committee](#)
- [Institutional Advancement Committee](#)
- [Policy Committee](#)
- [Safety Committee](#)
- [Student Life Committee](#)