

Step 1

Work Proposals for issues come to Executive Faculty Council (EFC) through Unified Faculty Senates (UFS), District Council of Chairs, the Presidents and Vice Chancellors (PVC), and the Board of Trustees (BOT). The Work Proposal outlines the background of the project, the known constraints, criteria or design principles, relevant strategic objectives, stakeholders, and initial suggestions for team members

The EFC will discuss the Work Proposal and voting members will determine if the Work Proposal will be accepted. If the Work Proposal is not accepted, the EFC Faculty Fellow will meet with the initiator(s) of the Work Proposal to review the feedback from the EFC and decide how to move forward. The Work Proposal can be revised and then be brought back to the EFC, where it can be accepted, rejected, or redirected to another body or constituency.

Step 2

Once the Work Proposal is accepted by the EFC, a Work Plan will be completed. The Work Plan outlines the final list of ad hoc committee members, the PVC sponsor/co-sponsor, the final design principles, the evaluation and communication plans, and project timeline. The completed Work Plan will be posted on the EFC website.

Step 3

The ad hoc committee will meet to find solutions and work towards consensus on recommendations. Throughout the project, the chair of the ad hoc committee will communicate with and get feedback from the EFC Faculty Fellow about progress, roadblocks, resource needs, etc.

Step 4

After the work is complete, the ad hoc committee will write up and present the recommendation(s). The recommendation(s) outline(s) proposed solutions, the hypothesis/working theory, evidence, goals, planned testing/measurement, and resources. The recommendation(s) will be presented to the EFC by members of the ad hoc committee. The EFC will discuss the recommendation(s), and voting members will come to consensus on the acceptance of the recommendation(s).

- A. If consensus cannot be reached amongst the voting members, a vote will be taken. When this occurs:
 1. A vote of 80% is required for acceptance
 2. The vote count will be recorded in the EFC meeting minutes
 3. Voting members may submit a dissenting opinion statement within two (2) weeks of the vote
 - a. Dissenting Opinion Summary form must be submitted with full dissenting opinion statement.
 - b. Dissenting Opinion Summary must include the name(s) of the submitting voting member(s).
 - c. This Dissenting Opinion Summary will be added to the EFC recommendation(s) presentation to the PVC and BOT.

d. The Dissenting Opinion Summary and full dissenting opinion statement will be posted on the EFC website.

B. If the proposed set of recommendations are not accepted:

1. The EFC Faculty Fellow will meet with the ad hoc committee chair(s) to review the notes from the EFC meeting, sort out the concerns, and determine how they can be addressed.
2. Members of the ad hoc committee may then present the revised recommendation(s) to the EFC.

Step 5

The recommendation(s) will be presented to the PVC by the EFC Faculty Fellow and/or voting member(s). The PVC will discuss the recommendation(s) and will decide on their acceptance of the recommendation(s).

If the proposed set of recommendations are not accepted:

- A. The EFC Faculty Fellow will meet with the ad hoc committee chair(s) to review the notes from the PVC meeting, sort out the concerns, and determine how they can be addressed.
- B. Members of the ad hoc committee may then present the revised recommendation(s) to the EFC.
- C. The PVC will submit a statement on why recommendations are not accepted. This statement will be added to the EFC recommendation presentation to the BOT.
- D. The PVC statement will be posted on the EFC website.

Step 6

The EFC accepted recommendation(s) will be presented to the BOT by the EFC Faculty Fellow and/or voting member(s) at the BOT Committee of the Whole meeting.