College of Education (COE) Unit-Level Governance Policy and Process Addendum

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1. **Documentation of Policy Changes**

When new policies are implemented, Early Childhood CARES announces the changes in the Weekly News that is sent to all permanent employees. The new policies are incorporated into the staff handbook that is revised each summer and is available on the Early Childhood CARES server.

2. **Participation in Governance**

The role of the advisory group is to advise and assist the directors on policies and procedures for Early Childhood CARES, on team building/retreat planning and staff morale. The advisory group makes recommendations but does not make final decisions.

The Early Childhood CARES Advisory Group is comprised of the co-directors, the business manager and two members from each regional team. Members are selected by their team to serve two years. Typically, the agenda for the advisory group is set by the directors, based on the topics facing the program. If there is a topic that affects more than one team or several people, advisory members request this topic be added to the agenda by e-mailing the week ahead of time.

Members will share topics discussed by the advisory group with their teams. It is the expectation that advisory group members make recommendations that wisely meet the needs of the entire Early Childhood CARES program, not only best interests of their team.
The Early Childhood CARES Advisory Group typically meets quarterly, but may meet more frequently. An orientation to the roles and responsibilities of the advisory group will be provided to each new member.(from Staff Handbook)

3. **Unit Meeting Protocols**

   Early Childhood CARES does not specify meeting protocols. Typically, regional team meetings occur two times per month unless there are scheduled breaks. Notes are taken and sent via email after the meeting as well as posted to the Early Childhood CARES server. Agendas are set by Program Coordinator, and all staff may suggest an agenda item if the topic is relevant to the majority of staff. Inclusion in the agenda is at the discretion of the Program Coordinator

4. **Committees**

   Early Childhood CARES has working groups that are established to address program needs, enhance services and provide opportunity for professional growth and development.
   Working groups may function for several months or for more than a year. They have a specified goal or purpose and often will result in a product.

   The need for a working group may be established by team members or by the leadership team to address a specific concern. A verbal or written proposal to form a working group is presented to the leadership team for approval. If more than three groups are requested, the advisory group would prioritize.

   For a working group to function, there must be an identified group leader(s). The purpose of the group must align with the strategic plan. A leadership team member will be assigned as a member of the group (not to facilitate the group, but as a member).
   Topics for working groups are solicited in accordance with program goals (for example, parent involvement).

   Working groups will be open to all interested staff, although there may be times when staff are requested to serve on a group because of their expertise. Working groups will share the result of their work through presentations, trainings, e-mails or a product so that all staff may benefit. Professional development units may be offered for some working groups if there is a significant "study" component. The process for granting PDUs will be established ahead of time so that the criteria are clear.

   If a working group proposes a policy for Early Childhood CARES, the policy must be approved by the advisory group before implementation.

   .(from Staff Handbook)
4b. **Search Committees**

Search committees for non-classified positions include the director(s), 1-3 staff with relevant experience in the position being filled, and in most cases an outside member who represents the community or the college or a parent.

5. **Selection and Appointment of Leadership Roles**

   The administrative team of Early Childhood CARES is comprised of the director(s), Program Coordinators, and Coordinator of Business Affairs. The ecWeb manager reports directly to the program director(s) and supervises staff responsible for ecWeb.

   .(taken from organizational chart in Staff Handbook)

These leadership positions, when vacated, are filled through a competitive regional search. The associate Dean for Research and Outreach will be responsible for leading the search committee for the Director(s) position.

Leadership Roles and Responsibilities

6. Leadership Team

The Leadership Team is comprised of the co-directors and Early Childhood CARES program coordinators. The purpose of the Early Childhood CARES Leadership Team is to identify and address the larger issues of Early Childhood CARES consistent with the mission and values of the agency and to oversee the day-to-day operations of the agency.

Duties of the Leadership Team:

- o Facilitate long-range strategic planning.
- o Collect and analyze information and data about current needs and future trends.
- o Ensure that services and supports meet the needs of children and families.
- o Monitor and change placement options and service delivery systems and methods as needed.
- o Determine staffing patterns, caseloads and workload capacity.
- o Supervise staff.
- o Identify and address program needs, growth and directions.
- o Develop and implement policies, procedures and program priorities.
- o Ensure compliance with state and federal guidelines.
- o Provide the structure, support and supervision of the day-to-day operations.
- o Negotiate and monitor subcontracted services for quality and compliance.
- Provide advice to program directors on program budget.

.(from Staff Handbook)

Faculty Voting Authority

Early Childhood CARES does not have governance policies for voting.

7. **Amendment of Unit-Level Policies**

Policies for Early Childhood CARES are amended with input from the Leadership team, UO, College of Education, the Advisory Group, and/or the Statutory Oversight Committee.