

MEMORANDUM

TO: Committee on Student and Campus Community (CSCC)

FROM: Steering Committee

RE: Policy on Pets

DATE: November 15, 2017

Background:

On October 23, 2017, Vice President Curtis Heuring sent an email to Steering noting that there have been incidents concerning pets on campus recently. Mr. Heuring asked whether a policy on pets might be developed through governance. Steering discussed this and noted that several of these concerns are facilities cleaning issues, which the administration is free to deal with without governance input. However Steering felt that the broad concern about pets in classrooms and other public areas was an issue requiring governance input, in particular as it may be difficult for a student to object if a faculty member or another student brings a pet to class, for a faculty member to object if a dean or another faculty member brings a pet to work, etc.

Charge:

Steering asks CSCC to gather campus input on whether TCNJ is in need of a policy on pets, and if so the issues and/or concerns that such a policy should address. CSCC should seek testimony from the campus community through electronic communication.

If CSCC determines that a policy on pets is needed at this time, it should develop and recommend a policy. In developing a recommendation, CSCC may wish to use the guidelines for service and assistance animals together with testimony received regarding conflicting needs surrounding service and assistance animals as a starting point. After preparing a preliminary recommendation, this recommendation should be shared with the campus following Tier II guidelines.

Testimony Tiers: Tier II

Timeline:

CSCC should determine whether there is a need for a pet policy by early March, 2018. If a policy is developed, a preliminary recommendation should be developed by the end of the Spring 2018 semester.

TCNJ Governance Processes

Step 1 – Steering issues a charge

Step 2 - Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups.

When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3 – The Relevant Stakeholders provide Testimony

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see page 24) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4 – Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community.

When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5 – Steering considers the Final Recommendation

Step 6 – The Provost and/or President and Board consider the Final Recommendation

Step 7 – Steering notifies the Campus Community

Testimony Tier II – The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

Examples: revisions to policy and procedures that relate to non-controversial issues.

Testimony Tier III – The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

Written feedback should take the form of a survey and/or email feedback. Oral feedback should take the form of public testimony at a meeting of the appropriate representative body or bodies (as identified by Steering). These meetings should be open to the general public, and publicized so that individuals not represented by that group but interested in the issue may attend. Following that meeting, the representative body may, at its discretion, issue a formal response to the preliminary recommendation, which should be sent to the relevant council or committee as well as Steering. On the completion of a final recommendation, this response should accompany the final recommendation to Steering, and it should be considered as part of Steering's final review.

For a complete description of all steps and of the other testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21 – 24.