

## **Chapter 3 - General Institution**

### **AP 3255 Participation in Local Decision-Making**

#### **References:**

Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq., 51023.5, and 51023.7; Accreditation Standards; BP 3255

Appropriate members of the College advise the President on matters related to planning for the future and in developing policies, regulations, and recommendations under which the College is governed and administered.

In adherence to Title 5, Subchapter 2, Academic Senates, Sections 53200-53204, the Board of Trustees, and, as appropriate, the College President, will rely primarily upon the faculty, acting through its Senate, in the following academic and professional matters:

- curriculum including establishing prerequisites and placing courses within disciplines;
- degree and certificate requirements;
- grading policies;
- educational program development;
- standards or policies regarding student preparation and success; and
- policies for faculty professional development activities.

The faculty and the Board of Trustees and, as appropriate, the College President shall reach mutual agreement on the following academic and professional matters:

- District and College governance structures, as related to faculty roles;
- faculty roles and involvement in the accreditation processes including self-study and annual reports;
- process for program review;
- processes for institutional planning and budget development; and
- any other District and College policy, procedure, or related matter that the District Board of Trustees determines will have a significant effect on students.

In accordance with Title 5 Section 53203(f), the appointment of faculty members to serve on College committees, task forces, or other groups dealing with academic and professional matters shall be made, after consultation with the College President/CEO or his/her designee, by the Academic Senate.

In accordance with Education Code Section 70901.2, the exclusive representative of classified employees shall appoint the representatives for the respective CSEA unit members for designated councils, committees, task forces, and other groups. The Classified Senate, representing all College and Auxiliary Services employees, also makes appointments to designated councils, committees, task forces, and other groups.

In accordance with Title 5, Section 51023.7, the selection of student representatives to serve on College committees, task forces, or other governance groups shall be made by the Associated Students after consultation with the College President/CEO or his/her designee.

The President's Advisory Council reviews and updates the campus committee list annually.

### General Goals and Operating Principles

1. To base the participatory governance process on cooperation, trust, and shared values rather than on confrontation.
2. To reach solutions that are made better through the expertise of the participants and made more acceptable through the participatory process.
3. To foster a climate of mutual trust, creative conflict resolution, and positive communications skills.
4. To communicate regularly and accurately with those directly affected by decisions made in the participatory governance process.
5. To create effective decision-making and use of time by streamlining the process and by avoiding duplications of effort. This implies the expanded use of ad-hoc task-specific work groups rather than the proliferation of standing committees.
6. To assign management, faculty, staff and/or students appropriate for the committee function and to adhere to the principle of balance of representation. Committees that report to the Academic Senate will have a faculty chair or co-chair.
7. To establish working size committees no larger than is required to do the task at hand.
8. To have reasonable resources available to faculty and management in order to carry out and complete assignments efficiently and effectively including adequate reassigned time for faculty leadership.
9. To establish regular meeting times to permit members to plan their schedules.
10. To expect representatives to committees to become familiar with committee functions, to be responsible for attendance, and for consulting with and keeping their constituents informed.

The following includes definitions used in the College's committee structure:

- Governance: Any organization or group of people who participate in the short- and long-term global planning of the College. Functions of these bodies include: recommending rules, procedures, direction, and processes.
- Academic Senate: Any organization or group of people whose primary function is to make recommendations with respect to academic and professional matters, as mandated by law.
- Operational: Any group of people who participate in the short- and long-term planning of individual departments or cross department groups. These bodies recommend and make decisions affecting local projects and operations.
- Task Forces: Any group of people assembled to accomplish a specific charge which must be completed by a specific date.

The President's Office will maintain a current committee list, with designations, on the College's website.

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