

BP PARTICIPATION IN DISTRICT AND COLLEGE GOVERNANCE

References:

Education Code Sections 70902
Code of Regulations 51023.5, 51023.7, 53200-53206
Accreditation Standards IV.A and IV.D.7

It is the belief of the Chabot-Las Positas Community College District Board of Trustees that shared governance is both a philosophy and a process, which assures the mutual respect of all district and college constituencies by providing them the right to participate effectively in district and college governance. The Board further recognizes that the best decisions for the district can be made by relying upon the collective knowledge and expertise of the district and college communities and by ensuring that each constituency has the opportunity to express its opinions and provide advice and counsel.

The Board is committed to shared governance and shall ensure faculty, classified professionals, and students participate as required by law in the decision-making processes of the District as follows:

- **Faculty**

Faculty shall be provided the opportunity to participate effectively in district and college governance and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration. The Board recognizes the Academic Senates of the colleges as the bodies that represent faculty related to academic and professional matters, as defined by law. The Board or its designee shall consult collegially with or reply primarily upon the Academic Senates, as duly constituted with respect to these academic and professional matters.

The selection of faculty to serve on district or college task forces, committees, or other groups shall be made by the Academic Senates and, as set forth in the Faculty Contract, the faculty collective bargaining unit. The Academic Senates and the faculty collective bargaining unit each design and administer their own processes for assigning representation to district and college task forces, committees (including hiring committees), and other groups where designated.

- **Classified Professionals**

Classified professionals, defined as all employees in classified positions exclusive of those who are designated as management, shall be provided the opportunity to participate effectively in district and college governance, and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration. Classified professionals shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that have or will have a significant effect on classified professionals. The Board recognizes the Classified Senates of the colleges and district office as the bodies that represent classified professionals on all non-collective bargaining matters that have or will have a significant effect on classified professionals.

The selection of classified professionals to serve on district or college task forces, committees, or other groups shall be made by the Classified Senates and the classified collective bargaining

unit. The Classified Senates and the classified collective bargaining unit each design and administer their own processes for assigning representation to district and college task forces, committees (including hiring committees), and other groups where designated.

- **Students**

Students shall be provided the opportunity to participate effectively in district and college governance, and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration. Students shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that have or will have a significant effect on students, as defined by law. The Board recognizes the Student Senates of the colleges as the bodies that represent students on matters having a significant effect on students, as defined by law.

The selection of students to serve on district or college task forces, committees, or other groups shall be made by the Student Senates, which design and administer their own processes for assigning representation to district and college task forces, committees (including hiring committees), and other groups where designated.

Except for unforeseeable, emergency situations, the Board shall not take any action on matters significantly affecting faculty, classified professionals, and students until the affected constituent group or groups have been provided the appropriate opportunity to participate in the formulation and development of those matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of all constituencies before such action is taken.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3450 et seq.

AP PARTICIPATION IN DISTRICT AND COLLEGE GOVERNANCE

References:

Education Code Sections 70902
Code of Regulations 51023.5, 51023.7, 53200-53206
Accreditation Standards IV.A and IV.D.7

The Board of Trustees is committed to shared governance. This administrative procedure is intended to ensure that faculty, classified professionals, and students have the right **and opportunity** to participate effectively in district and college governance. This policy also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum, academic standards, and faculty roles and involvement in the accreditation process.

The Board and its designee receive advice and recommendations from faculty, classified professionals, and students through the district and college shared governance systems, collegial consultation and mutual agreement with constituent groups, and the drafting or revising of written policy and procedures.

Chancellor's Council

The Chancellor's Council coordinates and supervises the District governance system. As the final district-wide policy recommending body, Chancellor's Council solicits, involves and utilizes the opinions of faculty, classified professionals, students, and administrators, and provides an opportunity for constituent groups to inform and advise each other on policy matters and to debate differences of opinion. It shall ensure that district-wide shared governance committees do not misconceive their purpose or overlap their function, and that any policy recommendation emanating from one group but affecting other groups be reviewed by appropriate committees and/or constituent groups before reaching final approval and being submitted to the Board.

The composition of the Chancellor's Council shall be as follows: Chancellor, College Presidents, Academic Senate Presidents, Classified Senate Presidents, Student Senate Presidents, Presidents of the faculty bargaining unit and classified bargaining unit, and one representative from the Administrative Association. Changes to this composition must be jointly agreed upon by the Chancellor and the Academic, Classified, and Student Senates.

District and College Shared Governance Systems

- Faculty, classified professional, student, and administrator participation in District shared governance system is outlined in the [Chabot-Las Positas Community College District Integrated Planning & Budget Model](#).
- Faculty, classified professional, student, and administrator participation in the Chabot College shared governance system is outlined in the [Chabot College Shared Governance and Collegial Consultation Process](#).
- Faculty, classified professional, student, and administrator participation in the Las Positas College shared governance system is outlined in the [Las Positas College Shared Governance Handbook](#).

Collegial Consultation with Academic Senates

The Board recognizes the Academic Senates of the colleges as the bodies that represent the faculty in collegial consultation and mutual agreement related to academic and professional matters, as defined by law.

The Board shall rely primarily upon the advice and judgement of each Academic Senate independently on selected college matters and the two senates jointly on selected District matters, which are defined as issues on which college-developed recommendations are in conflict or require a joint effort. District matters should be of sufficient importance that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies.

Rely primarily means that all recommendations in the areas specified below will be forwarded to the Board through the Chancellor by the Academic Senate(s) and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the respective senate(s). If such recommendations are not accepted, existing policies and procedures will remain in force.

The Board will rely primarily on the Academic Senate(s) in these academic and professional matters:

- a) Curriculum, including establishing prerequisites and placing courses in disciplines;
- b) Degree and certificate requirements;
- c) Grading policies;
- d) Faculty roles and involvement in accreditation processes including self study and annual reports.

Mutual agreement shall be reached between the Board or its designee and the Academic Senate(s) on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the College President and Academic Senate as defined in separate local policies for each. (See Chabot College Shared Governance & Collegial Consultation Process and Las Positas College Shared Governance Handbook.) On District matters, mutual agreement will be reached between the Chancellor and the Academic Senates through the Chancellor's Council. Mutual agreement means that the Board and the Academic Senate(s) shall each approve such policies or procedures before they are put into effect. If such agreements are not approved by both parties, existing policies and procedures will remain in force.

The Board will reach mutual agreement with the Academic Senates in these academic and professional matters:

- a) Educational program development;
- b) Standards and policies regarding student success;
- c) District and college governance structures as related to faculty roles;
- d) Policies for faculty professional development activities;
- e) Process for program review;
- f) Process for institutional planning and budget development.

Collegial Consultation with Classified Senates

The Board recognizes the Classified Senates of the colleges and district office as the bodies that represent classified professionals on all non-collective bargaining matters that have or will have a significant effect on classified professionals. The Board shall ensure that the Classified Senates are provided the opportunity to actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- a) Standards, policies, and procedures regarding student support and success.
- b) College and district governance structures, as related to classified professional roles.
- c) Standards, policies, and procedures regarding implementation and integration of technology systems.
- d) Professional development policies and activities.
- e) Processes for program review, as related to classified professional roles.
- f) Processes for institutional planning and budget development.
- g) Classified professional roles and involvement in accreditation processes.
- h) Classified professional roles and involvement in program planning, development, and staffing.
- i) Regulations and procedures relating to physical safety.
- j) Any other district or college policy, procedure, or related matters that have or will have a significant effect on classified professionals.

Except for unforeseeable, emergency situations, the Board shall not take any action on these matters until the Classified Senate(s) have been provided the appropriate opportunity to participate in the formulation and development of these matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of the Classified Senate(s) before such action is taken.

Collegial Consultation with Student Senates

The Board recognizes the Student Senates of the colleges as the bodies that represent students on matters having a significant effect on students, as defined by law. The Board shall ensure that the Student Senates are provided the opportunity to actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- a) grading policies;
- b) codes of student conduct;
- c) academic disciplinary policies;
- d) curriculum development;
- e) courses or programs which should be initiated or discontinued;
- f) processes for institutional planning and budget development;
- g) standards and policies regarding student preparation and success;
- h) student services planning and development;
- i) student fees within the authority of the district to adopt; and
- j) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Except for unforeseeable, emergency situations, the Board shall not take any action on these matters until the Student Senate(s) have been provided the appropriate opportunity to participate

in the formulation and development of these matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of the Student Senate(s) before such action is taken.

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