

Mission College Shared Governance and Decision Making Plan

0.0 DISCLAIMER

This is a living document that should be revised regularly. It approximately reflects the state of shared governance at Mission College during the 97-98 academic year.

1.0 PREAMBLE

IN COMPLIANCE WITH AB 1725, THE CALIFORNIA ADMINISTRATIVE CODE TITLE 5, SECTIONS 51023 AND 53200, AND THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT SHARED GOVERNANCE POLICY 3.17.2, THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT SHALL IMPLEMENT A PROCESS AT MISSION COLLEGE WHEREIN FACULTY, STUDENTS, AND CLASSIFIED STAFF PARTICIPATE IN SHARED GOVERNANCE IN WAYS APPROPRIATE TO THEIR KNOWLEDGE AND RESPONSIBILITY.

The Mission College Shared Governance Plan defines and implements this process at Mission College, under existing Board Policy 3.17.2.

This plan seeks to accomplish the following:

- 1.1 Utilize the full range of skills, talents, and interests of our faculty, students and staff by implementing a process which allows decision-making at the lowest, most appropriate level of the system structure;
- 1.2 Provide a mechanism, which empowers committees to make substantial contributions to the operations and policy decisions of the college;
- 1.3 Provide efficient utilization of committees and task forces by establishing a system, which clusters activities according to similar functions, and with each functional area led by an executive council;
- 1.4 Formalize record keeping and project control through the establishment of electronic information management systems.

2.0 HISTORY

Shared governance recognizes and is predicated upon the sincere commitment of all participants to our students, our profession, and our institution. Mission College practices shared governance out of respect for the expertise and experience of its faculty, staff and students and because it believes that shared governance is made a reality not only through a process for jointly developing recommendations but also through the delegation of authority in appropriate areas.

Mission College developed a shared governance working document in the fall of 1988, but the college community never agreed upon implementation of that document. After District-wide discussions that included both colleges, central services and the Governing Board, Board Policy on Shared Governance (3.17.2) was passed in December 1992. Since then Mission College has

operated under the general procedures that accompanied the Board Policy. This document is, in part, a response to a recommendation in the 1995 Mission College accreditation report to identify more specific procedures to implement shared decision making at Mission College. (West Valley College developed a college process similar to this in 1993 and presented an updated version to the Board in December 1996.)

3.0 GOALS AND EXPECTATIONS

Shared governance at Mission College is designed to:

- 3.1. Provide opportunities for input from the following college constituency groups: students, classified staff, administration and faculty;
- 3.2. Provide opportunities for open communication and shared information amongst all constituency groups;
- 3.3. Encourage representatives in the shared governance structure (Section 5) to maintain open communication amongst all constituencies ;
- 3.4. Encourage all to listen to and respect the needs and expectations of faculty, staff, students and administrators;
- 3.5. Recognize the difference in roles established by AB 1725, namely that the Academic Senate and the Governing Board are parties to the decision on academic and professional matters whereas other groups are parties to the discussion. Governing Board Policy (3.17.2) recognizes the primary advice of the Academic Senate in the eleven areas identified in AB 1725 , while also recognizing the right of other groups to be consulted. The State Chancellor's Office Legal Advisory on Shared Governance states "the intent of the regulations is to ensure that, while all relevant constituencies should have the opportunity to participate, boards should accord the greater weight to academic senates in 'academic and professional matters' by 'consulting collegially' with the senates;
- 3.6. Encourage participants in all governance committees to effectively represent their constituency. Therefore it is expected that in governance committee deliberations:
 - a. the opinions of faculty, staff and students will be treated with respect and given reasonable consideration;
 - b. the interests of each constituency should be accepted as having equal legitimacy;
 - c. constituency representation should take place within the context of a collegial process;
 - d. each participant should be committed to ensuring the process is collaborative;
- 3.7. Ensure that all shared governance meetings will be open;
- 3.8. Ensure that Mission College's goals will be the focus for decision making;
- 3.9. Ensure that Mission College's organizational structure is designed to accommodate and encourage shared decision making in all areas (as appropriate based on statute);
- 3.10. Ensure that shared decision making leads to understanding and acceptance of decisions, as well as commitment to their implementation;

- 3.11. Ensure that shared decision making leads to trust, cooperation, mutual understanding and coordination;
- 3.12. Ensure that the process provides opportunities for conflict resolution.

4.0 GUIDING PRINCIPLES

Shared Governance at Mission College is designed with the following guiding principles in mind:

- 4.1. Decisions made in the spirit of shared decision making are more likely to result in outcomes which are in the best interest of the college as a whole;
- 4.2. Shared decision making requires that all members of the college, either directly or through representatives, share responsibility for making decisions and recommendations;
- 4.3. Decisions should be made as close to the issue as possible and should therefore be made at the appropriate department, division, committee, council, task force or administrative level;
- 4.4. On academic and professional matters, the governing board is required by Board Policy 3.17.2 to normally accept the primary advice of the Academic Senate and to make decisions different from the Academic Senate recommendation only where there are "exceptional circumstances" and "compelling reasons". Such decisions are, however, made in the spirit of shared decision making, and it is the Academic Senate's responsibility to receive effective input from the various constituencies of the college in making its recommendations;
- 4.5. Members of and representatives to senates, councils, committees, task forces, and other groups have a two-fold responsibility to:
 - 4.5.1) solicit and accurately represent the position (s) of the constituencies they represent, and
 - 4.5.2) provide effective and timely communication between their constituencies and the representative group;
- 4.6. Shared governance groups (Section 5) have a responsibility to (1) communicate their meeting schedule and their agendas, and (2) maintain easily available written records of their activities, decisions, and recommendations and (3) disseminate this information in a timely manner;
- 4.7. Before final recommendations are forwarded by the Councils to the College Governance Advisory Council (CGAC), constituencies within the college affected by the recommendation shall have opportunity for input. Academic and professional matters will be directly forwarded to the Academic Senate;
- 4.8. The ultimate responsibility for college decision making rests with the President, except for the areas codified in law and regulation (for example: with respect to the Academic Senate, Classified Senate, ASB, and bargaining units).

5.0 STRUCTURE

Shared governance at Mission College will be accomplished using the following structure:

5.1 College Governance Advisory Council (CGAC)

5.1.1 Membership:

- _____ The College President, Chair
- _____ Three representatives of the Academic Senate
- _____ Three representatives of the Classified Senate
- _____ Three representatives of the ASB
- _____ One representative of the Division Chair Council
- _____ One representative of the Budget Council
- _____ One representative of Instructional Services
- _____ One representative of Counseling, A & R
- _____ One representative of Student Services Council

The College Governance Advisory Council also has ex officio members from the Research Office, Budget Office, Grants Office, Vocational Education, Staff Development and Community Education.

5.1.2 Responsibilities:

CGAC is advisory to the College President. Its function is to direct issues concerning the operation of the college to the appropriate constituency group. If there is a disagreement between two or more constituency groups, the CGAC will act in a collegial manner to move the issue to resolution by making a recommendation to the College President. The recommendations of the CGAC do not supersede regulations with respect to academic and professional matters.

It is the responsibility of the College Governance Advisory Council (CGAC) to facilitate communication and ensure appropriate involvement of all members of the college community in the decision making process by:

- Directing issues to Councils as appropriate;
- Tracking the work effort of the Councils;
- Facilitating the flow of communication among and between the Councils;
- Receiving reports on the status of issues before the Councils;
- Coordinating maintenance of a college governance information system;
- Creating ad hoc committees or temporary task forces as needed (i.e., when an issue arises that is not appropriate for other councils).
- Making recommendations to the College President by:

As technology and resources permit, the above objectives may be accomplished through a central data system that includes such activities as:

- Receiving requests, proposals, or projects from any member of the college community and directing them to the appropriate executive council;
- Maintaining a project/report calendar to track the progress of all tasks directed to the various Councils;
- Maintaining an electronic information retrieval system in order to allow access to all decisions and resolutions of all committees and task forces as well as the executive councils. This database will be freely available to all members of the college community;
- Organizing and maintaining archives of decision memos, adopted resolutions, and attending reports.

5.2 Other Councils

Mission College has established eight other councils in addition to the College Governance Advisory Council (three senates and five other groups described below). These councils participate in both operational concerns as well as in policy recommendations. Various committees operate under the auspices of these councils.

The Councils are:

- _____ Academic Senate (AS)
- _____ Classified Senate (CS)
- _____ Associated Student Body/Student Senate (ASB/SS)
- _____ Administrative Council (AC)
- _____ Division Chair Council (DCC)
- _____ Student Services Council (SSC)
- _____ College Budget Advisory Committee (CBAC)
- _____ Organizational Information Group (OIG)

All committees of the college (except those under the direction of the unions, e.g. Performance Goals Committee) will be organized into a reporting relationship with at least one of the above mentioned councils. Each council will determine the need to accept, eliminate, or modify its associated committees. Each council also is empowered to create new committees or task forces as needed from within the membership of that council. Memberships external to the council shall be appointed by the appropriate council.

Each council decision will be formally communicated to the college community through the shared decision making process. Each council and its committees will keep a file of decisions and recommendations.

Each council will develop, publish, and disseminate its procedures for processing requests, proposals, or projects which may be received from the College Governance Advisory Council, or any other member of the college community.

5.2.1 Academic Senate

Membership:

- _____ The membership on the Academic Senate is described in its constitution as:
- _____ One representative from each Division with twelve (12) or fewer full-time faculty,

- Two representatives from Divisions with thirteen (13) or more full-time faculty,
- Two Associate Faculty representatives at large,
- Two ASB representatives,
- One Senate President elected by the full-time faculty at large.

Responsibilities:

The Academic Senate has broad responsibilities as the official voice of the faculty on all matters that involve issues of academic policy. The Academic Senate makes appointments of faculty to any committee where individual faculty represent the faculty at large. The Academic Senate is also responsible for coordination with the Academic Senate for California Community Colleges on the local implementation of statewide faculty positions.

AB 1725 requires that the Academic Senate and the Board of Trustees or its designee will 'consult collegially' on the development of policies and procedures for Board delegation of authority and responsibility to the Academic Senate related to 'academic and professional matters'.

Those matters include:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and Certificate Requirements;
3. Grading Policies;
4. Educational Program Development;
5. Standards or Policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for Program Review;
10. Processes for institutional planning and budget development;
11. Other Academic and Professional Matters mutually agreed upon between the Governing Board and the Academic Senate;
12. Appointment/validation of faculty representatives to all committees, task forces, groups, etc., as appropriate.

Areas 1 through 11 are areas from Title 5, section 53200, and where the Governing Board in Policy 3.17.2 agreed to 'consult collegially' by relying primarily on the advice of the Academic Senate. Areas 1 through 5 are identified in Board Policy 3.17.2 as areas where the Academic Senate has the primary responsibility for developing policy recommendations.

5.2.2 Classified Senate

Membership:

- As defined by the Classified Senate Constitution:
- one representative from each of the eight (8) units, elected by the members of each unit.
- One president elected by the senators.

AB 1725 specifies that the district and college shall provide staff with an opportunity to participate in discussion of district and college policies and procedures that have a significant effect on staff.

Responsibilities include:

1. Appointments of Classified staff representatives to committees;

- 2. Classified staff development;
- 3. New employee orientation for all Classified Staff;
- 4. Effective input on issues that have significant effect on Classified staff.

5.2.3 Student Senate

Membership:

As defined by the Student Senate Constitution, students must obtain twenty five (25) signatures of support from fellow students, and submit that petition to the ASB. The Senate votes on their membership and upon agreement, they become voting Senators on the Student Senate.

AB 1725 specifies that the district and college shall provide students with an opportunity to participate in discussion of district and college policies and procedures that have a significant effect on students.

Responsibilities include:

From Title 5, section 51023.7:

- 1. Grading policies;
- 2. Code of student conduct;
- 3. Academic and disciplinary policies;
- 4. Curriculum development;
- 5. Courses or programs which should be initiated or discontinued;
- 6. Processes for institutional planning and budget development;
- 7. Standards and policies regarding student preparation and success;
- 8. Student services planning and development;
- 9. Student fees within the authority of the district to adopt;
- 10. Any other district and college policy, procedure or related matter that the district governing board determines will have a significant effect on students.

The following is a list of other responsibilities of the student senate/ ASB:

- a. Assist student welfare;
- b. Program student activities;
- c. Oversee, maintain and regulate senate property and assets;
- d. Communicate activities and actions to student body;
- e. Promote, control and regulate functions of clubs;
- f. Appoint student representatives to MC committees and councils.

In addition, the board must "give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff."

5.2.4 Administrative Council

Membership:

- The President
- The Dean of Instruction
- The Dean of Students Services
- The Dean of Administrative Services
- The Dean of Workforce & Matriculation
- The Instructional Technology and Distance Learning Officer
- The Library Director

Responsibilities include:

1. Coordinate administrative functions across the campus;
2. Provide support for all college functions in instruction, student services, and budget/planning;
3. Participate in problem solving and planning as college-wide activities;
4. Facilitate the change processes, which contribute to increased student success;
5. Serve as the administrative link between the college, the president, district services, and West Valley College;
6. Facilitate communication and information exchange throughout the district and with the public;
7. Develop a strategic focus for the college administration.

5.2.5 Division Chair Council

Membership:

The Division Chair of each Division

The DCC also has the following ex-officio members:

The Dean of Instruction

The Dean of Student Services

One representative of the Classified Senate

One representative of the Student Senate

One representative of the Academic Senate

Responsibilities include:

1. Educational Program Planning ;
2. Recommendations on full time faculty positions ;
3. Instructional equipment planning;
5. Division financial planning, implementation and monitoring;

Responsibilities on academic and professional matters require coordination with the Academic Senate.

5.2.6 Student Services Council

Membership:

The Dean Of Student Services

The Student Activities Coordinator

One representative of the Academic Senate

One representative of ASB

One representative of the Classified Senate

One Admissions and Records Coordinator

One EOPS Coordinator

One Counseling Division Chair

One Matriculation Coordinator

One Health Services Coordinator

One Financial Aid Coordinator

Responsibilities include:

Recommendations to the Senate for academic appeals¹