
San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2510 COLLEGIAL CONSULTATION

(Replaces current SBCCD AP 2225)

NOTE: It is **legally required** that districts have this procedure. The District should insert its current procedures for participation in local decision-making (participatory governance) for the academic senate, associated students, and staff. Accreditation standards require regular evaluation of the structures and processes, and communication of the results of the evaluation. Consultation with legal counsel before developing additional procedures is strongly advised.

Districts should address either in this or other procedures other code sections that legally require participation by faculty, i.e.:

- Education Code Section 66450: distribution of academic presentations
- Education Code Section 87458: administrative retreat rights
- Education Code Section 87359: equivalencies to minimum qualifications
- Education Code Section 87360: faculty hiring
- Education Code Section 87663: faculty evaluation
- Education Code Section 87610.1: faculty tenure
- Education Code Section 87743.2: faculty service areas
- Title 5 Section 55022: curriculum committee
- Title 5 Section 53204: academic senate/union agreements

❖ From current SBCCD AP 2225 titled Collegial Consultation

MISSION STATEMENT

~~Collegial Consultation is a process involving faculty, administrators, classified staff and students in deliberations regarding day to day and long range planning and policies for the college. These deliberations lead to recommendations that the Chancellor carries forward to the Board of Trustees for final approval. In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy will be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and students.~~

PHILOSOPHY OF COLLEGIAL CONSULTATION

Collegial Consultation is the democratic process utilized on campus in decision-making procedures. Successful Consultation creates an environment of awareness throughout the District by having each constituency represented throughout the process. To be effective, collegial Consultation must exhibit the following characteristics:

- Capacity to establish directions and goals
- React to internal and external stimuli
- Move with diligence and timeliness
- Provide the campus community with an annual cycle of planning and budgeting

The process is designed to establish the goals, priorities, and objectives of the college. The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.

PRINCIPLES OF COLLEGIAL CONSULTATION

1. The Board of Trustees has final responsibility and authority for approval of college policies and review of Administrative Procedures; any individual may address the Board regarding these policies and procedures.
2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of the institution; in turn, the Chancellor creates a structure and systematic process for decision-making.
3. The campus District Consultation structure is charged with making recommendations on issues affecting the institution. The District Assembly or other constituent group may initiate discussion, review progress, or initiate a subcommittee to discuss needed policies or administrative regulations. The college and District units will review drafts and make final recommendations to the District Assembly through the constituent groups. Once a consensus is reached, the recommendations are submitted to the Chancellor is charged with carrying the approved recommendations forward to the Board of Trustees.
4. The District recognizes the role of collective bargaining in certain aspects of policy development and implementation where salary, benefits, or working conditions are involved in the policy development.
5. The District recognizes the Academic Senates through its members has primary responsibility for making recommendations in areas of academic and professional matters.
6. The membership and interrelationships of committees give the Consultation structure an essential role in the decision making process.
7. Broad participation from all segments of the District is encouraged; all four campus constituencies (faculty, management, classified, and students) are

91 represented on Consultation committees except in areas of primacy related to
92 academic and professional matters.

- 93
- 94 8. Each constituency represented on a committee appoints its own representatives,
95 taking into account not only the needs of the constituency but also the broader
96 needs of the college.
97
- 98 9. Any Collegial Consultation subcommittee of the District Assembly, through
99 minutes which are forwarded to its respective standing committee, makes
100 recommendations to the constituent groups for review and then forwards its
101 recommendation on items for District consultation through to the District
102 Assembly. Subcommittees or ad hoc committees of the District Assembly are
103 not subject to the strict guidelines of the Brown Act since final action on
104 recommendations take place through the Standing Committees and the District
105 Assembly.
106
- 107 10. The college community as a whole is made aware of the consultation process
108 and has access to it through constituency representation. A consistent effort is
109 made to keep the campus informed through meeting announcements 72 hours
110 prior to the meeting and publication and distribution of the minutes of the
111 meetings. All minutes of college standing committees and the District Assembly
112 will be posted at respective District sites ~~in the college libraries~~.
113
- 114 11. Collegial Consultation is facilitated by communication, timely and appropriate
115 notice of meetings, public deliberation, full campus participation and published
116 records.
117
- 118 12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc
119 committee is expected to take action minutes. Each subcommittee is charged
120 with forwarding those minutes to their respective standing committee or
121 constituencies, and to the library. In turn, standing committees are charged with
122 review and action on minutes received from their respective subcommittees.
123
- 124 13. In matters of academic and professional standards, where the Board of Trustees
125 finds compelling cause for not accepting the recommendation of the Academic
126 Senate, the Chancellor shall deliver that rationale in writing delivered by
127 registered mail to the Presidents of the Academic Senates following the action by
128 the Board of Trustees. The Academic Senates shall be provided an opportunity
129 to present their concerns to the Board of Trustees in an open Board meeting.
130
- 131 14. Members to Collegial Consultation committees on campus are appointed by their
132 respective organizations after consultation with the Presidents: faculty by the
133 Academic Senate, students by the Associated Students, classified staff by the
134 CSEA, and administrators by the Chancellor, Presidents, or designee.
135 Subcommittees formed by standing committees or ad hoc committees will consist
136 of those members deemed appropriate by the constituencies in consultation with

the Presidents. Ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees. Managers are invited to sit on academic committees Program Review and Curriculum.

15. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Chancellor or Presidents for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in consultation with the leadership of the various constituencies.

16. Clerical support including taking, editing and distributing minutes; preparing and distributing agendas, preparing, reproducing and distributing documents as directed by the committee shall be provided by a designated responsibility center.

[See the District website for additional web links regarding collegial consultation committees.](#)

NOTE: The remaining language is shown as struck because there is already a link on the District's website home page from District Committee Minutes/Collegial Consultation with additional sub-links with details on the charge of each group, membership, agendas, minutes, etc. District-recognized collegial consultation committees as well as college committees can more easily maintain/update the information on these public webpages.

~~STRUCTURE AND PURPOSE OF STANDING COMMITTEES~~

~~DISTRICT ASSEMBLY~~

~~Charge~~

~~The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the Chancellor and the college constituencies.)~~

~~It is a function of the District Assembly to review all recommendations and to reach consensus prior to moving recommendations forward to the Board of Trustees.~~

~~Membership and Chair~~

~~The composition of the District Assembly and the determination of the officers shall be included in the Bylaws of the District Assembly and this document will become a part of this administrative regulation.~~

Reporting

~~All members of the District Assembly are responsible for making regular reports to their respective organizations. The minutes and official records of the District Assembly shall be recorded in compliance with the bylaws.~~

ACADEMIC CALENDAR

Charge

~~The Academic Calendar Committee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District.~~

Membership

~~The Academic Calendar Committee will be co-chaired by the District Business Manager and the Chairperson of the District Assembly. Each of the constituent groups of the campuses shall appoint one representative from each constituency on each campus to serve on the committee. The President of each college will make the management appointment.~~

Reporting

~~The deliberations from this committee will be reported to the District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar. The minutes of this committee will be posted on the District Web.~~

DISTRICT INSTITUTIONAL PLANNING

Charge

~~The Institutional Planning Committee oversees the development and revision of the District mission statement as well as the annual update of the District goals and objectives. The committee also has oversight of the development and update of the District Facilities Plan, the District Technology Plan and accountability reports. The District Educational Master Plan is developed through this committee.~~

Membership

~~The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups, (faculty, classified, students) of the campuses shall appoint one representative from each constituency on each campus to serve on the committee. The President of each college will make the management appointment.~~

Reporting

~~All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.~~

DISTRIBUTED EDUCATION COORDINATING COMMITTEE

Charge

~~The Distributed Education Coordinating Committee has the charge to develop the District component of the Strategic Technology Plan. This committee shall have the added responsibility of coordinating District support for distributed education offered at Valley College, Crafton Hills College, via KVCR, and the Professional Development Center. All programs offered in the District through distributed learning shall be a part of one of the two colleges with the appropriate review, and evaluation by the academic senate and the discipline being offered.~~

Membership

~~The District Director of Distributed Education will chair the Distributed Education Coordinating Committee. Each of the constituent groups (faculty, classified, students) of the campuses shall appoint one representative from each campus to serve on the committee. The President of each college will make the management appointment. Members of this committee shall have involvement in distributed education.~~

Reporting

~~All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the originating committee for review. When consensus is reached, the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.~~

ECONOMIC & WORKFORCE DEVELOPMENT COORDINATING COMMITTEE

274
275 **Charge**
276

277 ~~This committee shall have the responsibility for coordinating and aligning District~~
278 ~~responses to identified economic and workforce development needs. The committee~~
279 ~~shall review educational and training needs in the service area and recommend to the~~
280 ~~Chancellor the most appropriate blend of credit, non-credit, and not-for-credit programs~~
281 ~~and services to effectively address those needs. Existing offerings will be reviewed to~~
282 ~~ensure appropriate categorization based on current community needs and District goals~~
283 ~~for instructional programs. Training needs requiring rapid response will be primarily~~
284 ~~handled through the EDCT with updates provided to the committee on a regular basis.~~
285 ~~Credit and non-credit instruction shall be processed through the Colleges with requisite~~
286 ~~reviews and evaluation by the Academic Senates.~~

287
288
289 **Membership**
290

291 ~~The Executive Director of the Economic Development and Corporate Training division~~
292 ~~will chair the Economic and Workforce Development Coordinating Committee. The~~
293 ~~Director of the Applied Technologies Training and the Workforce Development Manager~~
294 ~~of EDCT and the Chancellor or his/her designee shall be on the committee. California~~
295 ~~School Employees' Association (CSEA) shall appoint a representative from classified~~
296 ~~staff. The President of each college will make the management appointment. Faculty~~
297 ~~appointments shall be made by the Presidents of the Academic Senates at each~~
298 ~~college. Members of this committee shall have involvement in occupational education~~
299 ~~and/or economic development programs.~~

300
301 **Reporting**
302

303 ~~All members are responsible for making regular reports to their respective~~
304 ~~organizations. The administrators responsible for Board Policy recommendations that~~
305 ~~come from the standing committees will forward recommendations to the District~~
306 ~~Assembly and appropriate constituent groups for review and the Chancellor will forward~~
307 ~~the final recommendations to the Board of Trustees. The minutes of this committee will~~
308 ~~be posted on the District Web.~~

309
310 **ADMINISTRATIVE SERVICES ADVISORY COUNCIL**
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313 **Charges**
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315 ~~Administrative Services Advisory Council will review campus and District requests for~~
316 ~~expenditures of bond money. The responsibility of the Administrative Services Advisory~~
317 ~~Council will be to advise/recommend to the Board of Trustees the projects and priorities~~
318 ~~for expenditures of bond money.~~

Membership

~~The Executive Director of Facilities Planning will chair the Administrative Services Advisory Council. The Vice Chancellor of Fiscal Services and the Vice President of Administrative Services from each campus shall be on the committee. Each of the constituent groups (faculty, classified, students) shall appoint one representative from each campus to serve on the committee. KVCR shall appoint one representative to serve on the committee.~~

Reporting

~~All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.~~

DISTRICT BUDGET COMMITTEE

Charge

~~The Committee's responsibilities include the review and recommendations regarding District wide processes related to budget development which may have a major impact on site operations or allocations. Committee discussions or review may include the following during any budget year:~~

- ~~1. Review and evaluation of current, projected or proposed Federal, State and local funding proposals affecting California Community Colleges and the related financial impact on the district.~~
- ~~2. Review of District budgetary policies, administrative procedures, allocation model formulas and guidelines across the District. Protect the financial well being of the District. Determine that procedures are responsive to strategic priorities as determined by the campuses and District Office. Union issues which are conducted as a part of labor negotiations are not a part of this Committee's responsibility.~~
- ~~3. The review process will include both general fund unrestricted and restricted funding sources. The Committee will also review enrollment growth projections, and other workload measures.~~
- ~~4. Review and make recommendations regarding District wide budget assumptions (revenues, allocations, COLA and growth). Any District Budget Committee~~

recommendations related to District-wide processes shall be advisory to the Chancellor.

5. ~~Promote budget awareness, communicate budget issues and may assist in budget and finance training activities District wide.~~

Membership

- ~~1 Vice Chancellor, Fiscal Services~~
- ~~1 Vice President Administrative Services from CHC~~
- ~~1 Vice President Administrative Services from SBVC~~
- ~~1 Management Appointment from CHC President~~
- ~~1 Management Appointment from SBVC President~~
- ~~2 Academic Senate Appointments from CHC~~
- ~~2 Academic Senate Appointments from SBVC~~
- ~~1 Classified Senate Member from CHC~~
- ~~1 Classified Senate Member from SBVC~~
- ~~1 ASB Member from CHC~~
- ~~1 ASB Member from SBVC~~
- ~~1 KVCR Representative~~
- ~~1 Executive Director of TESS~~
- ~~1 Executive Director of EDGT~~
- ~~1 Business Manager~~
- ~~1 Director of Fiscal Services~~
- ~~1 Human Resources Appointee~~
- ~~1 GTA Appointment~~
- ~~1 CSEA Appointment~~
- ~~1 CSEA Appointment from the District Office~~

Reporting

~~All members are responsible for making regular reports to their respective constituencies. The Vice Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will bring feedback from the Chancellor back to the Committee. Final budget authority rests with the Chancellor who will make budget recommendations, when appropriate, to the Board of Trustees.~~

~~The minutes of this Committee will be posted on the District website.~~

CRAFTON HILLS COLLEGE COLLEGIAL GOVERNANCE

MISSION STATEMENT

~~The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.~~

VISION

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation

VALUES

Our institutional values are creativity, inclusiveness, excellence, and learning centeredness.

GOVERNANCE STRUCTURE

The Reporting Flowchart of College Committees describes the reporting structures for all committees in the college. Constituency groups represented on the college's various committees and councils provide input through clearly defined channels. As a result of broadly shared input, the implementation of our decisions is more effective, and the campus community develops a shared sense of mission and purpose. It is important to note that individuals and groups who are not committee members may also be heard in any committee by requesting permission to speak, thus broadening the opportunities for dialogue across the campus governance structure. Committees review their charges and memberships annually. Changes are forwarded to the Crafton Council for review and approval.

PARTICIPANTS IN SHARED GOVERNANCE

Participatory governance is characterized by inclusiveness, rigorous dialogue, and shared decision making involving all constituents. Recognized Crafton Hills College constituencies include:

- Faculty
- Classified staff
- Students
- Management

Faculty

All faculty appointments to college governance bodies are made by the Academic Senate. The Board or its designees will consult collegially with the Academic Senate with respect to academic and professional matters as defined by law. Faculty appointments to standing committees and councils are for two-year terms of service unless otherwise noted in the committee/council charge and membership; additional terms are subject to Senate approval. Whenever possible, the Senate will alternate new appointments to ensure continuity on committees and councils.

Classified Staff

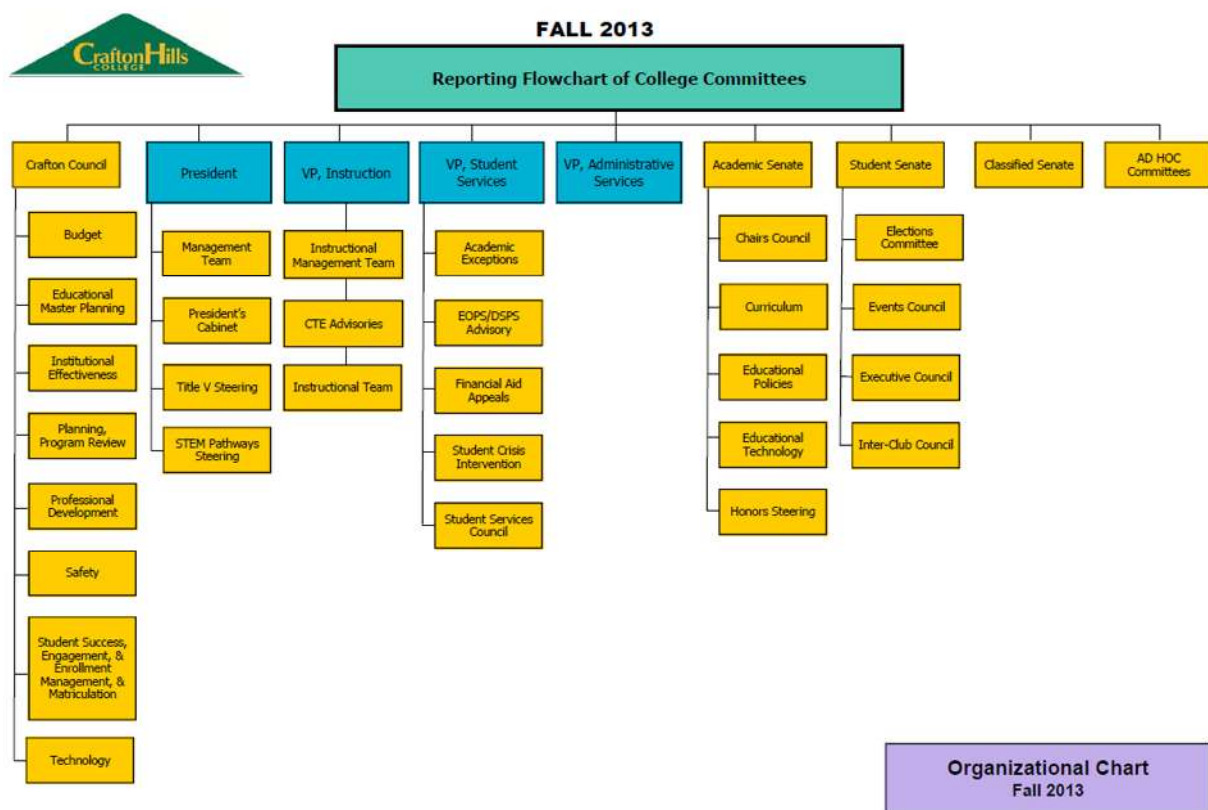
Each shared governance committee with classified staff representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single staff member.

Students

Student members are appointed by the Student Senate of the CHC Associated Students to serve on shared district and campus committees, task forces, and advisory bodies. The CHC Student Senate appoints members at the beginning of each academic year, though due to attrition or the lack of student volunteers, vacancies may occur. Student appointments are for one year.

Management

While Title 5 includes managers in staff, it also requires that they be categorized separately from non-management staff for the purposes of participation in governance. Administrators may either be appointed to committees by the President or serve ex officio. Depending on the manager's committee load, a designee may be assigned. If this is the case, it is important that the committee members are informed that the designee is serving in lieu of the manager named in the membership list. Section X of this handbook includes a description of the membership of each committee.



GOVERNANCE GROUPS

College Governance

Crafton Council

Charge: The Crafton Council is the central deliberative collegial consultation body at Crafton Hills College. Its fundamental purposes are providing information, facilitating communication, and solving problems related to shared governance. The primary functions of the Crafton Council are as follows:

1. Function as a clearinghouse for potential or actual shared governance issues.
2. Provide information to and model best practices for shared governance committees.
3. Serve as a forum for discussion of the progress of identified shared governance committees that report to it.
4. Assume oversight and maintenance of the CHC Organizational Handbook.
5. Monitor Policies and Administrative Regulations related to shared governance, and recommend modifications thereof, or new Policies or Administrative Regulations, as needed.
6. Coordinate the systematic evaluation of governance and administrative structures, processes, and services.
7. Recommend resolutions of or guidelines on larger shared governance questions at CHC.
8. Coordinate campus training in shared governance principles and practice.
9. Promote integration of plans by monitoring alignment among them, and recommending corrective action when necessary.

The Crafton Council meets twice per month.

Membership: President; President, Academic Senate; Vice President, Academic Senate; President, Classified Senate; CSEA representative; President, Student Senate; Vice President of Student Services, Vice President of Instruction; Vice President, Administrative Services. The Dean of Institutional Effectiveness, Research & Planning serves as a resource person as needed.

Constituent Group Governance

Academic Senate

Charge: The CHC Academic Senate, in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In addition, the Academic Senate serves as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent. The Academic Senate meets twice per month.

Membership

Twenty-eight faculty elected to serve as representatives in four unit areas: Humanities and Social Sciences; Math, Science, Health and Physical Education; Career and

Technical Education; and Student Support; a part-time faculty senator; Past-President, Academic Senate. The Executive Board of the Academic Senate is comprised of the President, Vice President, Treasurer, Secretary, Historian and Past-President and President Elect in alternating years.

Classified Senate

Charge: The CHC Classified Senate promotes the voice of classified professionals on non-collective bargaining issues; provides the President of the college with recommendations and views on matters affecting the classified staff and the conduct, welfare, and growth of the college. The Classified Senate and the Executive Committee of the Classified Senate both meet monthly.

Membership: All permanent classified staff members are voting members of the Classified Senate. Eight classified staff members are elected as senators to represent their functional units designated by their location on campus. The Executive Board of the Classified Senate is comprised of the President, Vice President, Secretary, Treasurer, and Parliamentarian.

Student Senate

Charge: The CHC Student Senate is committed to the effective participation in all areas of concern to the Associated Students of Crafton Hills College (ASCHC). Thus, through independent action the Student Senate shall participate in the formation and improvement of educational programs, protect full freedom of assembly and expression in the college community; articulate and represent the student interest in the governance of the campus. The CHC Student Senate also provides services and coordinates activities for students and advances our common interests and concerns as students and citizens. The Student Senate meets weekly.

Membership: All of the ASCHC are non-voting members of the Student Senate. The Student Senate is comprised of seven elected positions: President, Vice President, Vice President of External Affairs, Vice President of Academic Affairs, Secretary, Treasurer and Student Trustee; and twelve appointed positions: Social Events Officers (2), Inter Club Council Officer (2), Publicity Officer, Activism Officer, Equity and Diversity Officer, Editor in Chief, and At Large Officers (4).

COMMITTEES

Committees are organized in four broad categories:

1. Crafton Council Committees have representation from staff, student, faculty, and administrative groups, and report to the Crafton Council.
2. Functional committees may or may not have broad representation, depending on the charge. The charge of a functional committee may be information-sharing, have an advisory function, or have a purpose that is not clearly delimited.
3. Constituency committees report to Student Senate, Academic Senate, or Classified Senate as appropriate.
4. Ad Hoc Committees or Task Forces are typically convened for a time-limited period. Depending on their purpose, they may or may not have broad representation for all constituencies.

Crafton Council Committees

~~For committees reporting to Crafton Council, two co chairs shall serve to lead committee work. One co chair shall be a manager appointed by the President. The second co chair will be elected by the committee and may be a member of the faculty, classified staff, or student body.~~

Budget Committee

~~Charge: The CHC Budget Committee reviews, identifies, and makes recommendations on the process of institutional planning as related to budget development, identifies strengths and weaknesses within the relationship between the college's budget and Educational Master Plan, advocates execution of the budget efficiently and effectively toward the achievement of optimal performance levels across all segments of the campus community, and makes the budgeting process transparent to the campus community.~~

~~**Membership:** Vice President, Administrative Services; Vice President of Student Services, Vice President of Instruction; one manager; two classified staff (one for the Classified Senate executive team); five Faculty (one from the Academic Senate executive team); and one Student Senate appointee.~~

Educational Master Plan Committee

~~Charge: The Educational Master Planning Committee develops, reviews, and revises the Educational Master Plan with input from appropriate constituencies. It meets twice per month.~~

~~**Membership:** Two Vice Presidents (VPAS, VPSS, or VPI); President, Academic Senate or designee; President, Classified Senate or designee; one CSEA representative; President, Student Senate or designee; Planning and Program Review Committee Faculty member; Director, Resource Development and Grants; three additional faculty; one Instructional Dean; Dean, Institutional Effectiveness, Research & Planning.~~

Institutional Effectiveness, Accreditation, and Outcomes Committee

~~Charge: The Institutional Effectiveness, Accreditation, and Outcomes Committee will facilitate sustainable continuous quality improvement of the organization. The members will:~~

- ~~1. Fulfill their responsibilities as described in Committee Responsibilities in the CHC Organizational Handbook.~~
- ~~2. Become knowledgeable about Accreditation processes and standards and serve as a resource to the campus.~~
- ~~3. Guide the accreditation process for the entire college, including:~~
 - ~~a. Development of timelines, policies, and procedures for accreditation within the guidelines provided by ACCJC (Accrediting Commission for Community and Junior Colleges).~~

~~b. Recommend and support training for faculty, staff, and management with regard to accreditation standards, policies, and procedures.~~

~~4. Guide the Outcomes Assessment process for the entire college, including:~~

~~a. Develop a college assessment plan that is easy to use and meaningful~~

~~b. Develop best practices for creating and assessing outcomes (SLOs, SAOs, ILOs)~~

~~c. Provide meaningful feedback, suggestions, and guidance on the outcome assessment process for the purpose of improvement~~

~~d. Coordinate training for faculty, staff, and management with regard to outcomes and their assessment.~~

~~5. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes Assessment (SLOs/SAOs).~~

~~6. Recommend staff and faculty membership of Accreditation subcommittees to the President.~~

~~7. Serve as co chairs of accreditation standard subcommittees.~~

~~8. Recommend to the President a list of qualified candidates for the task of editing Accreditation reports.~~

~~9. Review and provide input on midterm, follow-up, and other special reports to the Commission. If requested by the ALO, help draft such reports.~~

~~10. The committee co chairs will coordinate the preparation of the self study. The standards subcommittee co chairs will coordinate the preparation of their respective sections of the self study with input from the committee and the ALO.~~

~~11. Report to the Crafton Council.~~

~~12. Encourage members of the college community to serve on accreditation teams.~~

~~**Membership:** Accreditation Liaison Officer (co chair); Vice President, Instruction or designee; Vice President, Student Services or designee; Vice President, Administrative Services or designee; Dean, Institutional Effectiveness, Research and Planning; two Deans (including one each from Instruction and Student Services,); a minimum of eight faculty (including the Instructional Assessment Specialist, one Academic Senate Executive Member, and at least one faculty from Student Services); one Classified Senate representative; one CSEA representative; and one Student Senate appointee.~~

Institutional Review Board (IRB) Committee

~~Charge: The IRB Committee coordinates the external research (i.e. any research project or study which is outside the normal day to day operations of Crafton) being conducted on campus involving Crafton students or employees. The purpose of the IRB committee is to protect students, employees, class time, employee time, student rights, and College liability. The IRB will ensure that the study participants are fully aware of the nature of the research, their rights, receive informed consent, and that the research aligns with the mission, vision, core values and goals of Crafton Hills College. The committee may also seek the advice of outside experts if a proposal is outside of their expertise. The IRB committee will meet on an as needed basis to provide feedback to proposals in a timely manner. Committee members will be required to receive appropriate training and external certification (e.g.: NIH, CITI, etc.) specific to the process of reviewing research proposals and protecting the rights of human subjects.~~

Membership: Faculty Co Chair from a research related field; Dean of Institutional Effectiveness, Research & Planning Co Chair; a minimum of two additional faculty; one Classified Senate representative; one CSEA representative; and one Student Senate appointee. As recommended by the Code of Federal Regulations (§56.107), every effort will be made to ensure that the committee includes both males and females and a mix of racial and cultural diversity.

Planning and Program Review Committee

Charge: The charge of the Planning and Program Review (PPR) Committee is to advance continuous, sustainable quality improvement at all levels of the institution. Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college wide planning process. The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process.

Membership: Two Vice Presidents (VPAS, VPSS, or VPI); Vice President, Academic Senate (co chair); five additional faculty (at least one from Student Services and one is recommended from each of the instructional divisions); one classified representative; one Student Senate appointee; Dean, Institutional Effectiveness, Research and Planning (co chair).

Professional Development / Flex Advisory Committee

Charge: The Professional Development Committee provides supports and development opportunities to all employees of the college, which allows them to continue to learn and to develop and update their skills. Faculty on the committee also serve as the college's Flex Advisory Committee, which reviews flex reports submitted by flex eligible full time faculty. The Professional Development Committee meets twice per month.

Membership: Faculty, classified staff and management are represented on the committee.

Safety Committee

Charge: The goal of the Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and promoting awareness and participation in emergency response programs. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to management for prevention of these accidents; conducts quarterly workplace inspections, identifies hazards, and recommends methods for eliminating or controlling hazards; annually evaluates the college's workplace safety and health programs for effectiveness; and makes suggestions to management for improvements. The Safety Committee meets monthly.

Membership: Vice President, Administrative Services; Director, Facilities, Maintenance and Operations; Coordinator, Health and Wellness Center; one faculty and/or classified

~~staff representative from the Public Safety and Services Department; Biological Sciences or Physical Sciences Departments; District Police; Disabled Students Programs and Services; and Human Resources; Classified staff representative appointed by CSEA and faculty representative appointed by SBCCTA, one Student Senate appointee, and one District Environmental Health and Safety representative.~~

~~Student Success, Engagement, Enrollment Management, and Matriculation (SSEEMM) Committee~~

~~The Enrollment Management, Student Success and Engagement Committee is charged with developing and overseeing a comprehensive Enrollment Management Plan, Basic Skills Initiative Plan, the Student Success Plan and the Student Equity Plan for the college. Specifically the Enrollment Management, Student Success, and Engagement Committee addresses the recruitment, admission, retention, and success of all students, including the development of student support services and curriculum for transitioning basic skills students to higher levels of learning. The Enrollment Management, Student Success, and Engagement Committee meets twice per month. The established meeting times are the first and third Friday of each month from 10:00 am to 11:30 am.~~

~~**Membership:** Two representatives each from Admissions and Records, Arts and Science, Counseling, CTE, Tutoring; one representative each from DSPS, EOPS/CARE/CalWORKS, Financial Aid, Library, Research and Planning, Student Life, Title V, STEM; three additional representatives from the division of Math, English Reading, and Instructional Support; the Dean of Student Services/Counseling and Matriculation; the Vice President of Instruction; the Vice President of Student Services; and two students. Within the membership, there shall be a minimum of two managers, two faculty, two classified staff, and two students.~~

~~Technology Planning Committee~~

~~Charge: The Technology Planning Committee is charged with developing and overseeing a comprehensive technology plan for the college. The Technology Planning Committee meets quarterly.~~

~~**Membership:** One Dean each from Instruction and Student Services; Director, Facilities, Maintenance and Operations; Director, Technology Services; Coordinator, Tutoring Center; Department Network Specialist; Web Developer; one faculty representative; one Classified Senate representative; one CSEA representative; one Student Senate appointee; one representative each from District Computing Services and the Educational Technology Committee.~~

~~Functional Committees~~

~~Office of the President Functional Committees~~

~~Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.~~

~~Management Team~~

~~Charge: Management Team is a regular meeting of all college management to discuss and review campus issues with the President. Management Team meets monthly.~~
~~**Membership:** President; Vice Presidents; Deans; Directors; other Managers.~~

President's Cabinet

~~Charge: President's Cabinet is a regular meeting of the Vice Presidents to discuss and review campus issues with the President. President's Cabinet meets twice per month.~~
~~**Membership:** President; Vice President, Instruction; Vice President, Student Services; Vice President, Administrative Services.~~

STEM Pathways Steering Committee

~~Charge: The STEM Pathways Steering Committee advises the Project Director of the HSI STEM Pathways grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The STEM Pathways Steering Committee meets quarterly.~~
~~**Membership:** HSI STEM Pathways Project Director; STEM Pathways Coordinator; STEM Transfer Services Coordinator; STEM Alternative Learning Strategies Coordinator; Vice President, Student Services; Vice President, Instruction; Vice President, Administrative Services; Dean, Counseling and Matriculation; Dean, Math, English, Reading and Instructional Support; Articulation Officer; one faculty each from the Physical Sciences; Biological Sciences, Mathematics and Computer Science; two Classified Staff representing the Physical and Biological Science department; one Student Senate representative.~~

Title V Steering Committee

~~Charge: The Title V Steering Committee advises the Project Director of the Title V grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The Title V Steering Committee meets quarterly.~~
~~**Membership:** Title V Project Director; Title V Activity Director; Vice President, Student Services; Vice President, Instruction; Dean, Counseling and Matriculation; Director, Disabled Students Programs and Services; Director, Student Life; President, Academic Senate; Faculty Chair, Mathematics Department; Faculty Chair, English Department; Instructional Assessment Specialist; Vice President, Administrative Services (ex-officio); one Student Senate representative.~~

Office of Instruction Functional Committees

~~Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.~~

~~Instructional Management Team~~

~~Charge: Instructional Management Team is a regular meeting of all instructional management to discuss and review issues impacting instruction. Instructional Management Team meets twice a month.~~

~~**Membership:** Vice President, Instruction; Instructional Deans~~

Instructional Team

~~Charge: Instructional Team is a regular meeting of all instructional management and staff to discuss and review issues impacting instruction. Instructional Team meets once per month.~~

~~**Membership:** Vice President, Instruction; Instructional Deans; Instructional Administrative Assistants and Secretaries; Catalog/Data Specialist.~~

~~Career and Technical Education Advisory Committees~~

~~Charge: Career and Technical Advisory Committees advise the various Career and Technical departments in the development of curriculum and the needs of the related industries. Each occupational program that receives funding under the Carl D. Perkins Vocational and Technical Education Act (VTEA) is required to establish such an advisory committee. These committees act in an advisory capacity only. Responsibility for decision and action rests with the college district's Board of Trustees, the Chancellor, and staff of the college. Regulations require that advisory committees meet at least once each academic year.~~

~~**Membership:** Each advisory committee is comprised of a group of citizens, usually from four to 15, who are selected to represent a specific occupational field.~~

Student Services Functional Committees

~~Note that standing committees in Student Services might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.~~

~~Academic Exceptions Committee~~

~~Charge: The Academic Exceptions Committee reviews academic petitions based on extenuating circumstances and hears appeals. The Academic Exceptions Committee meets weekly on Thursdays from 1:30p to 3:00p on an as needed basis.~~

~~**Membership:** Admissions & Records Coordinator (Committee Chair, Student Mentor); Dean, Student Services and Student Development; EOP&S, CARE, CalWorks Manager; Learning Disabilities Specialist; Counselor; One faculty member each: Mathematics; Public Safety & Services; Foreign Language OR English; and Anatomy & Physiology; and one Student Senate representative.~~

EOPS/CARE/DSPS Advisory Committee

~~Charge: Each EOPS/CARE/DSPS program is mandated by regulations to have an advisory committee appointed by the President of the college upon recommendation of the Director, EOPS/CARE and Director, Disabled Students Programs and Services. The purpose of the advisory committee is to assist the college in developing and maintaining effective EOPS/CARE/DSPS program services. Regulations require that the committee meet at least once each academic year.~~

~~**Membership:** The advisory committee includes representation from college personnel, one student each from EOPS/CARE and DSPS, feeder high schools, community and~~

~~business sector and four-year colleges and universities in the Crafton Hills College service region.~~

Financial Aid Appeals Committee

~~Charge: The Financial Aid Appeals Committee advises the Director of Financial Aid regarding appeals related to term dismissal and other appeals related to financial aid. The Financial Aid Appeals Committee meets twice per month.~~

~~**Membership:** Director, Financial Aid; one Academic Counselors and two Instructional Faculty member as appointed by the Academic Senate; one additional Student Services manager.~~

Student Crisis Intervention Committee

~~Charge: The Student Crisis Intervention Committee develops and implements plans to provide a framework for the college's reactions when crises occur. It is designed to set in motion certain safety and communications processes; focus on prevention, intervention, and rehearsed reactions; carry out an intervention plan that will attempt to resolve crises in and out of the classroom involving students; and conduct an institutional post evaluation and follow-up. The Crisis Intervention Committee meets monthly.~~

~~**Membership:** Vice President, Student Services; Vice President, Administrative Services; Dean, Counseling and Matriculation; Coordinator, Health and Wellness Center; Director, Disabled Student Programs and Services; two Academic Senate representatives; one representative from College Police.~~

Student Services Council

~~Charge: The Student Services Council provides a forum for effective communication among representatives of the various departments within Student Services. It meets to discuss and coordinate the different services provided by each department. The council is designed to discuss activities, problems and resolutions involving these departments, budget items and facilities. The Student Services Council meets monthly (fourth Monday of the month).~~

~~**Membership:** Vice President, Student Services (chair); Dean, Counseling and Matriculation; Dean, Student Services and Student Development; Director, Financial Aid; Director, Student Life; Coordinator, Health and Wellness Center; Coordinator, Disabled Student Programs and Services; Title V Activities Director; Director, EOPS/CARE; representative of Student Services Classified Staff Council; Student Senate representative.~~

Constituency Committees

Academic Senate Constituency Committees

~~Note that internal standing committees of the Academic Senate do not necessarily involve appointed representation from the other constituency groups.~~

Chairs Council

Charge: Chairs Council is authorized by the Academic Senate to develop and recommend processes including, but not limited to, departmental budgeting, planning and program review, scheduling and facilities use, and syllabi recommendations.

Voting Members: Faculty Chairs and one Counselor

Non-voting Members: Vice President, Instruction and three Instructional Deans.

Meeting Days and Times: 1st and 3rd Friday at 9am

Curriculum Committee

Charge: The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, review of degree and certificate requirements, approval of changes in degree and certificate requirements, and approval of prerequisites and co-requisites.

Voting Members: Faculty members as appointed by the Academic Senate including the faculty member holding the position of CHC Articulation Officer and a faculty representative from the Educational Technology Committee.

Non-voting Members: Vice President of Instruction, Instructional deans and the dean of counseling, Admission and Records Evaluator, Curriculum Secretary, Schedule/Catalog Data Specialist and a student representative.

Meeting Days and Times: 2nd and 4th Monday at 2pm

Educational Policies Committee

Charge: The Educational Policies Committee is authorized by the Academic Senate to develop proposals for new policies and reviews proposed changes in existing policies that directly affect the educational programs of the college.

Voting Members: Faculty members as appointed by the Academic Senate.

Meeting Days and Times: 2nd and 4th Wednesday at 4pm

Educational Technology Committee

Charge: The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies involving the use of technology for education. Reviews and revise as necessary the process by which online instructors and course are evaluated. The committee reviews and approves DE instructors and courses. Develops and provides content for the CHC DE portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's online program. It also advises the Curriculum Committee in matters involving distributed education, including periodic reviews of all distributed education courses.

Membership: Faculty members as appointed by the Academic Senate (one member will also serve as the ETC representative to the Curriculum Committee).

Non-voting Member: Vice President, Instruction or designee.

Voting Members: Faculty Chairs and one Counselor.

Honors Steering Committee

~~Charge: The Honors Steering Committee is authorized by the Academic Senate to make recommendations regarding student admission, standards, curriculum, activities and other issues pertinent to the College Honors Institute.~~

~~Voting Members: Faculty members as appointed by the Academic Senate~~

~~Non-voting members: Instructional Deans, Director of the College Honors Institute (if non-faculty)~~

Student Senate Constituency Committees

~~Note that internal standing committees of the Student Senate do not necessarily involve appointed representation from the other constituency groups.~~

Elections Committee

~~Charge: The Elections Committee is convened annually by the ASCHC President to administer Student Senate elections each spring.~~

~~**Membership:** ASCHC Vice President of External Affairs, open to all students.~~

Events Council

~~Charge: The Events Council plans and executes events for students throughout the year.~~

~~**Membership:** Vice President of Campus Activities, and all appointed officers; open to all students.~~

Executive Council

~~Charge: To oversee organizational and internal issues including but not limited to personnel issues, Brown Act compliance, Parliamentary Procedure compliance, budgetary recommendations, bylaw and constitution compliance, appointments, discipline, and travel. Will act in a recommending capacity only. Exceptions to this will be at the discretion of the Student Senate President through Executive Order.~~

~~**Membership:** President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Academic Affairs, Vice President of Finance, and Student Senate Adviser.~~

Interclub Council

~~Charge: The Interclub Council is a collective body with representatives from all chartered student clubs and organizations at Crafton Hills College. It discusses issues of importance to clubs and makes recommendations to the Student Senate regarding funding requests from student clubs and organizations.~~

~~**Membership:** ASCHC Interclub Council Chair; one representative from each chartered CHC student club or organization.~~

AD HOC Committees / Task Forces

~~An ad hoc committee or task force is a temporary group representative of all campus constituencies. Ad hoc committees or task forces are created for a one-time purpose (e.g., to correct an issue of non-compliance with regulation, as in the General Education Task Force established in 2003) or to focus on specific subject or emerging trend~~

impacting community colleges. These groups are created with a deadline by which they must complete their work, after which they dissolve. Ad hoc committees or task forces are charged at the discretion of the College President. Recommendations to establish an ad hoc committee or task force can be made to the College President by any shared governance structure or concerned member of the CHC community. According to board policy, "ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees." For a list of current ad hoc committee or task forces, please contact the President's Office.

SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE

MISSION STATEMENT

San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.

The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.

Educational Philosophy

We believe

- That a well-educated populace is essential to the general welfare of the community.
- That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.

- ~~That our strength as an institution is enhanced by the cultural diversity of our student population and staff.~~
- ~~That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.~~
- ~~That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.~~
- ~~That plans and decisions must be data-driven, and based on an informed consideration of what will best serve students and the community.~~
- ~~That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.~~
- ~~That, as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.~~
- ~~That interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.~~
- ~~That we must hold ourselves and our students to the highest ethical and intellectual standards.~~
- ~~That we must maintain a current, meaningful and challenging curriculum.~~
- ~~That students succeed best when following an educational plan and when enrolled in classes that meet their interests and goals, and match their level of academic preparedness.~~
- ~~That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.~~
- ~~That students learn best on a campus that is student-centered and aesthetically pleasing.~~
- ~~That we must be responsible stewards of campus resources.~~

Vision Statement

~~San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and~~

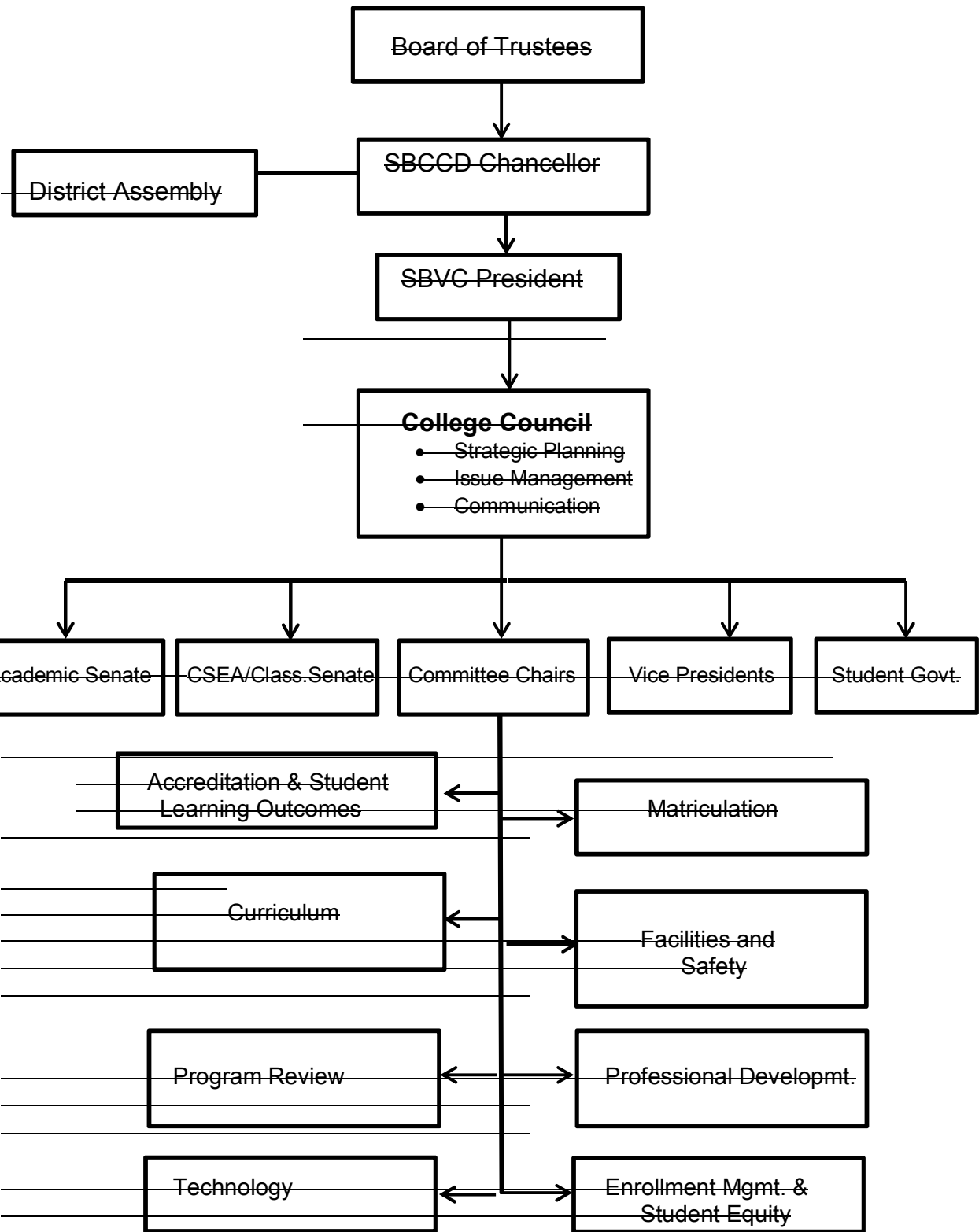
~~ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society.~~

~~Final Revision 1-12-05~~

Governance Philosophy

~~San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.~~

~~We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.~~



COLLEGE COUNCIL

Charge

~~The College Council has three primary functions: planning, issue management, and communication.~~

~~The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.~~

~~The **issue management** function takes place as campus issues are presented to the College Council and referred to the appropriate college committee for review, consideration, and recommendation to the President.~~

~~The **communication** function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.~~

Membership

~~Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President or designee, the Director of Research, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.~~

College Council Standing Committees

~~The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).~~

~~Should representation not occur in any group, the President will confer with the appropriate representative/President/designee to determine the best alternative to secure appropriate representation and participation from the absent group.~~

Meetings: Unless otherwise noted, standing committees are not held during the summer.

COLLEGIAL CONSULTATION COMMITTEES

ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

Charge

The Accreditation and Student Learning Outcomes Committee prepares the self study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

Membership

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

CURRICULUM COMMITTEE

Charge

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is considered an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least two faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

Membership

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

MATRICULATION COMMITTEE

Charge

~~The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, proposed the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation, assessment, counseling, prerequisites, follow up, training, and research.~~

Membership

~~Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.~~

PROGRAM REVIEW COMMITTEE

Charge

~~The Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate instructional programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.~~

~~The purpose of Program Review is to:~~

- ~~● Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals~~
- ~~● Aid in short range planning and decision making~~
- ~~● Improve performance, services, and programs~~
- ~~● Contribute to long range planning~~
- ~~● Contribute information and recommendations to other college processes, as appropriate~~
- ~~● Serve as the campus' conduit for decision making by forwarding information to appropriate committees~~

Membership

~~Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; six managers, 17 faculty members, eight classified staff members, and two students.~~

PROFESSIONAL DEVELOPMENT COMMITTEE

Charge

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

TECHNOLOGY COMMITTEE

Charge

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

Membership

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialists and all other interested faculty and staff in the campus community.

~~ADDITIONAL COMMITTEES~~

~~A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:~~

~~OFFICE OF THE PRESIDENT~~

~~PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)~~

~~Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to study leadership theory and practice.~~

~~PRESIDENT'S CABINET~~

~~The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.~~

~~SCHOLARSHIPS~~

~~Charge~~

~~The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.~~

~~Membership~~

~~Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.~~

~~ANNUAL AWARDS COMMITTEE~~

~~Charge~~

~~The Annual Awards Committee plans and implements the Annual "Spotlighting Our Success Faculty & Staff Awards Celebration" event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.~~

~~Membership~~

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

ARTS, LECTURES, AND DIVERSITY COMMITTEE

Charge

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

Membership

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

INSTRUCTIONAL SERVICES

INSTRUCTIONAL CABINET

Charge

The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.

Membership

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

TENURE REVIEW COMMITTEE

Charge

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District.

~~If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the committee disagree, they shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA).~~

~~Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing remediation assistance to those faculty whose evaluations are less than satisfactory.~~

Membership

~~The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.~~

ONLINE COMMITTEE

Charge

~~The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing technological vision for issues related to online learning.~~

Membership

~~Membership is comprised of interested faculty, administrators, staff, and students.~~

HONORS

Charge

~~The Honors Committee serves as an advisory committee to the vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.~~

Membership

~~Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.~~

WORKFORCE DEVELOPMENT COMMITTEE

Charge

~~This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.~~

Membership

~~Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificate and degree areas as well as other interested administrators, faculty, classified staff, and students.~~

STUDENT SERVICES

CAMPUS LIFE AND COMMENCEMENT

Charge

~~This Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including commencement. The committee develops a campus-wide master calendar in coordination with the Director of Marketing.~~

Membership

~~Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested administrators, faculty, classified staff, and students.~~

~~DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE~~

~~Charge~~

~~This Disabled Student Programs and Services (DSPC) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.~~

~~Membership~~

~~Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.~~

~~STUDENT POLICIES & SCHOLASTIC STANDARDS~~

~~Charge~~

~~The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.~~

~~Membership~~

~~The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records Office, and one student.~~

~~STUDENT SERVICES CABINET~~

~~Charge~~

~~The Student Services Cabinet reviews Student Services related issues and concerns in an advisory capacity to the Vice President of Student Services.~~

~~Membership~~

~~Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice President of Student Services.~~

~~STUDENT SERVICES COUNCIL~~

1604 **Charge**

1605
1606 ~~The Student Services Council meets on a periodic basis to discuss and review campus~~
1607 ~~issues particularly applicable to student success.~~

1608
1609 **Membership**

1610
1611 ~~Membership is comprised of the Vice President of Student Services and the Student~~
1612 ~~Services leadership team.~~

1613
1614
1615 **ADMINISTRATIVE SERVICES**

1616
1617 **ADMINISTRATIVE SERVICES CABINET**

1618 **Charge**

1619
1620
1621 ~~Reporting to the Vice President of Administrative Services, the Administrative Services~~
1622 ~~Cabinet meets on a periodic basis to discuss and review campus related issues and~~
1623 ~~advise the Vice President of Administrative Services.~~

1624
1625 **Membership**

1626
1627 ~~Membership is comprised of the Vice President of Administrative Services and the~~
1628 ~~Administrative Services Supervisors.~~

1629
1630 **SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE**

1631 **MISSION STATEMENT**

1632 San Bernardino Valley College provides quality education and services that support a
1633 diverse community of learners.

1634 *(College Council re-approved revision on 8/22/13)*

1635
1636 **EDUCATIONAL PHILOSOPHY**

1637 **We believe**

- 1638 • That a well-educated populace is essential to the general welfare of the community.
1639 • That quality education empowers the student to think critically, to communicate clearly,
1640 and to grow personally and professionally.
1641 • That an enriched learning environment promotes creativity, self-expression, and the
1642 development of critical thinking skills.
1643 • That our strength as an institution is enhanced by the cultural of our student population
1644 and staff.
1645 • That we must provide students with access to the resources, services, and
1646 technological tools that will enable them to achieve their educational goals.
1647 • That we can measure our success by the degree to which our students become self-
1648 sufficient learners and contributing members of society.

- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- That as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when following an educational plan and when enrolled in classes that meet their interest and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

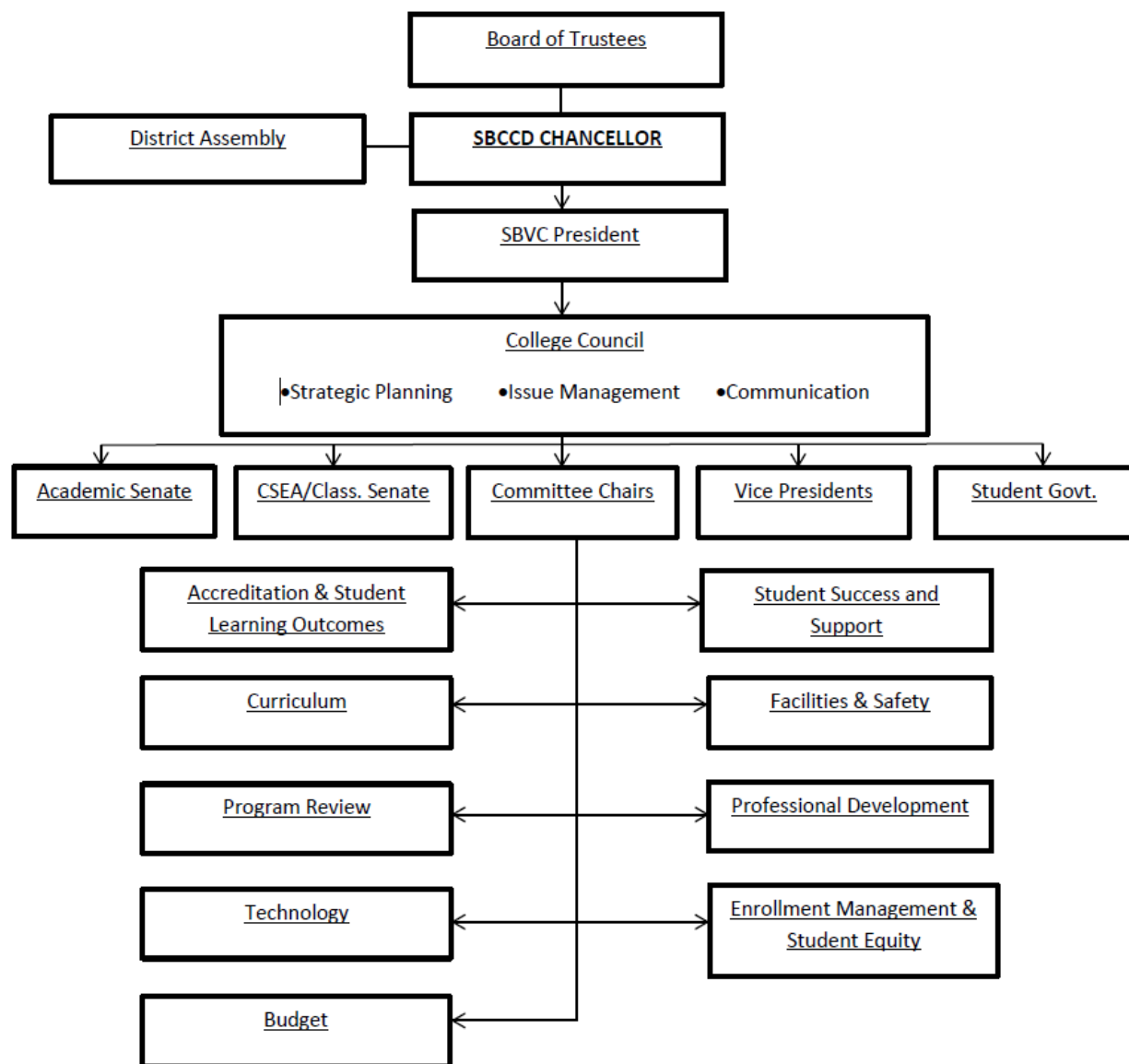
VISION STATEMENT

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society.
(Revised 1-25-06)

GOVERNANCE PHILOSOPHY

San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.

We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.



COLLEGE COUNCIL Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Education Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate committee for review, consideration, and recommendation to the President.

The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

Membership

Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President or designee, the CTA President or designee, the Director of Research, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

College Council Standing Committees

The standing committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by a non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).

Should representation not occur in any group, the President will confer with the appropriate representative/President/designee to determine the best alternative to secure appropriate representation and participation from the absent group. Meetings: Unless otherwise noted, standing committees are not held during the summer.

COLLEGIAL CONSULTATION COMMITTEES

ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

Charge

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follow up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of student learning process.

Membership

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

CURRICULUM COMMITTEE

Charge

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, faculty members from each division as recommended by the Academic Senate, two students, and two Instruction Office staff members (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

(College Council approved revisions on 11/13/13)

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

Membership

Membership is comprised of the Vice President of Student Services or designee, Dean of Counseling and Matriculation, two Deans from Instruction, Dean of Research, Planning and Institutional Effectiveness, Director of Financial Aid, Director of Admissions and Records, and Director of Marketing and Public Relations, Student Success Services and Programs Coordinator, and other interested faculty, administrators, staff and students.

(College Council approved revisions on 5/14/14)

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, sustainability practices, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

(College Council approved revisions on 10/23/13)

STUDENT SUCCESS AND SUPPORT COMMITTEE

Charge

The Student Success Committee is authorized by the Academic Senate to annually review and update the College's Student Success Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Director of Admissions & Records, Director of Financial Aid, Student Success Coordinator, Dean of Research, Planning and Institutional Effectiveness, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

(College Council approved revisions on 5/14/14)

PROGRAM REVIEW COMMITTEE

Charge

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program Review is conducted by authorization of the SBVC Academic Senate.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate

• Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

Membership

Membership is comprised of at least 3 Vice Presidents or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student. *(College Council approved revisions to charge on 3/12/14), (College Council approved revisions on 12/11/13)*

PROFESSIONAL DEVELOPMENT COMMITTEE

Charge

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally the committee is responsible for planning, programming and communication of campus professional development programs. The faculty member on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

TECHNOLOGY COMMITTEE

Charge

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

Membership

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialist and all other interested faculty and staff in the campus community.

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BUDGET COMMITTEE

Charge

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.

The Budget Committee serves in all three areas of the College Council’s primary functions including: planning, issue management, and communication. Specifically, the Budget Committee develops annual budget assumptions, recommends reserve and contingency funds, identifies discretionary monies, and reviews and develops strategies for funding campus priorities. The Budget Committee reviews and makes recommendations for resolution of emerging budget issues and creates processes for better budget development and management. Throughout the year, the Budget Committee articulates and clarifies the budget development and management process for the campus community, including training, promoting budget awareness, and maintaining the transparency of budget decisions.

Membership

The Budget Committee membership totals eight, including the Vice President of Administrative Services (chair) representing management, and seven appointed members representing management (1), faculty (3), classified staff (2), Associated Student Government (1). One non-management member will be elected co-chair annually.
(College Council approved inclusion of committee on 9/11/13), (Revised membership approved by College Council on 3/12/14)

ADDITIONAL COMMITTEES

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

OFFICE OF THE PRESIDENT

PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council and to study leadership theory and practices.

PRESIDENT’S CABINET

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

SCHOLARSHIPS

Charge

1933 The Scholarships Committee reviews applications for scholarships and makes awards
1934 according to guidelines.

1935
1936 **Membership**

1937 Membership is comprised of the Foundation Director, and interested administrators,
1938 faculty, and classified staff.

1939
1940 **ANNUAL AWARDS COMMITTEE**

1941 **Charge**

1942 The Annual Awards Committee plans and implements the Annual *Spotlighting Our*
1943 *Success Faculty & Staff Awards Celebration* event each spring. This event recognizes
1944 outstanding employees and retirees from all areas of the campus. The committee
1945 organizes a campus-wide nomination and voting process that leads to organizing and
1946 coordinating all logistics related to the awards ceremony event. The committee chair is
1947 the Director of Marketing & Public Relations with guidance from the Office of the
1948 President.

1949
1950 **Membership**

1951 **Membership is comprised of at least one member from classified, faculty,**
1952 **management, Faculty Association and other interested individuals.**

1953 **ARTS, LECTURES, AND DIVERSITY**

1954 **Charge**

1955 The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures
1956 and cultural events designed to celebrate our diversity and enrich the instructional
1957 environment of the college.

1958
1959 **Membership**

1960 Membership includes the Vice Presidents of Instruction and Student Services or
1961 designees, Dean of Humanities, and interested administrators, faculty, classified staff
1962 and students.

1963
1964 **INSTRUCTIONAL SERVICES**

1965 **INSTRUCTIONAL CABINET**

1966 **Charge**

1967 The Instructional Cabinet reviews instructional related issues and concerns and advises
1968 the Vice President of Instruction.

1969
1970 **Membership**

1971 Membership is comprised of the Vice President of Instruction and the deans reporting to
1972 the Vice President of Instruction.

1973
1974 **TENURE REVIEW COMMITTEE**

1975 **Charge**

1976 The Tenure Review Committee meets in January to review the four evaluations of each
1977 faculty member being considered for tenure. If all four evaluations of a faculty member
1978 are fully satisfactory, the Tenure Review Committee shall recommend that individual to

the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District. If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the committee disagree, they shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA). Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing remediation assistance to those faculty whose evaluations are less than satisfactory.

Membership

The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

ONLINE COMMITTEE

Charge

The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the college. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of Information among faculty, administration, and students by providing technological vision for issues related to online learning.

Memberships

Membership is comprised of interested faculty, administrators, staff, and students.

HONORS

Charge

The Honors Committee serves as an advisory committee to the Vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of honors courses, proposals for new honors courses , and the evaluation of existing honors courses.

2025 **Membership**

2026 Membership is comprised of the Vice President of Instruction or designee, the Honors
2027 Coordinator, Honors Counselor, and interested administrators and faculty.

2028
2029 **WORKFORCE DEVELOPMENT COMMITTEE**

2030 **Charge**

2031 This Workforce Development Committee reviews recommendations from the Career
2032 and Technical Education (CTE) advisory committees. The committee participates in the
2033 Perkins Grant allocation process and makes recommendations to the Perkins Grant
2034 administrator.

2035
2036 **Membership**

2037 Membership is comprised of the Perkins Grant Administrator and includes
2038 representation from vocational certificates and degree areas as well as other interested
2039 administrators, faculty, classified staff, and students.

2040
2041 **BASIC SKILLS COMMITTEE**

2042 **Charge**

2043 The Basic Skills Committee creates the planning documents, oversees the
2044 implementation of the campus basic skills plan, and prepares the college's basic skills
2045 report.

2046
2047 **Membership**

2048 Membership is comprised of the Vice President of Instruction, at least one faculty
2049 member from counseling, english, mathematics, and reading, and other interested
2050 faculty, administrators, staff, and students.
2051 *(College Council approved revisions on 12/11/13)*

2052
2053 **STUDENT SERVICES**
2054 **CAMPUS LIFE AND COMMENCEMENT**

2055 **Charge**

2056 This Campus Life and Commencement Committee monitors and serves as the primary
2057 clearing house for student activities on the campus, including commencement. The
2058 committee develops a campus-wide master calendar in coordination with the Director of
2059 Marketing.

2060
2061 **Membership**

2062 Membership is comprised of the Vice President of Student Services, Director of Student
2063 Life, Student Activities Coordinator, ASG President, Student Services Coordinator,
2064 Director of Marketing and Public Relations, and interested administrators, faculty,
2065 classified staff, and students.
2066 *(College Council approved revisions on 5/14/14)*

2067
2068 **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY**
2069 **COMMITTEE**

2070 **Charge**

This Disabled Student Programs and Services (DSPS) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

Membership

Membership is comprised of the Student Success Coordinator, Coordinator of Disabled Student Services, Coordinator of Health Services, and interested faculty, staff, and students.

(College Council approved revisions on 5/14/14)

STUDENT POLICIES & SCHOLASTIC STANDARDS

Charge

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

Membership

The membership is comprised of the Director of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records office, and one student.

(College Council approved revisions on 5/14/14)

STUDENT SERVICES CABINET

Charge

The Student Services Cabinet reviews Student Service related issues and concerns in an advisory capacity to the Vice President of Student Services.

Membership

Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Veteran's Administrator, Director of Student Life, Director of Admissions and Records, Director of Financial Aid, Director of Library and Learning Services, Director of EOP&S, Occupational Advancement Supervisor, Coordinator of Student Health Center, and Coordinator of DSP&S.

(College Council approved revisions on 5/14/14)

STUDENT SERVICES COUNCIL

Charge

The Student Services Council meets monthly to discuss and review campus issues particularly applicable to student success.

Membership

Membership is comprised of the Vice President of Student Services and the Student Services leadership team.

(College Council approved revisions on 5/14/14)

2117 **ADMINISTRATIVE SERVICES**
2118 **ADMINISTRATIVE SERVICES CABINET**

2119 **Charge**

2120 Reporting to the Vice President of Administrative Services, the Administrative Services
2121 Cabinet meets on a periodic basis to discuss and review campus related issues and
2122 advise the Vice President of Administrative Services.

2123
2124 **Membership**

2125 Membership is comprised of the Vice President of Administrative Services and the
2126 Administrative Services Supervisors.

2127
2128 **CAMPUS SUSTAINABILITY**

2129 **Charge**

2130 The Campus Sustainability committee charge is to advance and implement the
2131 strategies and seven goals of the SBVVD Sustainability Plan on the San Bernardino
2132 Valley College campus; specifically developing, designing, and implementing campus
2133 policies and procedures for sustainability.

2134
2135 **Membership**

2136 Membership includes all SBVC members of the SBCCD Sustainability Committee, and
2137 any other interested managers, faculty, staff, and students.
2138 *(College Council approved revisions on 2/12/14)*

2139
2140 **References:** Education Code Sections 70901 - 70902(b)(7);

2141 Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and
2142 51023.7 (Students);

2143 WASC/ACCJC Accreditation Standard IV.A
2144
2145

2146 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
2147 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
2148 the current SBCCD AP 2225 titled Collegial Consultation approved in 10/25/12. The language in **blue ink**
2149 is included for consideration. The language in **orange ink** is from CHC. Glen Kuck reviewed this
2150 document on 3-4-14. The language in **green ink** was added by the Board Policy Work Group on 4/3/14.
2151 **Green highlights are suggestions made by the DA Work Group 10/21/14**
2152
2153

Approved: 10/25/12

Revised:

2154
2155

Legal Citations for AP 2510

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]

(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)

70901.

(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to

2195 assume primary responsibility for making recommendations in the areas of
2196 curriculum and academic standards.

2197 (2) Evaluate and issue annual reports on the fiscal and educational effectiveness
2198 of community college districts according to outcome measures cooperatively
2199 developed with those districts, and provide assistance when districts encounter
2200 severe management difficulties.

2201 (3) Conduct necessary systemwide research on community colleges and provide
2202 appropriate information services, including, but not limited to, definitions for the
2203 purpose of uniform reporting, collection, compilation, and analysis of data for
2204 effective planning and coordination, and dissemination of information.

2205 (4) Provide representation, advocacy, and accountability for the California
2206 Community Colleges before state and national legislative and executive
2207 agencies.

2208 (5) Administer state support programs, both operational and capital outlay, and
2209 those federally supported programs for which the board of governors has
2210 responsibility pursuant to state or federal law. In so doing, the board of
2211 governors shall do the following:

2212 (A) (i) Annually prepare and adopt a proposed budget for the California
2213 Community Colleges. The proposed budget shall, at a minimum, identify the
2214 total revenue needs for serving educational needs within the mission, the
2215 amount to be expended for the state general apportionment, the amounts
2216 requested for various categorical programs established by law, the amounts
2217 requested for new programs and budget improvements, and the amount
2218 requested for systemwide administration.

2219 (ii) The proposed budget for the California Community Colleges shall be
2220 submitted to the Department of Finance in accordance with established
2221 timelines for development of the annual Budget Bill.

2222 (B) To the extent authorized by law, establish the method for determining and
2223 allocating the state general apportionment.

2224 (C) Establish space and utilization standards for facility planning in order to
2225 determine eligibility for state funds for construction purposes.

2226 (6) Establish minimum conditions entitling districts to receive state aid for
2227 support of community colleges. In so doing, the board of governors shall
2228 establish and carry out a periodic review of each community college district to
2229 determine whether it has met the minimum conditions prescribed by the board
2230 of governors.

2231 (7) Coordinate and encourage interdistrict, regional, and statewide development
2232 of community college programs, facilities, and services.

2233 (8) Facilitate articulation with other segments of higher education with
2234 secondary education.

2235 (9) Review and approve comprehensive plans for each community college
2236 district. The plans shall be submitted to the board of governors by the
2237 governing board of each community college district.

2238 (10) Review and approve all educational programs offered by community
2239 college districts, and all courses that are not offered as part of an educational
2240 program approved by the board of governors.

2241 (11) Exercise general supervision over the formation of new community college
2242 districts and the reorganization of existing community college districts, including
2243 the approval or disapproval of plans therefor.

2244 (12) Notwithstanding any other provision of law, be solely responsible for
2245 establishing, maintaining, revising, and updating, as necessary, the uniform
2246 budgeting and accounting structures and procedures for the California
2247 Community Colleges.

2248 (13) Establish policies regarding interdistrict attendance of students.

2249 (14) Advise and assist governing boards of community college districts on the
2250 implementation and interpretation of state and federal laws affecting community
2251 colleges.

2252 (15) Contract for the procurement of goods and services, as necessary.

2253 (16) Carry out other functions as expressly provided by law.

2254 (c) Subject to, and in furtherance of, subdivision (a), the board of governors
2255 shall have full authority to adopt rules and regulations necessary and proper to
2256 execute the functions specified in this section as well as other functions that the
2257 board of governors is expressly authorized by statute to regulate.

2258 (d) Wherever in this section or any other statute a power is vested in the board
2259 of governors, the board of governors, by a majority vote, may adopt a rule
2260 delegating that power to the chancellor, or any officer, employee, or committee
2261 of the California Community Colleges, or community college district, as the
2262 board of governors may designate. However, the board of governors shall not
2263 delegate any power that is expressly made nondelegable by statute. Any rule
2264 delegating authority shall prescribe the limits of delegation.

2265 (e) In performing the functions specified in this section, the board of governors
2266 shall establish and carry out a process for consultation with institutional
2267 representatives of community college districts so as to ensure their participation
2268 in the development and review of policy proposals. The consultation process
2269 shall also afford community college organizations, as well as interested
2270 individuals and parties, an opportunity to review and comment on proposed
2271 policy before it is adopted by the board of governors.

2272 (f) This section shall become operative on January 1, 2014.
2273 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 3) by Stats. 2011, Ch. 112, Sec. 2. Effective January 1, 2012.*
2274 *Section operative January 1, 2014, by its own provisions.)*

2275 70901.1.

2276
2277 The Board of Governors of the California Community Colleges shall adopt
2278 regulations that permit the governing board of a community college district to
2279 allow applications for admission, student residency determination forms, and
2280 other documents to be submitted electronically. The regulations shall require
2281 that applicants and students be informed of the relative security of the
2282 information they submit electronically.

2283 *(Amended by Stats. 2005, Ch. 654, Sec. 1. Effective October 7, 2005.)*

2284 70901.2.

2285
2286 (a) Notwithstanding any other provision of law, when a classified staff
2287 representative is to serve on a college or district task force, committee, or other
2288 governance group, the exclusive representative of classified employees of that
2289 college or district shall appoint the representative for the respective bargaining
2290 unit members. The exclusive representative of the classified employees and the
2291 local governing board may mutually agree to an alternative appointment
2292 process through a memorandum of understanding. A local governing board may
2293 consult with other organizations of classified employees on shared governance
2294 issues that are outside the scope of bargaining. These organizations shall not
2295 receive release time, rights, or representation on shared governance task
2296 forces, committees, or other governance groups exceeding that offered to the
2297 exclusive representative of classified employees.

2298 (b) A local governing board shall determine a process for the selection of a
2299 classified staff representative to serve on those task forces, committees, or
2300 other governance groups in a situation where no exclusive representative
2301 exists.

2302 *(Added by Stats. 2001, Ch. 799, Sec. 1. Effective January 1, 2002.)*

2303 70901.5.

2304

(a) The board of governors shall establish procedures for the adoption of rules and regulations governing the California Community Colleges. Among other matters, the procedures shall implement the following requirements:

(1) Written notice of a proposed action shall be provided to each community college district and to all other interested parties and individuals, including the educational policy and fiscal committees of the Legislature and the Department of Finance, at least 45 days in advance of adoption. The regulations shall become effective no earlier than 30 days after adoption.

(2) The proposed regulations shall be accompanied by an estimate, prepared in accordance with instructions adopted by the Department of Finance, of the effect of the proposed regulations with regard to the costs or savings to any state agency, the cost of any state-mandated local program as governed by Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code, any other costs or savings of local agencies, and the costs or savings in federal funding provided to state agencies.

(3) The board of governors shall ensure that all proposed regulations of the board meet the standards of "necessity," "authority," "clarity," "consistency," "reference," and "nonduplication," as those terms are defined in Section 11349 of the Government Code. A district governing board or any other interested party may challenge any proposed regulatory action regarding the application of these standards.

(4) Prior to the adoption of regulations, the board of governors shall consider and respond to all written and oral comments received during the comment period.

(5) The effective date for a regulation shall be suspended if, within 30 days after adoption by the board of governors, at least two-thirds of all governing boards vote, in open session, to disapprove the regulation. With respect to any regulation so disapproved, the board of governors shall provide at least 45 additional days for review, comment, and hearing, including at least one hearing before the board itself. After the additional period of review, comment, and hearing, the board may do any of the following:

(A) Reject or withdraw the regulation.

(B) Substantially amend the regulation to address the concerns raised during the additional review period, and then adopt the revised regulation. The regulation shall be treated as a newly adopted regulation, and shall go into effect in accordance with those procedures.

(C) Readopt the regulation as originally adopted, or with those nonsubstantive, technical amendments deemed necessary to clarify the intent of the original regulation. If the board of governors decides to readopt a regulation, with or

without technical amendments, it shall also adopt a written declaration and determination regarding the specific state interests it has found necessary to protect by means of the specific language or requirements of the regulation. A readopted regulation may then be challenged pursuant to existing law in a court of competent jurisdiction, and shall not be subject to any further appeal within the California Community Colleges.

(6) As to any regulation which the Department of Finance determines would create a state-mandated local program cost, the board of governors shall not adopt the regulation until the Department of Finance has certified to the board of governors and to the Legislature that a source of funds is available to reimburse that cost.

(7) Any district or other interested party may propose a new regulation or challenge any existing regulation.

(b) Except as expressly provided by this section, and except as provided by resolution of the board of governors, the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code shall not apply to regulations adopted by the board of governors.

(Added by Stats. 1988, Ch. 973, Sec. 8. Operative January 1, 1990, by Sec. 71 of Ch. 973.)

70902.

(a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)

Title 5 Sections 53200 et seq., 51023.5, and 51023.7

Cal. Admin. Code tit. 5, s 53200

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 4. EMPLOYEES
SUBCHAPTER 2. CERTIFICATED POSITIONS
ARTICLE 2. ACADEMIC SENATES

s 53200. Definitions.

For the purpose of this Subchapter:

- (a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.
- (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative

of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."

(c) "Academic and professional matters" means the following policy development and implementation matters:

(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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

(1) relying primarily upon the advice and judgment of the academic senate; or

(2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

53201. Academic Senate or Faculty Council.

In order that the faculty may have a formal and effective procedure for participating in the

formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district level.

53202. Formation; Procedures; Membership.

The following procedure shall be used to establish an academic senate:

(a) The full-time faculty of a community college shall vote by secret ballot to form an academic senate.

(b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or not to form a district academic senate. Such vote shall be by secret ballot.

(c) The governing board of a district shall recognize the academic senate and authorize the faculty to:

(1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of the academic senate.

(2) Provide for the selection, in accordance with accepted democratic election procedures, the members of the academic senate.

(d) The full-time faculty may provide for the membership and participation of part-time faculty members in the academic senate.

(e) In the absence of any full-time faculty members in a community college, the part-time faculty of such community college may form an academic senate.

53203. Powers.

(a) The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the academic senate which are specifically provided in statute or other Board of Governors regulations.

(b) In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.

(c) While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.

(d) The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

(1) in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

(2) in instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

(e) An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).

(f) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

53204. Scope of Regulations.

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

Cal. Admin. Code tit. 5, s 51023.5

TITLE 5. EDUCATION

DIVISION 6. CALIFORNIA COMMUNITY COLLEGES

CHAPTER 2. COMMUNITY COLLEGE STANDARDS

SUBCHAPTER 1. MINIMUM CONDITIONS

s 51023.5. Staff.

(a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:

(1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In

2616 addition, for the purposes of this section, management and nonmanagement positions or groups
2617 of positions shall be separately defined or categorized.

2618
2619 (2) Participation structures and procedures for the staff positions defined or categorized.

2620
2621 (3) In performing the requirements of subsections (a)(1) and (2), the governing board or its
2622 designees shall consult with the representatives of existing staff councils, committees,
2623 employee organizations, and other such bodies. Where no groups or structures for participation
2624 exist that provide representation for the purposes of this section for particular groups of staff, the
2625 governing board or its designees, shall broadly inform all staff of the policies and procedures
2626 being developed, invite the participation of staff, and provide opportunities for staff to express
2627 their views.

2628
2629 (4) Staff shall be provided with opportunities to participate in the formulation and development of
2630 district and college policies and procedures, and in those processes for jointly developing
2631 recommendations for action by the governing board, that the governing board reasonably
2632 determines, in consultation with staff, have or will have a significant effect on staff.

2633
2634 (5) Except in unforeseeable, emergency situations, the governing board shall not take action on
2635 matters significantly affecting staff until it has provided staff an opportunity to participate in the
2636 formulation and development of those matters through appropriate structures and procedures
2637 as determined by the governing board in accordance with the provisions of this Section.

2638
2639 (6) The policies and procedures of the governing board shall ensure that the recommendations
2640 and opinions of staff are given every reasonable consideration.

2641
2642 (7) When a college or district task force, committee, or other governance group, is used to
2643 consult with staff regarding implementation of this section or to deal with other issues which
2644 have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment
2645 of staff representatives shall be made as follows:

2646
2647 (A) The exclusive representative shall appoint representatives for the respective bargaining unit
2648 employees, unless the exclusive representative and the governing board mutually agree in a
2649 memorandum of understanding to an alternative appointment process.

2650
2651 (B) Where a group of employees is not represented by an exclusive agent, the appointment of a
2652 representative of such employees on any task force, committee or governance group shall be
2653 made by, or in consultation with, any other councils, committees, employee organizations, or
2654 other staff groups that the governing board has officially recognized in its policies and
2655 procedures for staff participation.

2656
2657 (C) When the task force, committee or governance group will deal with issues outside the scope
2658 of collective bargaining, any other council, committee or staff group, other than an exclusive
2659 agent, that the governing board has officially recognized in its policies and procedures for staff
2660 participation may be allowed to designate an additional representative. These organizations
2661 shall not receive release time, rights, or representation on such task forces, committees, or
2662 other governance groups exceeding that offered to the exclusive representative of classified
2663 employees.

2664
2665 (D) In all cases, representatives shall be selected from the category that they represent.

2666

(b) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

(c) Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.

(d) The governing board of a community college district shall comply substantially with the provisions of this section.

Cal. Admin. Code tit. 5, s 51023.7

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2. COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1. MINIMUM CONDITIONS

s 51023.7. Students.

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

(1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.

(2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

(3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.

(4) For the purpose of this Section, the governing board shall recognize each associated

student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a "significant effect on students" includes the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic 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; and
- (10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall 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.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Accreditation Standard IV.A

2768 **Standard IV: Leadership and Governance**

2769

2770 **The institution recognizes and utilizes the contributions of leadership throughout**
2771 **the organization for continuous improvement of the institution. Governance roles**
2772 **are designed to facilitate decisions that support student learning programs and**
2773 **services and improve institutional effectiveness, while acknowledging the**
2774 **designated responsibilities of the governing board and the chief administrator.**

2775

2776 **A. Decision-Making Roles and Processes**

2777 **The institution recognizes that ethical and effective leadership throughout the**
2778 **organization enables the institution to identify institutional values, set and**
2779 **achieve goals, learn, and improve.**