
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

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

- 49
- 50 ~~• Capacity to establish directions and goals~~
- 51 ~~• React to internal and external stimuli~~
- 52 ~~• Move with diligence and timeliness~~
- 53 ~~• Provide the campus community with an annual cycle of planning and budgeting~~
- 54

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

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59 **PRINCIPLES OF COLLEGIAL CONSULTATION**

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- 61 1. The Board of Trustees has final responsibility and authority for approval of
62 college policies and review of Administrative Procedures; any individual may
63 address the Board regarding these policies and procedures.
64
- 65 2. The Board of Trustees charges the Chancellor with the responsibility for
66 Consultation of the institution; in turn, the Chancellor creates a structure and
67 systematic process for decision-making.
68
- 69 3. The campus District Consultation structure is charged with making
70 recommendations on issues affecting the institution. The District Assembly or
71 other constituent group may initiate discussion, review progress, or initiate a
72 subcommittee to discuss needed policies or administrative regulations. The
73 college and District units will review drafts and make final recommendations to
74 the District Assembly through the constituent groups. Once a consensus is
75 reached, the recommendations are submitted to the Chancellor is charged with
76 carrying the approved recommendations forward to the Board of Trustees.
77
- 78 4. The District recognizes the role of collective bargaining in certain aspects of
79 policy development and implementation where salary, benefits, or working
80 conditions are involved in the policy development.
81
- 82 5. The District recognizes the Academic Senates through its members has primary
83 responsibility for making recommendations in areas of academic and
84 professional matters.
85
- 86 6. The membership and interrelationships of committees give the Consultation
87 structure an essential role in the decision making process.
88
- 89 7. Broad participation from all segments of the District is encouraged; all four
90 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

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

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

146
147 16. Clerical support including taking, editing and distributing minutes; preparing and
148 distributing agendas, preparing, reproducing and distributing documents as
149 directed by the committee shall be provided by a designated responsibility
150 center.

151
152 [See the District website for additional web links regarding collegial consultation](#)
153 [committees.](#)

154
155 **NOTE:** *The remaining language is shown as struck because there is already a link on*
156 *the District's website home page from District Committee Minutes/Collegial Consultation*
157 *with additional sub-links with details on the charge of each group, membership,*
158 *agendas, minutes, etc. District-recognized collegial consultation committees as well as*
159 *college committees can more easily maintain/update the information on these public*
160 *webpages.*

161 162 163 **STRUCTURE AND PURPOSE OF STANDING COMMITTEES**

164 165 **DISTRICT ASSEMBLY**

166 **Charge**

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

175
176 ~~It is a function of the District Assembly to review all recommendations and to reach~~
177 ~~consensus prior to moving recommendations forward to the Board of Trustees.~~

178 179 180 **Membership and Chair**

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

185 **Reporting**

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

191 **ACADEMIC CALENDAR**

192 **Charge**

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

200 **Membership**

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

208 **Reporting**

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

214 **DISTRICT INSTITUTIONAL PLANNING**

215 **Charge**

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

225 **Membership**

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

233 234 **Reporting**

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

241 242 **DISTRIBUTED EDUCATION COORDINATING COMMITTEE**

243 244 **Charge**

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

253 254 **Membership**

255
256 The District Director of Distributed Education will chair the Distributed Education
257 Coordinating Committee. Each of the constituent groups (faculty, classified, students)
258 of the campuses shall appoint one representative from each campus to serve on the
259 committee. The President of each college will make the management appointment.
260 Members of this committee shall have involvement in distributed education.

261 262 **Reporting**

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

270 271 **ECONOMIC & WORKFORCE DEVELOPMENT COORDINATING COMMITTEE**

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Charge

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

Membership

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

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.~~

~~ADMINISTRATIVE SERVICES ADVISORY COUNCIL~~

Charges

~~Administrative Services Advisory Council will review campus and District requests for expenditures of bond money. The responsibility of the Administrative Services Advisory Council will be to advise/recommend to the Board of Trustees the projects and priorities for expenditures of bond money.~~

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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~~

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

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

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371 **Membership**

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- 373 ~~1 Vice Chancellor, Fiscal Services~~
- 374 ~~1 Vice President Administrative Services from CHC~~
- 375 ~~1 Vice President Administrative Services from SBVC~~
- 376 ~~1 Management Appointment from CHC President~~
- 377 ~~1 Management Appointment from SBVC President~~
- 378 ~~2 Academic Senate Appointments from CHC~~
- 379 ~~2 Academic Senate Appointments from SBVC~~
- 380 ~~1 Classified Senate Member from CHC~~
- 381 ~~1 Classified Senate Member from SBVC~~
- 382 ~~1 ASB Member from CHC~~
- 383 ~~1 ASB Member from SBVC~~
- 384 ~~1 KVCR Representative~~
- 385 ~~1 Executive Director of TESS~~
- 386 ~~1 Executive Director of EDGT~~
- 387 ~~1 Business Manager~~
- 388 ~~1 Director of Fiscal Services~~
- 389 ~~1 Human Resources Appointee~~
- 390 ~~1 CTA Appointment~~
- 391 ~~1 CSEA Appointment~~
- 392 ~~1 CSEA Appointment from the District Office~~

393
394 **Reporting**

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

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

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404 **CRAFTON HILLS COLLEGE COLLEGIAL GOVERNANCE**

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406 **MISSION STATEMENT**

407
408 ~~The mission of Crafton Hills College is to advance the education and success of~~
409 ~~students in a quality learning environment.~~

411 **VISION**

412

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

415

416 **VALUES**

417

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

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422 **GOVERNANCE STRUCTURE**

423

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

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435 **PARTICIPANTS IN SHARED GOVERNANCE**

436

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

- 440 _____ • Faculty
- 441 _____ • Classified staff
- 442 _____ • Students
- 443 _____ • Management

444

445 **Faculty**

446

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

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455 **Classified Staff**

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

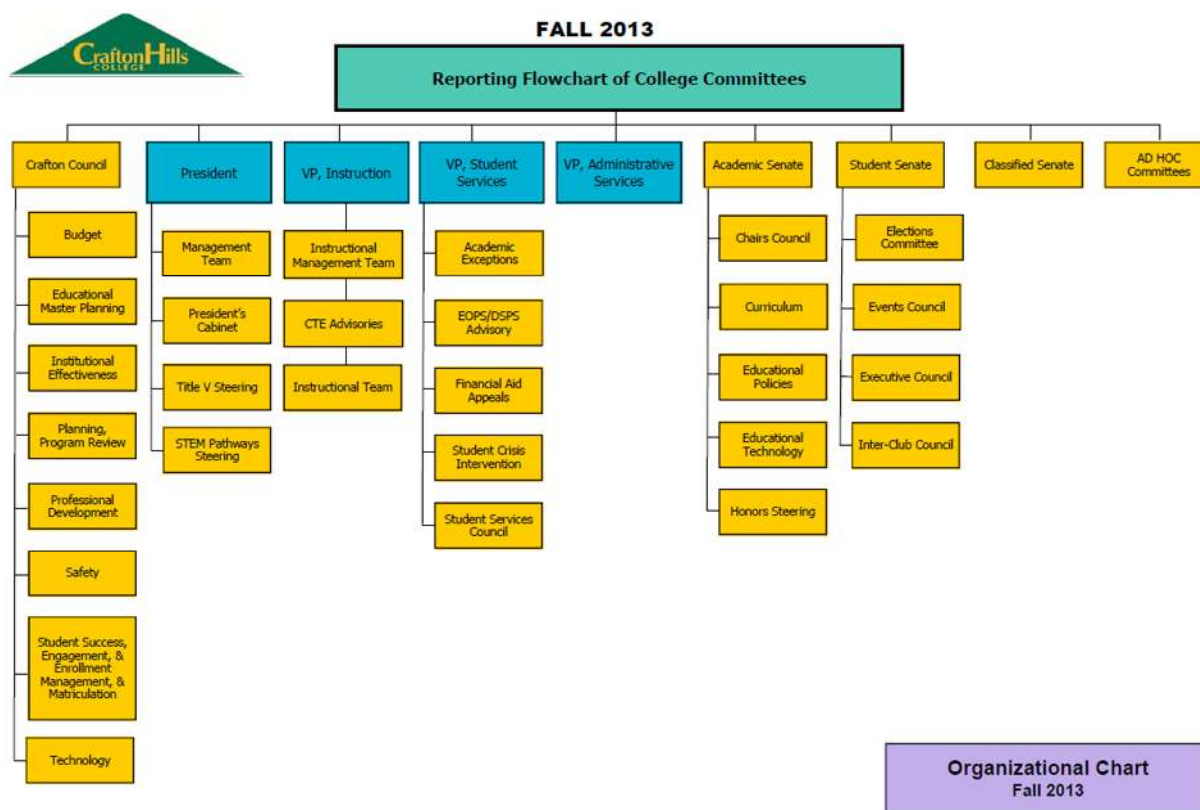
460 **Students**

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

468 **Management**

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 470
 471 While Title 5 includes managers in staff, it also requires that they be categorized
 472 separately from non-management staff for the purposes of participation in governance.
 473 Administrators may either be appointed to committees by the President or serve ex
 474 officio. Depending on the manager's committee load, a designee may be assigned. If
 475 this is the case, it is important that the committee members are informed that the
 476 designee is serving in lieu of the manager named in the membership list. Section X of
 477 this handbook includes a description of the membership of each committee.

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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

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

532 **Classified Senate**

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

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

545 **Student Senate**

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

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

561 **COMMITTEES**

562 Committees are organized in four broad categories:

563 1. Crafton Council Committees have representation from staff, student, faculty, and
564 administrative groups, and report to the Crafton Council.

565 2. Functional committees may or may not have broad representation, depending on the
566 charge. The charge of a functional committee may be information-sharing, have an
567 advisory function, or have a purpose that is not clearly delimited.

568 3. Constituency committees report to Student Senate, Academic Senate, or Classified
569 Senate as appropriate.

570 4. Ad Hoc Committees or Task Forces are typically convened for a time-limited period.
571 Depending on their purpose, they may or may not have broad representation for all
572 constituencies.
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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 AGCJC (Accrediting Commission for Community and Junior Colleges).~~~~

- 620 b. Recommend and support training for faculty, staff, and management with regard to
621 accreditation standards, policies, and procedures.
- 622 4. Guide the Outcomes Assessment process for the entire college, including:
623 a. Develop a college assessment plan that is easy to use and meaningful
624 b. Develop best practices for creating and assessing outcomes (SLOs, SAOs, ILOs)
625 c. Provide meaningful feedback, suggestions, and guidance on the outcome
626 assessment process for the purpose of improvement
627 d. Coordinate training for faculty, staff, and management with regard to outcomes and
628 their assessment.
- 629 5. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes
630 Assessment (SLOs/SAOs).
- 631 6. Recommend staff and faculty membership of Accreditation subcommittees to the
632 President.
- 633 7. Serve as co chairs of accreditation standard subcommittees.
- 634 8. Recommend to the President a list of qualified candidates for the task of editing
635 Accreditation reports.
- 636 9. Review and provide input on midterm, follow-up, and other special reports to the
637 Commission. If requested by the ALO, help draft such reports.
- 638 10. The committee co chairs will coordinate the preparation of the self study. The
639 standards subcommittee co chairs will coordinate the preparation of their respective
640 sections of the self study with input from the committee and the ALO.
- 641 11. Report to the Crafton Council.
- 642 12. Encourage members of the college community to serve on accreditation teams.
- 643 **Membership:** Accreditation Liaison Officer (co chair); Vice President, Instruction or
644 designee; Vice President, Student Services or designee; Vice President, Administrative
645 Services or designee; Dean, Institutional Effectiveness, Research and Planning; two
646 Deans (including one each from Instruction and Student Services,); a minimum of eight
647 faculty (including the Instructional Assessment Specialist, one Academic Senate
648 Executive Member, and at least one faculty from Student Services); one Classified
649 Senate representative; one CSEA representative; and one Student Senate appointee.

650
651 **Institutional Review Board (IRB) Committee**

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

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

671
672 **Planning and Program Review Committee**
673 Charge: The charge of the Planning and Program Review (PPR) Committee is to
674 advance continuous, sustainable quality improvement at all levels of the institution.
675 Toward that end, the committee conducts a thorough and comprehensive review of
676 each unit at the college on a cyclical basis and oversees the annual college-wide
677 planning process. The results of planning and program review inform the integrated
678 planning and resource allocation process at the college, and are aligned with the district
679 strategic planning process. The committee relies on quantitative and qualitative
680 evidence to evaluate programs, develop recommendations to the President, and
681 determine and implement improvements to the PPR process.

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

687
688 **Professional Development / Flex Advisory Committee**
689 Charge: The Professional Development Committee provides supports and development
690 opportunities to all employees of the college, which allows them to continue to learn and
691 to develop and update their skills. Faculty on the committee also serve as the college's
692 Flex Advisory Committee, which reviews flex reports submitted by flex eligible full-time
693 faculty. The Professional Development Committee meets twice per month.

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

696
697 **Safety Committee**
698 Charge: The goal of the Safety Committee is to help the San Bernardino Community
699 College District eliminate workplace injuries and illnesses by involving employees in
700 achieving a safe, healthful workplace and promoting awareness and participation in
701 emergency response programs. The committee will assist management in identifying
702 safety hazards and suggesting ways to eliminate them. The committee reviews all
703 safety-related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to
704 management for prevention of these accidents; conducts quarterly workplace
705 inspections, identifies hazards, and recommends methods for eliminating or controlling
706 hazards; annually evaluates the college's workplace safety and health programs for
707 effectiveness; and makes suggestions to management for improvements. The Safety
708 Committee meets monthly.

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

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

716

717 ~~**Student Success, Engagement, Enrollment Management, and Matriculation**~~ 718 ~~**(SSEEMM) Committee**~~

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

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

737

738 ~~**Technology Planning Committee**~~

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

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

748

749 ~~Functional Committees~~

750 ~~Office of the President Functional Committees~~

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

754

755 ~~Management Team~~

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

759
760 **President's Cabinet**

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

765
766
767 **STEM Pathways Steering Committee**

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

781
782 **Title V Steering Committee**

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

794
795 **Office of Instruction Functional Committees**

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

799 ~~Instructional Management Team~~

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

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

804

805 ~~**Instructional Team**~~

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

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

811 ~~Career and Technical Education Advisory Committees~~

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

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

822

823 ~~**Student Services Functional Committees**~~

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

827 ~~**Academic Exceptions Committee**~~

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

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

836

837 ~~**EOPS/CARE/DSPS Advisory Committee**~~

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

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

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

848
849 **Financial Aid Appeals Committee**

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

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

856
857
858 **Student Crisis Intervention Committee**

859
860 ~~Charge: The Student Crisis Intervention Committee develops and implements plans to~~
861 ~~provide a framework for the college's reactions when crises occur. It is designed to set~~
862 ~~in motion certain safety and communications processes; focus on prevention,~~
863 ~~intervention, and rehearsed reactions; carry out an intervention plan that will attempt to~~
864 ~~resolve crises in and out of the classroom involving students; and conduct an~~
865 ~~institutional post evaluation and follow-up. The Crisis Intervention Committee meets~~
866 ~~monthly.~~

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

871
872
873 **Student Services Council**

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

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

886
887 **Constituency Committees**
888 **Academic Senate Constituency Committees**

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

891

892 **Chairs Council**

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

896 Voting Members: Faculty Chairs and one Counselor

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

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

899

900 **Curriculum Committee**

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

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

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

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

914

915 **Educational Policies Committee**

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

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

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

921

922 **Educational Technology Committee**

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

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

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

935 Voting Members: Faculty Chairs and one Counselor.

936

937 **Honors Steering Committee**

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

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

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

944

945 **Student Senate Constituency Committees**

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

948

949

950 **Elections Committee**

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

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

954

955 **Events Council**

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

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

960

961 **Executive Council**

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

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

970

971 **Interclub Council**

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

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

978

979 **AD-HOC Committees / Task Forces**

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

1984 impacting community colleges. These groups are created with a deadline by which they
1985 must complete their work, after which they dissolve. Ad hoc committees or task forces
1986 are charged at the discretion of the College President. Recommendations to establish
1987 an ad hoc committee or task force can be made to the College President by any shared
1988 governance structure or concerned member of the CHC community. According to board
1989 policy, "ad hoc committees will be used rarely and only for specific tasks of short
1990 duration which do not overlap with other committees."
1991 For a list of current ad hoc committee or task forces, please contact the President's
1992 Office.

1993 **SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE**

1994 **MISSION STATEMENT**

1000 San Bernardino Valley College is a comprehensive college dedicated to making lifelong
1001 learning opportunities accessible to a diverse student population. The college serves
1002 high school graduates and those over eighteen years of age. In addition, the college
1003 provides a gateway to higher education and vocational training for non-traditional
1004 populations, including: qualified high school students; re-entry adults; immigrants; the
1005 educationally or financially challenged; and those who cannot or choose not to attend
1006 the main campus.

1007
1008 The mission of San Bernardino Valley College is: to prepare students to transfer to four-
1009 year colleges and universities; to provide students with the knowledge and skills needed
1010 to succeed in business, industry and the professions; to advance the state and region's
1011 economic growth and global competitiveness through continuous workforce
1012 development; to work in partnership with the local community to improve the quality of
1013 life in the Inland Empire; and to prepare students for active participation in a
1014 multicultural society. The faculty and staff of San Bernardino Valley College are
1015 committed to student success and to teaching and service excellence.

1016 **Educational Philosophy**

1017
1018 We believe

- 1019 ● That a well educated populace is essential to the general welfare of the
1020 community.
- 1021
1022 ● That a quality education empowers the student to think critically, to communicate
1023 clearly, and to grow personally and professionally.
- 1024
1025 ● That an enriched learning environment promotes creativity, self-expression, and
1026 the development of critical thinking skills.
- 1027
1028

- 1029 ● ~~That our strength as an institution is enhanced by the cultural diversity of our~~
1030 ~~student population and staff.~~
- 1031
- 1032 ● ~~That we must provide students with access to the resources, services, and~~
1033 ~~technological tools that will enable them to achieve their educational goals.~~
- 1034
- 1035 ● ~~That we can measure our success by the degree to which our students become~~
1036 ~~self-sufficient learners and contributing members of society.~~
- 1037
- 1038 ● ~~That plans and decisions must be data-driven, and based on an informed~~
1039 ~~consideration of what will best serve students and the community.~~
- 1040
- 1041 ● ~~That we must model our commitment to lifelong learning by maintaining currency~~
1042 ~~in our professions and subject disciplines.~~
- 1043
- 1044 ● ~~That, as part of the collegial consultation process, all levels of the college~~
1045 ~~organization must openly engage in sharing ideas and suggestions to develop~~
1046 ~~innovative ways to improve our programs and services.~~
- 1047
- 1048 ● ~~That interactions between all members of the college community must be marked~~
1049 ~~by professionalism, intellectual openness, and mutual respect.~~
- 1050
- 1051 ● ~~That we must hold ourselves and our students to the highest ethical and~~
1052 ~~intellectual standards.~~
- 1053
- 1054 ● ~~That we must maintain a current, meaningful and challenging curriculum.~~
- 1055
- 1056 ● ~~That students succeed best when following an educational plan and when~~
1057 ~~enrolled in classes that meet their interests and goals, and match their level of~~
1058 ~~academic preparedness.~~
- 1059
- 1060 ● ~~That all members of our campus community are entitled to learn and work in an~~
1061 ~~environment that is free from physical, verbal, sexual, and/or emotional threat or~~
1062 ~~harassment.~~
- 1063
- 1064 ● ~~That students learn best on a campus that is student-centered and aesthetically~~
1065 ~~pleasing.~~
- 1066
- 1067 ● ~~That we must be responsible stewards of campus resources.~~
- 1068

1069 **Vision Statement**

1070

1071 ~~San Bernardino Valley College will become the college of choice for students in the~~
1072 ~~Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners.~~
1073 ~~We will build our reputation on the quality of our programs and services and on the~~
1074 ~~safety, comfort, and beauty of our campus. We will hold both our students and~~

1075 ourselves to high standards of achievement and will expect all members of the college
1076 community to function as informed, responsible, and active members of society.

1077

1078 Final Revision 1-12-05

1079

1080 **Governance Philosophy**

1081

1082 San Bernardino Valley College is committed to the idea of Collegial Consultation as
1083 assured in AB1725. We acknowledge the rights and responsibilities accorded to all
1084 parties within the District to participate effectively in District consultation and support the
1085 establishment of procedures whereby faculty, staff, and students are ensured of
1086 appropriate consultation on matters affecting them.

1087

1088 We believe that groups of individuals working together to pool their knowledge,
1089 experience, and perspectives are an integral part of the decision making process at
1090 Valley College, and that the development of policies and procedures for college
1091 governance benefits greatly by involving those with appropriate expertise and those
1092 who will be most affected by those policies and procedures.

1093

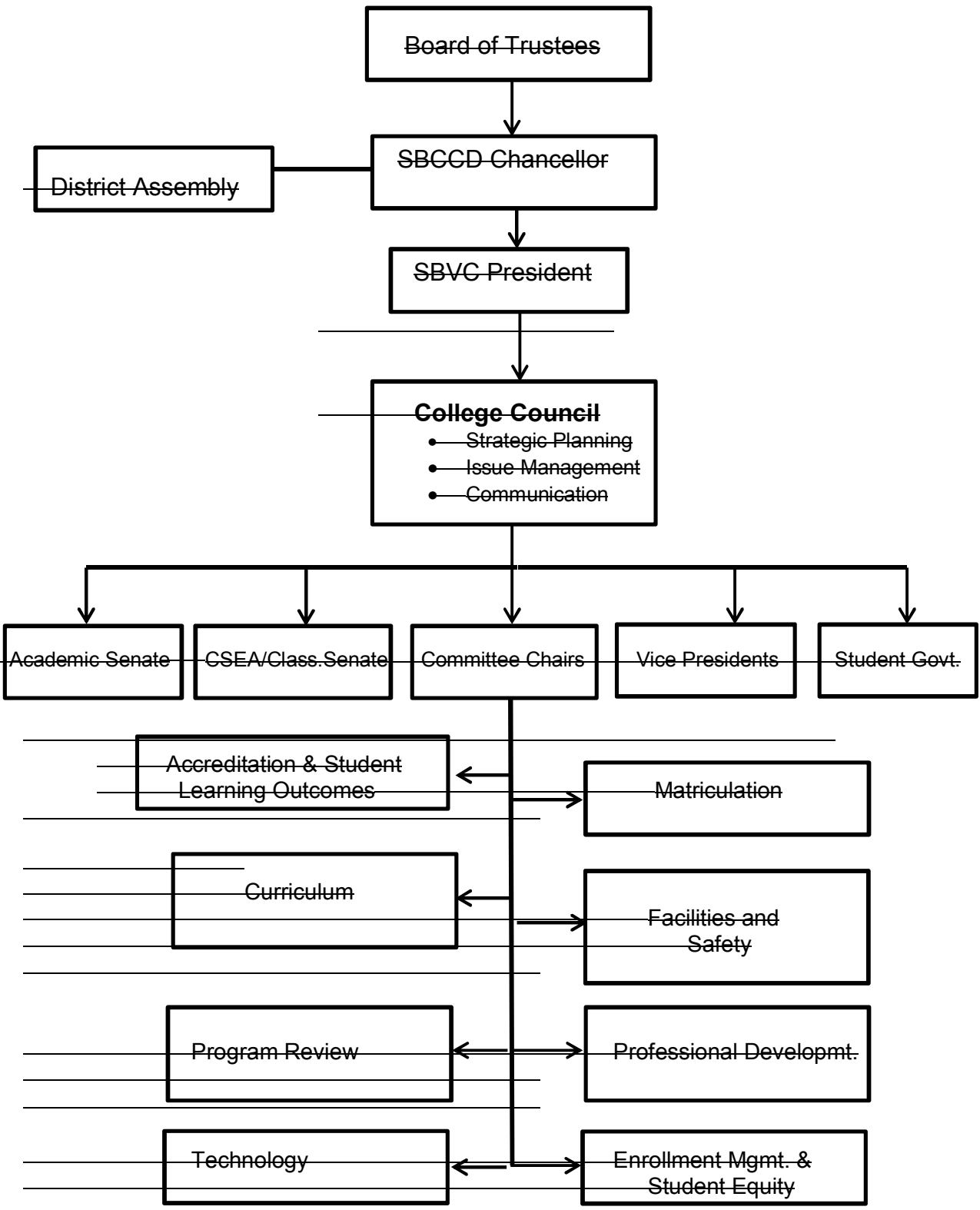
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1146 **COLLEGE COUNCIL**

1147 **Charge**

1148
1149 ~~The College Council has three primary functions: planning, issue management, and~~
1150 ~~communication.~~

1151
1152 ~~The college planning function includes the college Educational Master Plan (EMP),~~
1153 ~~thereby developing the college's Educational Strategic Plan, the EMP includes the~~
1154 ~~Program Review annual needs prioritization, Technology Plan, Five Year Construction~~
1155 ~~& Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional~~
1156 ~~Development Plan. College Council reviews each of the plans and analyzes each for~~
1157 ~~budget impact and provides recommendations to the President.~~

1158
1159 ~~The **issue management** function takes place as campus issues are presented to the~~
1160 ~~College Council and referred to the appropriate college committee for review,~~
1161 ~~consideration, and recommendation to the President.~~

1162
1163
1164 ~~The **communication** function is served by the College Council as the central~~
1165 ~~communication venue for college governance issues including budget, in that all~~
1166 ~~constituent groups are represented and are responsible for reporting and disseminating~~
1167 ~~of information to their appointing body.~~

1168
1169 **Membership**

1170
1171 ~~Membership is comprised of the President, College Vice Presidents, the President of~~
1172 ~~the Academic Senate, the Classified Senate President, the President of the Associated~~
1173 ~~Students or designee, the CSEA President or designee, the Director of Research, and~~
1174 ~~the chairs of the following committees: Enrollment Management & Student Equity,~~
1175 ~~Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional~~
1176 ~~Development, Program Review, and Technology. The President serves as chair of the~~
1177 ~~College Council unless otherwise agreed upon, at which point a faculty member and a~~
1178 ~~manager will serve as co-chairs.~~

1179
1180
1181 **College Council Standing Committees**

1182
1183 ~~The Standing Committees of College Council are appointed annually and have~~
1184 ~~representatives from each of the constituent groups: faculty, staff, students, and~~
1185 ~~managers. Each committee will be co-chaired by one non-manager (faculty or staff)~~
1186 ~~and one manager (that assists with clerical support, copying, and dissemination of~~
1187 ~~materials as needed).~~

1188
1189 ~~Should representation not occur in any group, the President will confer with the~~
1190 ~~appropriate representative/President/designee to determine the best alternative to~~
1191 ~~secure appropriate representation and participation from the absent group.~~

1192
1193 Meetings: Unless otherwise noted, standing committees are not held during the
1194 summer.

1195
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1197 **COLLEGIAL CONSULTATION COMMITTEES**

1198
1199 **ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE**

1200
1201 **Charge**

1202
1203 The Accreditation and Student Learning Outcomes Committee prepares the self study,
1204 prepares for the accreditation team site visit, follows up on implementation of
1205 accreditation recommendations, performs assessments as needed, and prepares any
1206 follow up reports or documentation. The committee monitors the development and
1207 assessment process for student learning outcomes in courses, programs, and general
1208 education requirements. The committee generates and regularly reviews guidelines
1209 and best practices for all aspects of the student learning process.

1210
1211 **Membership**

1212
1213 Membership is comprised of the Accreditation Liaison Officer, at least one faculty
1214 member from each division and other interested faculty, administrators, staff and
1215 students.

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1218 **CURRICULUM COMMITTEE**

1219
1220 **Charge**

1221
1222 Under AB1725 the Academic Senate has the responsibility to make recommendations
1223 with respect to academic and professional matters. Curriculum is considered an
1224 academic matter and, therefore, the Curriculum Committee is authorized by the
1225 Academic Senate to make recommendations about the curriculum of the college,
1226 including approval of new courses, deletion of existing courses, proposed changes in
1227 courses, periodic review of course outlines, approval of proposed programs, deletion of
1228 programs, review of degree and certificate requirements, approval of prerequisites and
1229 co-requisites, and assessment of curriculum as needed.

1230
1231 **Membership**

1232
1233 Membership is comprised of the Vice President of Instruction (or designee) and one
1234 other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate,
1235 the Articulation Officer, at least two faculty members from each division, two students,
1236 and an Instruction Office staff member appointed by the Vice President of Instruction (in
1237 collaboration with CSEA) to serve as a resource to the committee.

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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

1283 ~~The Matriculation Committee is authorized by the Academic Senate to annually review~~
1284 ~~and update the College Matriculation Plan, proposed the budget for categorical~~
1285 ~~matriculation funds, provide advice on policies, procedures, and implementation of~~
1286 ~~matriculation components including admission, orientation, assessment, counseling,~~
1287 ~~prerequisites, follow up, training, and research.~~

1288

1289 **Membership**

1290

1291 ~~Membership is comprised of the Vice President of Student Services, Associate Dean of~~
1292 ~~Admissions & Records, Matriculation Coordinator, Dean of Counseling and~~
1293 ~~Matriculation, Institutional Research, one representative from English, Reading, and~~
1294 ~~Math, and other interested administrators, faculty, staff and students.~~

1295

1296

1297 **PROGRAM REVIEW COMMITTEE**

1298

1299 **Charge**

1300

1301 ~~The Program Review Committee is authorized by the Academic Senate to develop and~~
1302 ~~monitor the college Program Review process, receive unit plans, utilize assessments as~~
1303 ~~needed to evaluate instructional programs, recommend program status to the college~~
1304 ~~president, identify the need for faculty and instructional equipment, and interface with~~
1305 ~~other college committees to ensure institutional priorities are met.~~

1306

1307 ~~The purpose of Program Review is to:~~

- 1308
- 1309 ~~• Provide a full examination of how effectively programs and services are meeting~~
1310 ~~departmental, divisional, and institutional goals~~
- 1311
- 1312 ~~• Aid in short range planning and decision making~~
- 1313
- 1314 ~~• Improve performance, services, and programs~~
- 1315
- 1316 ~~• Contribute to long range planning~~
- 1317
- 1318 ~~• Contribute information and recommendations to other college processes, as~~
1319 ~~appropriate~~
- 1320
- 1321 ~~• Serve as the campus' conduit for decision making by forwarding information to~~
1322 ~~appropriate committees~~

1323

1324 **Membership**

1325

1326 ~~Membership is comprised of the Vice Presidents of Instruction, Administrative Services,~~
1327 ~~and Student Services, or their designees; six managers, 17 faculty members, eight~~
1328 ~~classified staff members, and two students.~~

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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.~~

1375 **ADDITIONAL COMMITTEES**

1376

1377 A number of committees exist that have a specific purpose or function, but are not part
1378 of the formal collegial consultation process within College Council. These include:

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1381

OFFICE OF THE PRESIDENT

1382

1383 **PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)**

1384 Reporting to the President, Valley College managers (directors, deans, vice presidents)

1385 meet as needed with the President to review and discuss items as submitted to the

1386 College Council, and to study leadership theory and practice.

1387

1388

1389 **PRESIDENT'S CABINET**

1390 The President meets weekly in a staff meeting with the Vice Presidents to discuss

1391 operations and logistics.

1392

1393

1394 **SCHOLARSHIPS**

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Charge

1397

1398 The Scholarships Committee reviews applications for scholarships and makes awards

1399 according to guidelines.

1400

1401

Membership

1402

1403 Membership is comprised of the Foundation Director, and interested administrators,

1404 faculty, and classified staff.

1405

1406

1407 **ANNUAL AWARDS COMMITTEE**

1408

1409

Charge

1410

1411 The Annual Awards Committee plans and implements the Annual "Spotlighting Our

1412 Success Faculty & Staff Awards Celebration" event each spring. This event recognizes

1413 outstanding employees and retirees from all areas of the campus. The committee

1414 organizes a campus-wide nomination and voting process that leads to organizing and

1415 coordinating all logistics related to the awards ceremony event. The committee chair is

1416 the Director of Marketing & Public Relations with guidance from the Office of the

1417 President.

1418

1419

Membership

1420

1421 Membership is comprised of at least one member from classified, faculty, management,
1422 Faculty Association and other interested individuals.

1423

1424

1425 **ARTS, LECTURES, AND DIVERSITY COMMITTEE**

1426

1427

Charge

1428

1429 The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures
1430 and cultural events designed to celebrate our diversity and enrich the instructional
1431 environment of the college.

1432

1433

Membership

1434

1435 Membership includes the Vice Presidents of Instruction and Student Services or
1436 designees, Dean of Humanities, and interested administrators, faculty, classified staff
1437 and students.

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INSTRUCTIONAL SERVICES

1441

INSTRUCTIONAL CABINET

1443

1444

Charge

1445

1446 The Instructional Cabinet reviews instruction related issues and concerns and advises
1447 the Vice President of Instruction.

1448

1449

Membership

1450

1451 Membership is comprised of the Vice President of Instruction and the deans reporting to
1452 the Vice President of Instruction.

1453

1454

TENURE REVIEW COMMITTEE

1456

1457

Charge

1458

1459 The Tenure Review Committee meets in January to review the four evaluations of each
1460 faculty member being considered for tenure. If all four evaluations of a faculty member
1461 are fully satisfactory, the Tenure Review Committee shall recommend that individual to
1462 the President for tenure. If the Tenure Review Committee has any doubts about a
1463 faculty member's overall performance, the committee shall, in consultation with the
1464 faculty member's supervisor, set up a new evaluation of him/her, to be conducted
1465 according to the evaluation procedure already in place in the District.

1466

1467 ~~If the committee wants to use tenure procedures or materials as part of this evaluation,~~
1468 ~~it can do so only with the consent of the affected faculty member. The two faculty~~
1469 ~~members on the Tenure Review Committee who were appointed by the Senate and the~~
1470 ~~bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion~~
1471 ~~of this evaluation, the Tenure Review Committee shall meet and decide on a~~
1472 ~~recommendation to the President of tenure or dismissal for the faculty member in~~
1473 ~~question. All recommendations regarding fourth-year faculty members shall be~~
1474 ~~submitted to the President by February 15. If the President and the committee~~
1475 ~~disagree, they shall meet with the District Chancellor to present their differing points of~~
1476 ~~view. The Chancellor shall have final authority to make a recommendation to the Board~~
1477 ~~of Trustees (this charge and membership quoted directly from the current AGREEMENT~~
1478 ~~between the SBCCD and the SBCCD Chapter CTA/NEA).~~

1479
1480 ~~Per the provisions of the CTA contract, the Tenure Review committee is also involved in~~
1481 ~~providing remediation assistance to those faculty whose evaluations are less than~~
1482 ~~satisfactory.~~

1483
1484 **Membership**
1485
1486 ~~The College President appoints a tenured faculty member as the Tenure Review~~
1487 ~~Coordinator who chairs the committee and the appropriate Vice Presidents or~~
1488 ~~designees. The President of the Academic Senate and the college representative of the~~
1489 ~~collective bargaining unit each appoint one tenured faculty member to serve on the~~
1490 ~~Tenure Review Committee.~~

1491
1492
1493 **ONLINE COMMITTEE**

1494
1495 **Charge**
1496
1497 ~~The Online Committee advises the Vice President of Instruction regarding issues~~
1498 ~~related to online learning at the College. In addition, the committee assists discipline~~
1499 ~~faculty in the preparation of distance education requests to the Curriculum Committee.~~
1500 ~~The committee serves as a conduit of information among faculty, administration, and~~
1501 ~~students by providing technological vision for issues related to online learning.~~

1502
1503 **Membership**
1504
1505 ~~Membership is comprised of interested faculty, administrators, staff, and students.~~

1506
1507
1508 **HONORS**

1509
1510 **Charge**
1511

1512 ~~The Honors Committee serves as an advisory committee to the vice President of~~
1513 ~~Instruction relative to the college's Honors Program including the admission of students~~
1514 ~~into the program, assessment of program effectiveness, the schedule rotation of Honors~~
1515 ~~courses, proposals for new Honors courses, and the evaluation of existing Honors~~
1516 ~~courses.~~

1517

1518

Membership

1519

1520 ~~Membership is comprised of the Vice President of Instruction or designee, the Honors~~
1521 ~~Coordinator, Honors Counselor, and interested administrators and faculty.~~

1522

1523

~~WORKFORCE DEVELOPMENT COMMITTEE~~

1525

1526

Charge

1527

1528 ~~This Workforce Development Committee reviews recommendations from the Career~~
1529 ~~and Technical Education (CTE) advisory committees. The committee participates in the~~
1530 ~~Perkins Grant allocation process and makes recommendations to the Perkins Grant~~
1531 ~~administrator.~~

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1533

Membership

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1535 ~~Membership is comprised of the Perkins Grant Administrator and includes~~
1536 ~~representation from vocational certificate and degree areas as well as other interested~~
1537 ~~administrators, faculty, classified staff, and students.~~

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~~STUDENT SERVICES~~

1541

~~CAMPUS LIFE AND COMMENCEMENT~~

1543

1544

Charge

1545

1546 ~~This Campus Life and Commencement Committee monitors and serves as the primary~~
1547 ~~clearing house for student activities on the campus, including commencement. The~~
1548 ~~committee develops a campus-wide master calendar in coordination with the Director of~~
1549 ~~Marketing.~~

1550

1551

Membership

1552

1553 ~~Membership is comprised of the Vice President of Student Services, Director of Student~~
1554 ~~Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of~~
1555 ~~Marketing, and interested administrators, faculty, classified staff, and students.~~

1556

1557

1558 ~~DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY~~
1559 ~~COMMITTEE~~

1560

1561

~~Charge~~

1562

1563 ~~This Disabled Student Programs and Services (DSPC) Advisory Committee serves as~~
1564 ~~an advisory committee to the Director of DSPS relative to the needs of students with~~
1565 ~~disabilities.~~

1566

1567

~~Membership~~

1568

1569 ~~Membership is comprised of the Dean of Student Services, Director of Disabled Student~~
1570 ~~Services, Director of Health Services, and interested faculty, staff, and students.~~

1571

1572

1573 ~~STUDENT POLICIES & SCHOLASTIC STANDARDS~~

1574

1575

~~Charge~~

1576

1577 ~~The Student Policies and Scholastic Standards Committee serves as an advisory~~
1578 ~~committee for the development and implementation of academic policies such as but~~
1579 ~~not limited to petitions related to admissions, probation, disqualification, and graduation~~
1580 ~~requirements.~~

1581

1582

~~Membership~~

1583

1584 ~~The membership is comprised of the Vice President of Student Services or designee,~~
1585 ~~Associate Dean of Admissions & Records, interested faculty, a classified staff member~~
1586 ~~from the Admissions and Records Office, and one student.~~

1587

1588

1589 ~~STUDENT SERVICES CABINET~~

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1591

~~Charge~~

1592

1593 ~~The Student Services Cabinet reviews Student Services related issues and concerns in~~
1594 ~~an advisory capacity to the Vice President of Student Services.~~

1595

1596

~~Membership~~

1597

1598 ~~Membership is comprised of the Vice President of Student Services and all Deans~~
1599 ~~reporting to the Vice President of Student Services.~~

1600

1601

1602 ~~STUDENT SERVICES COUNCIL~~

1603

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
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1615 **ADMINISTRATIVE SERVICES**

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1617 **ADMINISTRATIVE SERVICES CABINET**

1618 **Charge**

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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.~~

- 1649 • That plans and decisions must be data driven, and based on an informed
- 1650 consideration of what will best serve students and the community.
- 1651 • That we must model our commitment to lifelong learning by maintaining currency in
- 1652 our professions and subject disciplines.
- 1653 • That as part of the collegial consultation process, all levels of the college organization
- 1654 must openly engage in sharing ideas and suggestions to develop innovative ways to
- 1655 improve our programs and services.
- 1656 • That interaction between all members of the college community must be marked by
- 1657 professionalism, intellectual openness, and mutual respect.
- 1658 • That we must hold ourselves and our students to the highest ethical and intellectual
- 1659 standards.
- 1660 • That we must maintain a current, meaningful and challenging curriculum.
- 1661 • That students succeed best when following an educational plan and when enrolled in
- 1662 classes that meet their interest and goals, and match their level of academic
- 1663 preparedness.
- 1664 • That all members of our campus community are entitled to learn and work in an
- 1665 environment that is free from physical, verbal, sexual, and/or emotional threat or
- 1666 harassment.
- 1667 • That students learn best on a campus that is student-centered and aesthetically
- 1668 pleasing.
- 1669 • That we must be responsible stewards of campus resources.

1670 **VISION STATEMENT**

1671 San Bernardino Valley College will become the college of choice for students in the

1672 Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners.

1673 We will build our reputation on the quality of our programs and services and on the

1674 safety, comfort, and beauty of our campus. We will hold both our students and

1675 ourselves to high standards of achievement and will expect all members of the college

1676 community to function as informed, responsible, and active members of society.

1677 (Revised 1-25-06)

1678 **GOVERNANCE PHILOSOPHY**

1679 San Bernardino Valley College is committed to the idea of Collegial Consultation as

1680 assured in AB1725. We acknowledge the rights and responsibilities accorded to all

1681 parties within the District to participate effectively in District consultation and support the

1682 establishment of procedures whereby faculty, staff, and students are ensured of

1683 appropriate consultation on matters affecting them.

1684 We believe that groups of individuals working together to pool their knowledge,

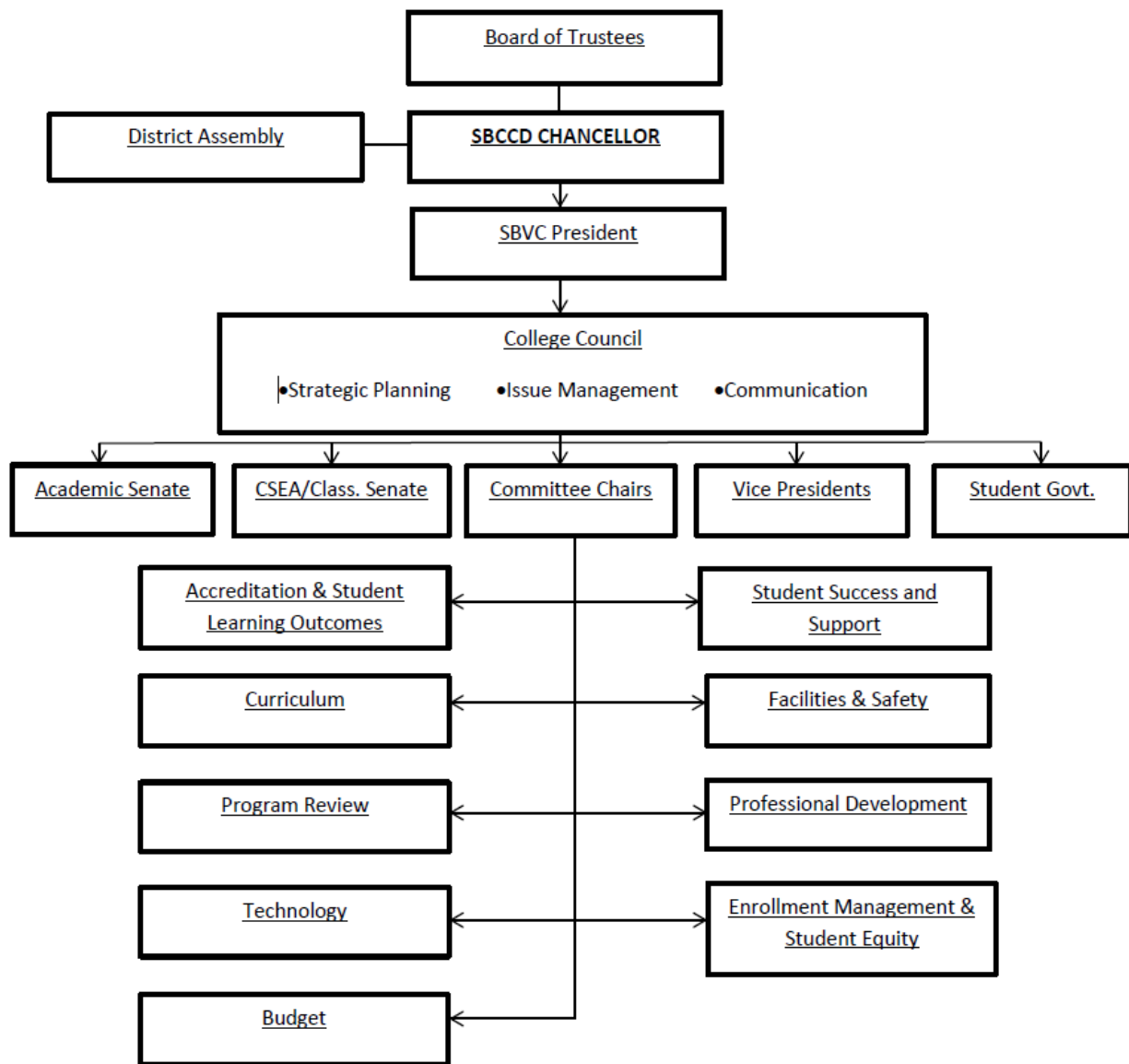
1685 experience, and perspectives are an integral part of the decision making process at

1686 Valley College, and that the development of policies and procedures for college

1687 governance benefits greatly by involving those with appropriate expertise and those

1688 who will be most affected by those policies and procedures.

1692



**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.

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1707 The issue management function takes place as campus issues are presented to the
1708 College Council and referred to the appropriate committee for review, consideration,
1709 and recommendation to the President.

1710
1711 The communication function is served by the College Council as the central
1712 communication venue for college governance issues including budget, in that all
1713 constituent groups are represented and are responsible for reporting and disseminating
1714 of information to their appointing body.

1715 **Membership**

1716
1717 Membership is comprised of the President, College Vice Presidents, the President of
1718 the Academic Senate, the Classified Senate President, the President of the Associated
1719 Students or designee, the CSEA President or designee, the CTA President or designee,
1720 the Director of Research, and the chairs of the following committees: Enrollment
1721 Management & Student Equity, Accreditation, Curriculum, Facilities and Safety,
1722 Matriculation, Professional Development, Program Review, and Technology. The
1723 President serves as chair of the College Council unless otherwise agreed upon, at
1724 which point a faculty member and a manager will serve as co-chairs.

1725 **College Council Standing Committees**

1726
1727 The standing committees of College Council are appointed annually and have
1728 representatives from each of the constituent groups: faculty, staff, students, and
1729 managers. Each committee will be co-chaired by a non-manager (faculty or staff) and
1730 one manager (that assists with clerical support, copying, and dissemination of materials
1731 as needed).

1732
1733 Should representation not occur in any group, the President will confer with the
1734 appropriate representative/President/designee to determine the best alternative to
1735 secure appropriate representation and participation from the absent group.

1736 Meetings: Unless otherwise noted, standing committees are not held during the
1737 summer.

1738 **COLLEGIAL CONSULTATION COMMITTEES**

1739 **ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE**

1740 **Charge**

1741
1742 The Accreditation and Student Learning Outcomes Committee prepares the self-study,
1743 prepares for the accreditation team site visit, follow up on implementation of
1744 accreditation recommendations, performs assessments as needed, and prepares any
1745 follow-up reports or documentation. The committee monitors the development and
1746 assessment process for student learning outcomes in courses, programs and general
1747 education requirements. The committee generates and regularly reviews guidelines and
1748 best practices for all aspects of student learning process.

1749 **Membership**

1750

1751 Membership is comprised of the Accreditation Liaison Officer, at least one faculty
1752 member from each division and other interested faculty, administrators, staff and
1753 students.

1754 **CURRICULUM COMMITTEE**

1755 **Charge**

1756 Under AB1725 the Academic Senate has the responsibility to make recommendations
1757 with respect to academic and professional matters. Curriculum is an academic matter
1758 and, therefore, the Curriculum Committee is authorized by the Academic Senate to
1759 make recommendations about the curriculum of the college, including approval of new
1760 courses, deletion of existing courses, proposed changes in courses, periodic review of
1761 course outlines, approval of proposed programs, deletion of programs, review of degree
1762 and certificate requirements, approval of prerequisites and co-requisites, and
1763 assessment of curriculum as needed.

1764 **Membership**

1765 Membership is comprised of the Vice President of Instruction (or designee) and one
1766 other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate,
1767 the Articulation Officer, faculty members from each division as recommended by the
1768 Academic Senate, two students, and two Instruction Office staff members
1769 (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist)
1770 appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a
1771 resource to the committee.

1772 *(College Council approved revisions on 11/13/13)*

1773 **ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE**

1774 **Charge**

1775 The Enrollment Management and Student Equity Committee serves in an advisory
1776 capacity to the President's Cabinet regarding enrollment. The committee is responsible
1777 for reviewing internal and external assessment trend data as it applies to enrollment
1778 planning, researching and reviewing successful models of recruitment and retention
1779 programs, projecting enrollment growth/decline, projecting academic and student
1780 support service needs based on enrollment trends. The committee makes
1781 recommendations regarding recruitment and retention strategies, in the annual updating
1782 of the Enrollment Management Plan. The committee reviews and regularly updates the
1783 Student Equity Plan. Both plans are forwarded to College Council for review.

1784 **Membership**

1785 Membership is comprised of the Vice President of Student Services or designee, Dean
1786 of Counseling and Matriculation, two Deans from Instruction, Dean of Research,
1787 Planning and Institutional Effectiveness, Director of Financial Aid, Director of
1788 Admissions and Records, and Director of Marketing and Public Relations, Student
1789 Success Services and Programs Coordinator, and other interested faculty,
1790 administrators, staff and students.

1791 *(College Council approved revisions on 5/14/14)*

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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

1842 • Serve as the campus' conduit for decision-making by forwarding information to
1843 appropriate committees

1844

1845 **Membership**

1846 Membership is comprised of at least 3 Vice Presidents or their designees, as appointed
1847 by the President, 10% faculty representation by Division, at least 3 classified staff
1848 members as appointed by Classified Senate/CSEA, and one student.
1849 *(College Council approved revisions to charge on 3/12/14), (College Council approved*
1850 *revisions on 12/11/13)*

1851

1852 **PROFESSIONAL DEVELOPMENT COMMITTEE**

1853 **Charge**

1854 The Professional Development Committee serves as an advisory committee for the
1855 college professional development programs, and as a resource for training needs
1856 across campus. The committee prepares and implements the state required three-year
1857 Professional Development Plan, and reviews it annually to assure that campus goals
1858 and objectives are being met. The committee allocates staff development funds based
1859 on criteria in the plan. Additionally the committee is responsible for planning,
1860 programming and communication of campus professional development programs. The
1861 faculty member on the committee serve as the campus sabbatical leave committee and
1862 make recommendations to the college president for proposed leave recipients. The
1863 faculty members also serve as the campus flex committee.

1864

1865 **Membership**

1866 Membership is comprised of one manager (designated by the President), Professional
1867 Development Coordinator, a representative of the technology committee, and interested
1868 faculty, administrators, and staff.

1869

1870 **TECHNOLOGY COMMITTEE**

1871 **Charge**

1872 The Technology Committee develops the Technology Plan for SBVC and submits it to
1873 the SBVC College Council. The Plan recommends methods to assess, purchase, install,
1874 and encourage use of new technology; technology funding priorities; and strategies for
1875 redistributing current resources. It sets standards and guidelines for the minimum
1876 specifications for new technology, for maintaining the current technology in new
1877 construction, and to maximize use of District network resources and instructional
1878 learning resources. Accessibility to technology will be considered when developing
1879 goals, methods, recommendations, guidelines, and standards. In addition, members
1880 serve as campus representatives on District Technology Committees.

1881

1882 **Membership**

1883 Membership is comprised of the Vice Presidents of Instruction, Administrative Services,
1884 and Student Services or their designees; a representative from the Audio Department; a
1885 representative from District Computing Services, representative(s) from the college
1886 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

1954 **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 instructions 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

1979 the President for tenure. If the Tenure Review Committee has any doubts about a
1980 faculty member's overall performance, the committee shall, in consultation with the
1981 faculty member's supervisor, set up a new evaluation of him/her, to be conducted
1982 according to the evaluation procedure already in place in the District.
1983 If the committee wants to use tenure procedures or materials as part of this evaluation,
1984 it can do so only with the consent of the affected faculty member. The two faculty
1985 members on the Tenure Review Committee who were appointed by the Senate and the
1986 bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion
1987 of this evaluation, the Tenure Review Committee shall meet and decide on a
1988 recommendation to the President of tenure or dismissal for the faculty member in
1989 question. All recommendations regarding fourth-year faculty members shall be
1990 submitted to the President by February 15. If the President and the committee disagree,
1991 they shall meet with the District Chancellor to present their differing points of view. The
1992 Chancellor shall have final authority to make a recommendation to the Board of
1993 Trustees (this charge and membership quoted directly from the current AGREEMENT
1994 between the SBCCD and the SBCCD Chapter CTA/NEA).
1995 Per the provisions of the CTA contract, the Tenure Review committee is also involved in
1996 providing remediation assistance to those faculty whose evaluations are less than
1997 satisfactory.

Membership

2000 The College President appoints a tenured faculty member as the Tenure Review
2001 Coordinator who chairs the committee and the appropriate Vice Presidents or
2002 designees. The President of the Academic Senate and the college representative of the
2003 collective bargaining unit each appoint one tenured faculty member to serve on the
2004 Tenure Review Committee.

ONLINE COMMITTEE

Charge

2008 The Online Committee advises the Vice President of Instruction regarding issues
2009 related to online learning at the college. In addition, the committee assists discipline
2010 faculty in the preparation of distance education requests to the Curriculum Committee.
2011 The committee serves as a conduit of Information among faculty, administration, and
2012 students by providing technological vision for issues related to online learning.

Memberships

2015 Membership is comprised of interested faculty, administrators, staff, and students.

HONORS

Charge

2019 The Honors Committee serves as an advisory committee to the Vice President of
2020 Instruction relative to the college's Honors Program including the admission of students
2021 into the program, assessment of program effectiveness, the schedule rotation of honors
2022 courses, proposals for new honors courses , and the evaluation of existing honors
2023 courses.

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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 certificates and degree areas as well as other interested administrators, faculty, classified staff, and students.

BASIC SKILLS COMMITTEE

Charge

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

Membership

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

**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 Coordinator, Director of Marketing and Public Relations, and interested administrators, faculty, classified staff, and students.
(College Council approved revisions on 5/14/14)

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

Charge

2071 This Disabled Student Programs and Services (DSPS) Advisory Committee serves as
2072 an advisory committee to the Director of DSPS relative to the needs of students with
2073 disabilities.

2074

2075 **Membership**

2076 Membership is comprised of the Student Success Coordinator, Coordinator of Disabled
2077 Student Services, Coordinator of Health Services, and interested faculty, staff, and
2078 students.

2079 *(College Council approved revisions on 5/14/14)*

2080

2081 **STUDENT POLICIES & SCHOLASTIC STANDARDS**

2082

Charge

2083 The Student Policies and Scholastic Standards Committee serves as an advisory
2084 committee for the development and implementation of academic policies such as but
2085 not limited to petitions related to admissions, probation, disqualification, and graduation
2086 requirements.

2087

2088

Membership

2089 The membership is comprised of the Director of Admissions & Records, interested
2090 faculty, a classified staff member from the Admissions and Records office, and one
2091 student.

2092 *(College Council approved revisions on 5/14/14)*

2093

2094 **STUDENT SERVICES CABINET**

2095

Charge

2096 The Student Services Cabinet reviews Student Service related issues and concerns in
2097 an advisory capacity to the Vice President of Student Services.

2098

2099

Membership

2100 Membership is comprised of the Vice President of Student Services, Dean of
2101 Counseling and Matriculation, Veteran's Administrator, Director of Student Life, Director
2102 of Admissions and Records, Director of Financial Aid, Director of Library and Learning
2103 Services, Director of EOP&S, Occupational Advancement Supervisor, Coordinator of
2104 Student Health Center, and Coordinator of DSP&S.

2105 *(College Council approved revisions on 5/14/14)*

2106

2107

2108 **STUDENT SERVICES COUNCIL**

2109

Charge

2109 The Student Services Council meets monthly to discuss and review campus issues
2110 particularly applicable to student success.

2111

2112

Membership

2113 Membership is comprised of the Vice President of Student Services and the Student
2114 Services leadership team.

2115 *(College Council approved revisions on 5/14/14)*

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ADMINISTRATIVE SERVICES
ADMINISTRATIVE SERVICES CABINET

Charge

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

Membership

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

CAMPUS SUSTAINABILITY

Charge

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

Membership

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

References: Education Code Sections 70901 - 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and
51023.7 (Students);
WASC/ACCJC Accreditation Standard IV.A

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

Approved: 10/25/12
Revised:

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Legal Citations for AP 2510

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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

2305 (a) The board of governors shall establish procedures for the adoption of rules
2306 and regulations governing the California Community Colleges. Among other
2307 matters, the procedures shall implement the following requirements:

2308 (1) Written notice of a proposed action shall be provided to each community
2309 college district and to all other interested parties and individuals, including the
2310 educational policy and fiscal committees of the Legislature and the Department
2311 of Finance, at least 45 days in advance of adoption. The regulations shall
2312 become effective no earlier than 30 days after adoption.

2313 (2) The proposed regulations shall be accompanied by an estimate, prepared in
2314 accordance with instructions adopted by the Department of Finance, of the
2315 effect of the proposed regulations with regard to the costs or savings to any
2316 state agency, the cost of any state-mandated local program as governed by
2317 Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the
2318 Government Code, any other costs or savings of local agencies, and the costs or
2319 savings in federal funding provided to state agencies.

2320 (3) The board of governors shall ensure that all proposed regulations of the
2321 board meet the standards of "necessity," "authority," "clarity," "consistency,"
2322 "reference," and "nonduplication," as those terms are defined in Section 11349
2323 of the Government Code. A district governing board or any other interested
2324 party may challenge any proposed regulatory action regarding the application of
2325 these standards.

2326 (4) Prior to the adoption of regulations, the board of governors shall consider
2327 and respond to all written and oral comments received during the comment
2328 period.

2329 (5) The effective date for a regulation shall be suspended if, within 30 days
2330 after adoption by the board of governors, at least two-thirds of all governing
2331 boards vote, in open session, to disapprove the regulation. With respect to any
2332 regulation so disapproved, the board of governors shall provide at least 45
2333 additional days for review, comment, and hearing, including at least one
2334 hearing before the board itself. After the additional period of review, comment,
2335 and hearing, the board may do any of the following:

2336 (A) Reject or withdraw the regulation.

2337 (B) Substantially amend the regulation to address the concerns raised during
2338 the additional review period, and then adopt the revised regulation. The
2339 regulation shall be treated as a newly adopted regulation, and shall go into
2340 effect in accordance with those procedures.

2341 (C) Readopt the regulation as originally adopted, or with those nonsubstantive,
2342 technical amendments deemed necessary to clarify the intent of the original
2343 regulation. If the board of governors decides to readopt a regulation, with or

2344 without technical amendments, it shall also adopt a written declaration and
2345 determination regarding the specific state interests it has found necessary to
2346 protect by means of the specific language or requirements of the regulation. A
2347 readopted regulation may then be challenged pursuant to existing law in a court
2348 of competent jurisdiction, and shall not be subject to any further appeal within
2349 the California Community Colleges.

2350 (6) As to any regulation which the Department of Finance determines would
2351 create a state-mandated local program cost, the board of governors shall not
2352 adopt the regulation until the Department of Finance has certified to the board
2353 of governors and to the Legislature that a source of funds is available to
2354 reimburse that cost.

2355 (7) Any district or other interested party may propose a new regulation or
2356 challenge any existing regulation.

2357 (b) Except as expressly provided by this section, and except as provided by
2358 resolution of the board of governors, the provisions of Chapter 3.5
2359 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the
2360 Government Code shall not apply to regulations adopted by the board of
2361 governors.

2362 *(Added by Stats. 1988, Ch. 973, Sec. 8. Operative January 1, 1990, by Sec. 71 of Ch. 973.)*

2363

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2365

2366 70902.

2367

2368 (a) (1) Every community college district shall be under the control of a board of
2369 trustees, which is referred to herein as the "governing board." The governing
2370 board of each community college district shall establish, maintain, operate, and
2371 govern one or more community colleges in accordance with law. In so doing,
2372 the governing board may initiate and carry on any program, activity, or may
2373 otherwise act in any manner that is not in conflict with or inconsistent with, or
2374 preempted by, any law and that is not in conflict with the purposes for which
2375 community college districts are established.

2376 (2) The governing board of each community college district shall establish rules
2377 and regulations not inconsistent with the regulations of the board of governors
2378 and the laws of this state for the government and operation of one or more
2379 community colleges in the district.

2380 (b) In furtherance of subdivision (a), the governing board of each community
2381 college district shall do all of the following:

- 2382 (1) Establish policies for, and approve, current and long-range academic and
2383 facilities plans and programs and promote orderly growth and development of
2384 the community colleges within the district. In so doing, the governing board
2385 shall, as required by law, establish policies for, develop, and approve,
2386 comprehensive plans. The governing board shall submit the comprehensive
2387 plans to the board of governors for review and approval.
- 2388 (2) Establish policies for and approve courses of instruction and educational
2389 programs. The educational programs shall be submitted to the board of
2390 governors for approval. Courses of instruction that are not offered in approved
2391 educational programs shall be submitted to the board of governors for approval.
2392 The governing board shall establish policies for, and approve, individual courses
2393 that are offered in approved educational programs, without referral to the board
2394 of governors.
- 2395 (3) Establish academic standards, probation and dismissal and readmission
2396 policies, and graduation requirements not inconsistent with the minimum
2397 standards adopted by the board of governors.
- 2398 (4) Employ and assign all personnel not inconsistent with the minimum
2399 standards adopted by the board of governors and establish employment
2400 practices, salaries, and benefits for all employees not inconsistent with the laws
2401 of this state.
- 2402 (5) To the extent authorized by law, determine and control the district's
2403 operational and capital outlay budgets. The district governing board shall
2404 determine the need for elections for override tax levies and bond measures and
2405 request that those elections be called.
- 2406 (6) Manage and control district property. The governing board may contract for
2407 the procurement of goods and services as authorized by law.
- 2408 (7) Establish procedures that are consistent with minimum standards
2409 established by the board of governors to ensure faculty, staff, and students the
2410 opportunity to express their opinions at the campus level, to ensure that these
2411 opinions are given every reasonable consideration, to ensure the right to
2412 participate effectively in district and college governance, and to ensure the right
2413 of academic senates to assume primary responsibility for making
2414 recommendations in the areas of curriculum and academic standards.
- 2415 (8) Establish rules and regulations governing student conduct.
- 2416 (9) Establish student fees as it is required to establish by law, and, in its
2417 discretion, fees as it is authorized to establish by law.
- 2418 (10) In its discretion, receive and administer gifts, grants, and scholarships.
- 2419 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
2420 the community college.

2421 (12) Within the framework provided by law, determine the district's academic
2422 calendar, including the holidays it will observe.
2423 (13) Hold and convey property for the use and benefit of the district. The
2424 governing board may acquire by eminent domain any property necessary to
2425 carry out the powers or functions of the district.
2426 (14) Participate in the consultation process established by the board of
2427 governors for the development and review of policy proposals.
2428 (c) In carrying out the powers and duties specified in subdivision (b) or other
2429 provisions of statute, the governing board of each community college district
2430 shall have full authority to adopt rules and regulations, not inconsistent with the
2431 regulations of the board of governors and the laws of this state, that are
2432 necessary and proper to executing these prescribed functions.
2433 (d) Wherever in this section or any other statute a power is vested in the
2434 governing board, the governing board of a community college district, by
2435 majority vote, may adopt a rule delegating the power to the district's chief
2436 executive officer or any other employee or committee as the governing board
2437 may designate. However, the governing board shall not delegate any power that
2438 is expressly made nondelegable by statute. Any rule delegating authority shall
2439 prescribe the limits of the delegation.
2440 (e) This section shall become operative on January 1, 2014.

2441 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012.*
2442 *Section operative January 1, 2014, by its own provisions.)*
2443

2444
2445 **Title 5 Sections 53200 et seq., 51023.5, and 51023.7**

2446 Cal. Admin. Code tit. 5, s 53200
2447

2448 TITLE 5. EDUCATION
2449 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
2450 CHAPTER 4. EMPLOYEES
2451 SUBCHAPTER 2. CERTIFICATED POSITIONS
2452 ARTICLE 2. ACADEMIC SENATES

2453 s 53200. Definitions.
2454

2455 For the purpose of this Subchapter:
2456

2457 (a) "Faculty" means those employees of a community college district who are employed in
2458 positions that are not designated as supervisory or management for the purposes of Article 5
2459 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government
2460 Code, and for which minimum qualifications for hire are specified by the Board of Governors.
2461

2462 (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in
2463 accordance with the provisions of this Subchapter whose primary function, as the representative

2464 of the faculty, is to make recommendations to the administration of a college and to the
2465 governing board of a district with respect to academic and professional matters. For purposes of
2466 this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty
2467 council" or "faculty senate."

2468

2469 (c) "Academic and professional matters" means the following policy development and
2470 implementation matters:

2471

2472 (1) curriculum, including establishing prerequisites and placing courses within disciplines;

2473

2474 (2) degree and certificate requirements;

2475

2476 (3) grading policies;

2477

2478 (4) educational program development;

2479

2480 (5) standards or policies regarding student preparation and success;

2481

2482 (6) district and college governance structures, as related to faculty roles;

2483

2484 (7) faculty roles and involvement in accreditation processes, including self-study and annual
2485 reports;

2486

2487 (8) policies for faculty professional development activities;

2488

2489 (9) processes for program review;

2490

2491 (10) processes for institutional planning and budget development; and

2492

2493 (11) other academic and professional matters as are mutually agreed upon between the
2494 governing board and the academic senate.

2495

2496 (d) "Consult collegially" means that the district governing board shall develop policies on
2497 academic and professional matters through either or both of the following methods, according to
2498 its own discretion:

2499

2500 (1) relying primarily upon the advice and judgment of the academic senate; or

2501

2502 (2) agreeing that the district governing board, or such representatives as it may designate, and
2503 the representatives of the academic senate shall have the obligation to reach mutual agreement
2504 by written resolution, regulation, or policy of the governing board effectuating such
2505 recommendations.

2506

2507

2508 Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901
2509 and 70902, Education Code.

2510

2511

2512 53201. Academic Senate or Faculty Council.

2513

2514 In order that the faculty may have a formal and effective procedure for participating in the

2515 formation and implementation of district policies on academic and professional matters, an
2516 academic senate may be established at the college and/or district level.

2517

2518

2519 53202. Formation; Procedures; Membership.

2520

2521 The following procedure shall be used to establish an academic senate:

2522

2523 (a) The full-time faculty of a community college shall vote by secret ballot to form an academic
2524 senate.

2525

2526 (b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or
2527 not to form a district academic senate. Such vote shall be by secret ballot.

2528

2529 (c) The governing board of a district shall recognize the academic senate and authorize the
2530 faculty to:

2531

2532 (1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of
2533 the academic senate.

2534

2535 (2) Provide for the selection, in accordance with accepted democratic election procedures, the
2536 members of the academic senate.

2537

2538 (d) The full-time faculty may provide for the membership and participation of part-time faculty
2539 members in the academic senate.

2540

2541 (e) In the absence of any full-time faculty members in a community college, the part-time faculty
2542 of such community college may form an academic senate.

2543

2544

2545 53203. Powers.

2546

2547 (a) The governing board of a community college district shall adopt policies for appropriate
2548 delegation of authority and responsibility to its college and/or district academic senate. Among
2549 other matters, said policies, at a minimum, shall provide that the governing board or its
2550 designees will consult collegially with the academic senate when adopting policies and
2551 procedures on academic and professional matters. This requirement to consult collegially shall
2552 not limit other rights and responsibilities of the academic senate which are specifically provided
2553 in statute or other Board of Governors regulations.

2554

2555 (b) In adopting the policies and procedures described in Subsection (a), the governing board or
2556 its designees shall consult collegially with representatives of the academic senate.

2557

2558 (c) While in the process of consulting collegially, the academic senate shall retain the right to
2559 meet with or to appear before the governing board with respect to the views, recommendations,
2560 or proposals of the senate. In addition, after consultation with the administration of the college
2561 and/or district, the academic senate may present its views and recommendations to the
2562 governing board.

2563

2564 (d) The governing board of a district shall adopt procedures for responding to recommendations
2565 of the academic senate that incorporate the following:

2566
2567 (1) in instances where the governing board elects to rely primarily upon the advice and
2568 judgment of the academic senate, the recommendations of the senate will normally be
2569 accepted, and only in exceptional circumstances and for compelling reasons will the
2570 recommendations not be accepted. If a recommendation is not accepted, the governing board
2571 or its designee, upon request of the academic senate, shall promptly communicate its reasons
2572 in writing to the academic senate.

2573
2574 (2) in instances where the governing board elects to provide for mutual agreement with the
2575 academic senate, and agreement has not been reached, existing policy shall remain in effect
2576 unless continuing with such policy exposes the district to legal liability or causes substantial
2577 fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to
2578 legal liability or substantial fiscal hardship requires existing policy to be changed, the governing
2579 board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or
2580 organizational reasons.

2581
2582 (e) An academic senate may assume such responsibilities and perform such functions as may
2583 be delegated to it by the governing board of the district pursuant to Subsection (a).

2584
2585 (f) The appointment of faculty members to serve on college or district committees, task forces,
2586 or other groups dealing with academic and professional matters, shall be made, after
2587 consultation with the chief executive officer or his or her designee, by the academic senate.
2588 Notwithstanding this Subsection, the collective bargaining representative may seek to appoint
2589 faculty members to committees, task forces, or other groups.

2590
2591
2592 53204. Scope of Regulations.

2593
2594 Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty,
2595 nor to detract from any negotiated agreements between collective bargaining representatives
2596 and district governing boards. It is the intent of the Board of Governors to respect agreements
2597 between academic senates and collective bargaining representatives as to how they will
2598 consult, collaborate, share, or delegate among themselves the responsibilities that are or may
2599 be delegated to academic senates pursuant to these regulations.

2600
2601
2602 Cal. Admin. Code tit. 5, s 51023.5

2603
2604 TITLE 5. EDUCATION
2605 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
2606 CHAPTER 2. COMMUNITY COLLEGE STANDARDS
2607 SUBCHAPTER 1. MINIMUM CONDITIONS

2608
2609 **s 51023.5. Staff.**

2610 (a) The governing board of a community college district shall adopt policies and procedures that
2611 provide district and college staff the opportunity to participate effectively in district and college
2612 governance. At minimum, these policies and procedures shall include the following:

2613 (1) Definitions or categories of positions or groups of positions other than faculty that compose
2614 the staff of the district and its college(s) that, for the purposes of this section, the governing
2615 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

2667 (b) In developing and carrying out policies and procedures pursuant to subsection (a), the
2668 district governing board shall ensure that its actions do not dominate or interfere with the
2669 formation or administration of any employee organization, or contribute financial or other
2670 support to it, or in any way encourage employees to join any organization in preference to
2671 another. In addition, in order to comply with Government Code sections 3540, et seq., such
2672 procedures for staff participation shall not intrude on matters within the scope of representation
2673 under section 3543.2 of the Government Code. Governing boards shall not interfere with the
2674 exercise of employee rights to form, join, and participate in the activities of employee
2675 organizations of their own choosing for the purpose of representation on all matters of
2676 employer-employee relations. Nothing in this section shall be construed to impinge upon or
2677 detract from any negotiations or negotiated agreements between exclusive representatives and
2678 district governing boards. It is the intent of the Board of Governors to respect lawful agreements
2679 between staff and exclusive representatives as to how they will consult, collaborate, share, or
2680 delegate among themselves the responsibilities that are or may be delegated to staff pursuant
2681 to these regulations.

2682
2683 (c) Nothing in this section shall be construed to impinge upon the policies and procedures
2684 governing the participation rights of faculty and students pursuant to sections 53200-53204, and
2685 section 51023.7, respectively.

2686
2687 (d) The governing board of a community college district shall comply substantially with the
2688 provisions of this section.

2689
2690
2691 Cal. Admin. Code tit. 5, s 51023.7

2692
2693 TITLE 5. EDUCATION
2694 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
2695 CHAPTER 2. COMMUNITY COLLEGE STANDARDS
2696 SUBCHAPTER 1. MINIMUM CONDITIONS

2697 **s 51023.7. Students.**

2698 (a) The governing board of a community college district shall adopt policies and procedures that
2699 provide students the opportunity to participate effectively in district and college governance.
2700 Among other matters, said policies and procedures shall include the following:

2701
2702 (1) Students shall be provided an opportunity to participate in formulation and development of
2703 district and college policies and procedures that have or will have a significant effect on
2704 students. This right includes the opportunity to participate in processes for jointly developing
2705 recommendations to the governing board regarding such policies and procedures.

2706
2707 (2) Except in unforeseeable, emergency situations, the governing board shall not take action on
2708 a matter having a significant effect on students until it has provided students with an opportunity
2709 to participate in the formulation of the policy or procedure or the joint development of
2710 recommendations regarding the action.

2711
2712 (3) Governing board procedures shall ensure that at the district and college levels,
2713 recommendations and positions developed by students are given every reasonable
2714 consideration.

2715
2716 (4) For the purpose of this Section, the governing board shall recognize each associated

2717 student organization or its equivalent within the district as provided by Education Code Section
2718 76060, as the representative body of the students to offer opinions and to make
2719 recommendations to the administration of a college and to the governing board of a district with
2720 regard to district and college policies and procedures that have or will have a significant effect
2721 on students. The selection of student representatives to serve on college or district committees,
2722 task forces, or other governance groups shall be made, after consultation with designated
2723 parties, by the appropriate officially recognized associated student organization(s) within the
2724 district.

2725
2726 (b) For the purposes of this Section, district and college policies and procedures that have or will
2727 have a "significant effect on students" includes the following:

2728
2729 (1) grading policies;

2730
2731 (2) codes of student conduct;

2732
2733 (3) academic disciplinary policies;

2734
2735 (4) curriculum development;

2736
2737 (5) courses or programs which should be initiated or discontinued;

2738
2739 (6) processes for institutional planning and budget development;

2740
2741 (7) standards and policies regarding student preparation and success;

2742
2743 (8) student services planning and development;

2744
2745 (9) student fees within the authority of the district to adopt; and

2746
2747 (10) any other district and college policy, procedure, or related matter that the district governing
2748 board determines will have a significant effect on students.

2749
2750 (c) The governing board shall give reasonable consideration to recommendations and positions
2751 developed by students regarding district and college policies and procedures pertaining to the
2752 hiring and evaluation of faculty, administration, and staff.

2753
2754 (d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty,
2755 nor to detract from any negotiations or negotiated agreements between collective bargaining
2756 agents and district governing boards. It is the intent of the Board of Governors to respect
2757 agreements between academic senates and collective bargaining agents as to how they will
2758 consult, collaborate, share or delegate among themselves the responsibilities that are or may be
2759 delegated to academic senates pursuant to the regulations on academic senates contained in
2760 Sections 53200-53206.

2761
2762 (e) The governing board of a community college district shall comply substantially with policies
2763 and procedures adopted in accordance with this Section.

2764
2765
2766 **Accreditation Standard IV.A**

2767

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.**