The Board of Trustees has the ultimate authority in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the board is committed to its obligation to ensure that appropriate members of the district participate in developing recommended policies for board action and administrative procedures for superintendent/president action under which the district is governed and administered.

The board embraces the concept of collegial governance as a fundamental policy of the college, while retaining its own rights and responsibilities as the ultimate authority in all areas defined by state laws and regulations.

Collegial governance is defined as the collaborative participation of appropriate members of the college in planning for the future and in developing policies and recommendations under which the college is governed and administered.

Each constituency of the college that has responsibility and expertise in a particular area participates in the development of policies and procedures relating to that area. Such participation will bring together multiple segments of the college in instances where policies and procedures affect employees and students. It is the responsibility and obligation of members of the faculty, administration, and board to participate in the collegial process. The board also provides the opportunity and encourages classified staff and students to participate in the process.

The district's standing governance and advisory committees shall be structured to include appropriate representation by faculty, administrators, classified staff members, and students.

Except for unforeseeable emergency situations, the board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code §§3540 et seq.

Adoption History: 8/21/12

References: Education Code §§66700, 70901-2, 70902(b)(7), 76060, 87360, 87458
Title 5 §§53200 et seq. (Academic Senate), 51023.5 (classified and management staff), 51023.7 (students), 51025, 73200 et seq.
ACCJC Accreditation Standard IV.A
Board Policy/Administrative Procedure 2015, Student Trustee

Academic Senate Role in Collegial Governance

The board recognizes the Academic Senate Council as the body that represents the Academic Senate in collegial governance relating to academic and professional matters, as well as personnel issues involving senate members. The board acknowledges the definition of academic and professional matters to mean the following as defined in Title V of the California Administrative Code:

A. Curriculum, including establishing prerequisites and placing courses within the disciplines.

B. Degree and certificate requirements.

C. Grading policies.

D. Educational program development.

E. Standards or policies regarding student preparation and success.

F. District and college governance structures, as related to faculty roles.

G. Faculty roles and involvement in accreditation processes, including self-study and annual reports.

H. Establishing policies for faculty professional development activities.

I. Processes for program review.

J. Processes for institutional planning and budget development.

K. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The board recognizes the right of the Academic Senate to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. If a senate recommendation in these areas is not accepted, the board or its designee, upon request of the Academic Senate, shall promptly communicate its reasons in writing to the Academic Senate.

The board recognizes and endorses the rights and responsibilities assigned to faculty by state statutes regarding faculty personnel matters to include equal employment opportunity, hiring, evaluation, tenure review, dismissal, and administrator retreat rights. The board also recognizes the Academic Senate Council as representing full-time Academic Senate members in matters dealing with working conditions and compensation.

Upon request of the Academic Senate, the board, or its delegated administrators, shall confer with Academic Senate representatives regarding recommendations or proposals by the Academic Senate. If parties to the discussion do not reach consensus, the Academic Senate may present its views to the board, and the board shall consider and respond to such views.

Likewise, Academic Senate representatives have the responsibility, when requested, to confer with the board's delegated administrators and to respond to their proposals and recommendations.

Individuals who represent the faculty as a whole on collegial governance and advisory committees shall be recommended by the president of the Academic Senate with concurrence of the Academic Senate Council.

Administrator Role in Collegial Governance

The Board of Trustees defines the scope of responsibilities and delegates authority of MiraCosta Community College District administrators through job descriptions and board policy.

The superintendent/president has primary responsibility for the quality of the institution he/she leads and, as appropriate, delegates authority to administrators and others consistent with their responsibilities, and sets the goals and priorities for the institution.

Administrators shall be provided with opportunities to participate collegially in the formation and development of district policies and procedures that have significant effect on the college.

Administrators include all academic and classified administrators, vice presidents, and the superintendent/president. Administrators provide leadership and direction for the college community, facilitates collaboration and communication among departmental administrators, and serves as a resource in achieving shared goals.

All administrators have supervisory duties related to budgets, personnel, and operational responsibilities. Major governance responsibilities include the following:

A. Appoint administrators to serve on governance committees.

B. Serve as an advisory committee to the superintendent/president.

C. Make recommendations to the superintendent/president on actions by governance committees related to board policies and administrative procedures that have been routed to administrators.

D. Make recommendations to the superintendent/president on district budgets.

E. Make recommendations to the superintendent/president on district plans and accreditation self-studies that have been routed to administrators.

F. Promote the appropriate inclusion of students, faculty, and staff in making recommendations to the superintendent/president.

G. Serve as a resource to the superintendent/president, the Board of Trustees, and district faculty and staff.

Classified Senate Role in Collegial Governance

In accordance with provisions of Title V of the California Administrative Code, the board recognizes the right of classified employees to participate in the collegial governance of the college and further acknowledges the benefit of such participation to the college and its students.

The board recognizes the Classified Senate as the employee organization and the Classified Senate Council as the representative body of the Classified Senate for purposes of this policy section.

Classified employees are to be included in all governance and advisory committees of the college. Individuals who represent the classified staff as a whole on collegial governance and advisory committees shall be recommended by the president of the Classified Senate with concurrence of the Classified Senate Council.

The board asks supervisors to provide flexibility in work schedules to permit classified employees to participate in collegial governance activities associated with the Classified Senate and the college governance committees.

The functions of the Classified Senate are to:

A. Facilitate communication among the classified staff, the administration, the faculty, and the Board of Trustees.

B. Participate in the development and formulation of policies and practices as they relate to activities and functions of the classified staff.

C. Make recommendations to the administration and the Board of Trustees in all matters determined pertinent.

Student Participation in Collegial Governance

In accordance with Title V, §51023.7, of the California Administrative Code, the MiraCosta Community College District Board of Trustees affirms the role of students in the collegial governance process. The board recognizes the Associated Student Government as the representative body authorized to make recommendations to the administrators and the Board of Trustees on policies and procedures of the college that have or will have a significant effect on students. This right shall include the opportunity to participate in processes for jointly developing recommendations on policies and procedures under which the college is governed and administered and that have or will have a significant effect on students, to the administration, and the Board of Trustees.

The Associated Student Government has the authority to select student representatives for participation on college committees, task forces, and other governance groups. The board will give reasonable consideration to recommendations of students with regard to college policies and procedures related to the hiring and evaluation of administrators, faculty, and staff members. Except in unforeseeable, emergency situations, administrators and the board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

The board acknowledges the following as areas that have or may have a significant effect on students:

A. Grading policies.

B. Codes of student conduct.

C. Academic disciplinary policies.

D. Curriculum development.

E. Courses or programs that should be initiated or discontinued.

F. Processes for institutional planning and budget development.

G. Standards and policies regarding student preparation and success.

H. Student services planning and development.

I. Student fees within the authority of the district to adopt.

J. Any other district and college policy, procedure, or related matter the board determines have or will have a significant effect on students.

The Student Trustee

The student trustee shall have the right to make and second motions at board meetings. His/her vote will be advisory. It shall be the responsibility and obligation of the student trustee to bring issues of collegial governance compliance on all matters that have or will have a significant effect on students to the board's attention.

Committee Membership

College committees, of which student representatives are members, should make efforts to accommodate student members' class schedules in planning their meeting times.

Role of Students in Hiring

A student representative may be included on each permanent full-time faculty screening committee whenever it is possible to do so. At least one student representative should be invited to serve on screening committees for the following positions: any college vice president, any Student Services administrator, any Student Services supervisor, transfer faculty director, any counselor, and the secretary assigned to student activities.

The Governance Manual describes the procedures for participation in local decision making on governance.

This manual is reviewed annually and updated as needed by the Steering Council following analysis of the March evaluation of the effectiveness of the governance process. Changes to the governance process are subject to the recommendation of all governance councils prior to superintendent/president approval.

The manual is posted on the district Web page under Governance.