

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 appropriate members of the district participate in developing recommended policies for board action, as well as administrative procedures for superintendent/president action by 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 sections 3540 et seq.

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Reference Update:	11/14, 1/15
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. Accrediting Commission for Community and Junior Colleges Accreditation Standard IV.A Board Policy / Administrative Procedure 2015, Student Trustee
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## **Academic Senate Role in Collegial Governance**

The board recognizes the Academic Senate as the body that represents the faculty (full-time and associate) in collegial governance relating to academic and professional matters. The board acknowledges the definition of academic and professional matters to mean the following categories as defined in Title V 5 of the California Code of Regulations:

- 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 will consult collegially with the Academic Senate on all of the listed academic and professional matters and, for the first ten, will rely primarily upon the advice and judgment of the Academic Senate,

At MiraCosta College, the eleventh category includes:

- Academic calendar
- Prioritization of full-time faculty hiring
- Program discontinuance procedures, in alignment with program review
- Equivalency procedures
- Policies and procedures protecting academic freedom
- Recommendation on tenure and professional advancement

The board will rely primarily on the advice and judgment of the Academic Senate in these additional academic and professional matters.

Recommendation from the Academic Senate in the eleven areas listed above will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendation not be accepted. If a recommendation is not accepted, the Board of Trustees 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.

Upon request of the Academic Senate, the board, or its delegated administrators, shall confer with the Academic Senate 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 issues and advisory committees unrelated to working conditions and compensation shall be recommended by the president of the Academic Senate with concurrence of the Academic Senate.

### **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 5 of the California Code of Regulations, 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 5, section 51023.7, of the California Code of Regulations, 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.