



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 2 – Board of Trustees

#### AP 2510 – PARTICIPATION IN LOCAL DECISION-MAKING

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The Board of Trustees is committed to participatory governance. This procedure is intended to ensure that faculty, students, and staff have the right to participate effectively in the governance of the District. The policy also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

#### **ACADEMIC SENATES**

##### **1. DEFINITIONS**

- a. **Consult Collegially:** The Board of Trustees shall rely on one of the following two consultation methods:
  - 1) Rely primarily upon the advice and judgment of the Academic Senates;  
and
  - 2) The Board or its representatives and the representatives of the Academic Senates shall have the obligation to attempt to reach mutual agreement.
- b. **Academic Senates:** Organizations whose primary function is, as representative of the faculty, to make recommendations to the administration and governing board with respect to academic and professional matters, outside of collective bargaining.
- c. **Faculty:** Those individuals employed in positions that are not designated as supervisory or management and for which minimum qualifications for employment are specified by the California Community Colleges Board of Governors.

##### **2. RESPONSIBILITIES**

- a) The Board of Trustees shall consult collegially with representatives of the Academic Senates.
- b) The Academic Senates shall retain the right to meet with and appear before the Board of Trustees with respect to the views, recommendations or proposals of the Academic Senates.

- c) The Board of Trustees shall respond to recommendations of the Academic Senates through either of the following:
- 1) The Board of Trustees shall elect to rely primarily on the advice and judgment of the Academic Senates for the following policy development:
    - a) Degree and certificate requirements;
    - b) Grading policies;
    - c) Educational program development;
    - d) Standards or policies regarding student preparation and success;
    - e) District and college governance structures, as related to faculty roles;\*
    - f) Faculty roles and involvement in accreditation processes, including institutional self-evaluations and annual reports; and
    - g) Processes for institutional planning and budget development.\*

\* Refers to number, make up and nature of committees in the governance structure and the role faculty plays in these.

In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senates and recommendations are not accepted, the Board of Trustees shall communicate the reason in writing to the President of each Academic Senate within 30 days of the decision.

## 2) Mutual agreement with the Academic Senates

The Board of Trustees shall attempt to reach mutual agreement with the Academic Senates for the following policy development:

- a) Curriculum, including establishing prerequisites, placing courses within disciplines and assessment of student learning;
- b) Policies for faculty professional development activities;
- c) Processes for program review; and
- d) Other academic and professional matters as mutually agreed upon between the governing board of Trustees and the Academic Senates.

In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such instances, in the spirit of collegiality, all parties shall continue to participate in the resolution process. In the event mutual agreement cannot be reached, the Board of Trustees

shall communicate the reasons in writing to the President of each Academic Senate within 30 days of the decision.

### 3) Committee Assignments

The appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the Chief Executive Officer (or designee) by the Academic Senates.

## **STUDENTS**

### **1. DEFINITIONS**

- a. Representative Body of Students: The districtwide United Student Council.

### **2. RESPONSIBILITIES**

- a. The Board of Trustees shall provide students the opportunity to participate effectively in district governance.
- b. The Board of Trustees will usually not take action on a matter having a *significant effect on students* until the representative body of students has had the opportunity to participate in the development of recommendations and formulation of policies and procedures.
- c. All recommendations and positions developed by the representative body of students shall be afforded every reasonable consideration.
- d. District policies that have a significant effect on students include:
  - 1) Grading policies;
  - 2) Codes of student conduct;
  - 3) Academic disciplinary policies;
  - 4) Curriculum development;
  - 5) Courses or programs which should be initiated or discontinued;
  - 6) Process for institutional planning and budget development;
  - 7) Standards and policies regarding student preparation and success;
  - 8) Student services planning and development;
  - 9) Student fees within the authority of the district to adopt; and
  - 10) Any other District and college policy, procedure or related matter that the district governing board of Trustees determines will have a significant effect on students.
- e. The selection of student representatives to serve on District committees shall be made in consultation with the United Student Council.

## **STAFF**

### **1. DEFINITIONS**

- a. **Non-supervisory classified staff:** Shall include all employees in classified positions exclusive of those who are designated management or supervisory.
- b. **Supervisory staff:** Shall include employees in positions designated as supervisory including academic and classified positions.
- c. **Management staff:** Shall include all employees in positions designated as management including academic and classified positions.
- d. **Staff:** Shall include all non-supervisory classified staff, supervisory staff and management staff.

### **2. RESPONSIBILITIES**

Except in unforeseeable, emergency situations, the Board of Trustees shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters.

Staff shall be included in appropriate committees, councils, task forces, advisory groups, and other structures at all sites in order to participate in the formulation and development of matters which impact staff.

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

Approved by  
the Chancellor: February 15, 2017

Supersedes: New Procedure