

BOARD BYLAWS

PALO VERDE COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

2510

Collegial Governance: Participation in Local Decision Making

Reference: Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., 51023.5, 51023.7; Accreditation Standards IV.A.2, IV.A.5

MISSION STATEMENT

Collegial Governance 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 which the Superintendent/President carries forward to the Board of Trustees for final ratification. 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 GOVERNANCE

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

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

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

PRINCIPLES OF COLLEGIAL GOVERNANCE

1. The Board of Trustees has final responsibility and authority for ratification of college policies and procedures; any individual may address the Board regarding these policies and procedures.
2. The Board of Trustees charges the Superintendent/President with the responsibility for governance of the institution; in turn, the Superintendent/President creates a structure and systematic process for decision making.
3. The campus governance structure is charged with making recommendations on issues affecting the institution. These recommendations normally travel from subcommittees to standing committees. Standing committees discuss and review the recommendations prior to sending recommended actions forward to the College Council/Strategic Planning and Steering Committee ("College Council"). Once a consensus is reached, the Superintendent/President is charged with carrying the approved recommendations forward to the Board of Trustees.

BOARD BYLAWS

4. The college recognizes the role of collective bargaining in certain aspects of policy development and implementation.
5. The college recognizes the Academic Senate has primary responsibility for making recommendations in areas of academic and professional matters.
6. The college recognizes the following code sections that also legally require participation by the faculty:
 - Ed. Code § 66450: Distribution of Academic Presentations
 - Ed. Code § 87458: Administrative Retreat Rights
 - Ed. Code § 87359: Equivalencies to Minimum Qualifications
 - Ed. Code § 87360: Faculty Hiring
 - Ed. Code § 87663: Faculty Evaluation
 - Ed. Code § 87610.1: Faculty Tenure
 - Ed. Code § 87743.2: Faculty Service Areas
 - Title 5, § 55022: Curriculum Committee
 - Title 5, § 53204: Academic Senate/Union Agreements
7. The membership and interrelationships of committees give the governance structure preeminence in the decision making process.
8. Broad participation from all segments of the campus is encouraged; all four campus constituencies (faculty, management, classified, and students) are represented on governance committees except in areas of primacy related to academic and professional matters and labor and work conditions.
9. Each constituency represented on a committee appoints its own representatives.
10. Any Collegial Governance subcommittee, through minutes which are forwarded to its respective standing committee, makes recommendations to the constituent groups for review and then forwards its recommendations to the College Council. Subcommittees or ad hoc committees are subject to the strict guidelines of the Brown Act.
11. The college community as a whole is made aware of the governance process and has access to it through constituency representation. A consistent effort is made to keep the campus informed through meeting announcements seventy-two (72) hours prior to the meeting, and through publication and distribution of the minutes of the meetings. All minutes of standing committees and the College Council will be posted in the College Library.
12. Collegial Governance is facilitated by communication, timely and appropriate notice of meetings, public deliberation, full campus participation and published records.
13. Each Collegial Governance standing committee, subcommittee, and ad hoc committee is expected to take action minutes. Each subcommittee is charged with forwarding those minutes to their respective standing committee or constituencies, and to the library. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees. Final recommendations will be sent to the College Council through the constituent groups for recommendation to the Board.

BOARD BYLAWS

14. In matters of academic and professional standards, where the Board of Trustees finds compelling legal, fiscal, or organizational cause for not accepting the recommendation of the Academic Senate, the Superintendent/President shall deliver that rationale in writing delivered by registered mail to the President of the Academic Senate prior to taking Board action. The Academic Senate shall be provided an opportunity to present its recommendations directly to the Board of Trustees in an open Board meeting.
15. Members are appointed by their respective organizations after consultation with the Superintendent/President: faculty by the Academic Senate (with the exception of those specifically appointed by the Faculty Association - CTA/NEA), students by the Associated Students, classified staff by the CSEA, and administrators by the Administrative Council. Subcommittees formed by standing committees or ad hoc committees will consist of those members deemed appropriate by the constituencies in consultation with the Superintendent/President. Ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees.
16. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Superintendent/President for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Superintendent/President in consultation with the leadership of the various constituencies.
17. Clerical support will be provided: taking, editing, and distributing minutes; preparing and distributing agendas; and preparing, reproducing and distributing documents as directed by the committee. Such committee correspondence and clerical support shall be provided to the committees as follows:
 - College Council/Strategic Planning and Steering Committee Office of the President and Accreditation Liaison Officer
 - Program Review Office of Instruction
 - Matriculation Office of Student Services
 - Faculty and Staff Diversity Office of Student Services
 - Student Equity Office of Student Services
 - Budget Committee Office of Administrative Services
 - Facilities Committee Office of Administrative Services
 - Curriculum Office of Instruction
 - Staff Development Office of Instruction
 - Technology Committee Office of Administrative Services
 - Catalog Committee Office of Student Services

STRUCTURE AND PURPOSE OF STANDING COMMITTEES

MUTUAL AGREEMENT COMMITTEES

COLLEGE COUNCIL/STRATEGIC PLANNING AND STEERING COMMITTEE

The College Council and the Accreditation & Institutional Planning Committee were combined to form the College Council/Strategic Planning and Steering Committee ("College Council").

Charge

The College Council provides a forum for effective communication among representatives of the Academic Senate, Faculty Association, California School Employees Association (CSEA), the

BOARD BYLAWS

Associated Students, and the Full Administrative Council. The College Council will discuss issues of concern to the college community and assign those issues to appropriate committees and/or constituency organizations for development of recommendations. The College Council reviews the shared governance Administrative Procedures annually and recommends revisions to the Superintendent/President and the college constituencies.

It is the responsibility of this College Council to review all recommendations for information purposes prior to submission to the Board of Trustees.

This committee is also charged with the oversight of the development and revision of the college mission statement as well as the annual update of the college goals and objectives. The committee also has oversight of the development and update of the Facilities Plan, the Technology Plan and accountability reports. The Educational Master Plan is reviewed through this committee. The Accreditation & Institutional Planning Committee will oversee the production of the accreditation self-study report, provide necessary preparation and support for the accreditation site visit, and produce follow-up reports as necessary.

Membership

The membership shall include the four (4) members of Administration: Vice President of Instruction, Vice President of Administrative Services, and the Vice President of Student Services. The Superintendent/President shall serve as the Chair of the College Council.

The constituencies of the college shall be represented on the College Council by the President or designated representative of each constituency organization: The Academic Senate, the Faculty Association (CTA), the CSEA, the Associated Students, the Administrative Council, and Classified Management.

For Accreditation, additional members will consist of the chairs of the committees on each required standard plus the Accreditation Liaison Officer and the Superintendent/President. Committee chairs may be administrators, faculty, classified staff or students and are selected from each of the constituent groups. Standards addressing academic and professional standards will be chaired by members of the Academic Senate.

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 College Council for review and the Superintendent/President will forward the final recommendations to the Board of Trustees.

PROGRAM REVIEW

Charge

The Program Review Committee will oversee the program review process for both instructional and non-instructional programs and make recommendations to the constituent groups and to the Accreditation and Institutional Planning Committee based on the findings from program review. It shall be the intent of the Program Review Committee to complete a review of all instructional, student services, and administrative services programs on a regular cycle that will coordinate with the college accreditation process. Recommendations from Program Review may be forwarded to the Board of Trustees.

Membership

BOARD BYLAWS

The Vice President of Instruction shall serve as the chair of the Program Review Committee. Each of the constituency organizations shall select one (1) member to serve on the Program Review 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 College Council for review and the Superintendent/President will forward the final recommendations to the Board of Trustees.

MATRICULATION COMMITTEE

Charge

The Matriculation Committee has oversight of the components of matriculation: admissions, orientation, assessment, counseling, and follow-up. The committee also oversees the preparation of the annual matriculation update and expenditure plan. In addition, the Matriculation Committee supports the transfer and articulation functions of the college.

Membership

The Vice President of Student Services shall chair the Matriculation Committee. Members of the committee have been recommended in the Matriculation Technical Assistance Report and are as follows: Matriculation Coordinator, Academic Senate President or designee, Vice President of Instruction, Vice President of Student Services, Registrar, ASG President or designee, Directors of EOPS, EAP, and the Director of the Learning Skills Center. In addition, the Articulation Coordinator and Matriculation Secretary will service on the committee. Each shall represent the functions defined for the committee in the State Matriculation Guide. The Vice President of Student Services may also appoint additional representatives as necessary.

Reporting

All members are responsible for making regular reports to their respective organizations. The administrator responsible for Board policy recommendations that come from the standing committees will forward recommendations to the College Council for review and the Superintendent/President will forward the final recommendations to the Board of Trustees.

STUDENT EQUITY

Charge

The Student Equity Committee carries out the student equity plan and recommends updates to the plan as needed.

Membership

Each of the constituency organizations shall appoint one (1) member to this committee. There shall be ex-officio members that have particular responsibility for student equity. The Vice President of Student Services shall chair this committee.

Reporting

All members are responsible for making regular reports to their respective organizations. The administrator responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the College Council for review and the Superintendent/President will forward the final recommendations to the Board of Trustees.

BOARD BYLAWS

BUDGET COMMITTEE

Charge

The Budget Committee is charged with recommending the processes to be used for developing the college budget and the processes for allocating and expending those funds. The committee also advises the Superintendent/President in the actual development of the budget. Included in the charges of this standing committee will be the oversight of the Facilities and the Technology Committees.

Membership

The Vice President of Administrative Services will be the chair of this committee. The Vice President of Instruction will serve as an ex-officio member. Each constituency organization shall appoint one (1) member to this standing 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 College Council for review and the Superintendent/President will forward the final recommendations to the Board of Trustees.

Subcommittees of the Budget Committee

Facilities Committee

Charge

This subcommittee works with the facilities planners and provides oversight on all facilities changes to the current college site and the new college site.

Membership

The Vice President of Administrative Services shall chair the subcommittee and each constituency organization shall appoint one (1) member to the subcommittee.

Reporting

All members are responsible for making regular reports to their respective organizations. The administrator responsible shall forward the minutes and recommendations to the library and to the Budget Committee. The Budget Committee will review the recommendations and take appropriate action.

Technology Committee

Charge

The Technology Committee shall be responsible for the planning of technology, (administrative and instructional), library resources, and Information Services. This subcommittee will work with the Facilities Committee and the Curriculum Committee to ensure consideration of technology needs in the college programs and facilities.

Membership

The committee will be chaired by the Director of Information Technology and may select a co-chair among its members. The constituency organizations will each appoint one (1) member. Other members affected by technology may be ex-officio members.

BOARD BYLAWS

Reporting

All members are responsible for making regular reports to their respective organizations. The administrator responsible shall forward the minutes and recommendations to the library and to the Budget Committee. The Budget Committee will review the recommendations and take appropriate action.

STAFF DEVELOPMENT

Charge

The Staff Development Committee coordinates the professional development of management, faculty, and classified staff. The committee develops criteria, awards grants on the basis of those criteria, and evaluates the program.

Membership

The committee shall be chaired by the Vice President of Instruction. Each of the constituency groups shall appoint one (1) member to the Staff Development Committee.

Reporting

The annual Staff Development Report is signed by the Superintendent/President and the Academic Senate President after acceptance by resolution of the Academic Senate and then shared with the College Council and is forwarded to the state Chancellor's Office. The criteria to be used for awarding staff development funds are developed each Fall and accepted by the Superintendent/President after review by the appropriate constituencies and the College Council. Regular minutes are forwarded to the constituency organizations and maintained in the library.

ACADEMIC SENATE PRIMACY AREAS

CURRICULUM COMMITTEE

Charge

The Curriculum Committee oversees the development of new courses and programs and approves the course outlines of record and new program applications for those courses and programs. The committee approves prerequisites, co-requisites, and advisory preparation for courses including those taught in a distance learning mode. The committee oversees the transfer and articulation functions of the college. The committee assists the Office of Instruction with the development of the curriculum portion of the catalog and schedule of classes.

Membership

The Curriculum Committee shall be co-chaired by the Vice President of Instruction and a member appointed by the Academic Senate from among the six faculty members serving on the committee. There shall be a faculty member representing each of the following areas: Math/Science, CIS/Business, Social Science, Vocational Education, Language Arts, and Counseling. The Associated Students shall have one (1) member. Admissions and Records, the Library, and Articulation may be represented by ex-officio members.

Reporting

New and modified course outlines are approved by the committee and forwarded directly to the Board of Trustees for acceptance. New program applications are forwarded to the Academic Senate for approval by resolution and then submitted to the Board. Policies and procedures related to curriculum, degree and certificate requirements, and grading and educational program development are forwarded to the Academic Senate for approval by resolution. Such policies

BOARD BYLAWS

and procedures shall be submitted for acceptance by the Board of Trustees by the Superintendent/President.

Subcommittees of the Curriculum Committee

Technical Review Committee

Charge

The Technical Review Committee reads each divisional curriculum packet and makes non-substantive format, procedural, and grammatical changes before the packet is presented to the full committee.

Membership

Membership is appointed by the Curriculum Committee.

SUBCOMMITTEES OF THE ACADEMIC SENATE

Academic Standards Committee

Charge

The Academic Standards Committee considers proposals for changes to associate degree requirements, certificate requirements, the college grading policy, and program prerequisites and co-requisites and makes appropriate recommendations to the Academic Senate.

Membership

The Academic Standards Committee will be a committee of the whole for the Academic Senate with business attended to as needed at the bi-monthly meetings of the Senate. The Vice President of Instruction and Vice President of Student Services will serve as ex-officio members.

Reporting

The Academic Standards Committee shall forward recommendations to the Academic Senate. The Senate shall review the recommendations forwarding those that are adopted directly to the Board of Trustees.

Equivalency Committee

Charge

This committee shall have the responsibility of determining if a faculty member has the appropriate equivalent experience and education to teach in a discipline when he or she does not possess the exact degree or qualifications for teaching in the discipline as established by the state Chancellor's Office.

Membership

The Academic Senate shall be represented by the Academic Senate President who shall serve as, or appoint, a process reviewer and a faculty member from the discipline being reviewed, if possible. The Vice President of Instruction shall chair the committee.

BOARD BYLAWS

Flex Committee

Charge

The Flex Committee has the responsibility of coordinating the “Flex Days” established in the Collective Bargaining Agreement with the Faculty Association.

Membership

Appointments are made by the Academic Senate at the beginning of the academic year with a minimum of three members.

Reporting

The Flex Committee recommends activities to the Academic Senate and coordinates the activities with the Staff Development Committee as it relates to the annual Staff Development Plan, the use of staff development funds, and the reporting of annual staff development activities to the Chancellor’s Office of the California Community Colleges.

AD HOC COMMITTEES

The Collegial Governance process shall provide for the establishment of ad hoc committees to address specific college issues. These committees may not have a regularly scheduled meeting. The composition of the committee shall provide for expertise in addressing the selected issue. Currently identified ad hoc committees are listed below. These committees will be reviewed annually to determine continuance of the committee.

Faculty and Staff Diversity

The Faculty and Staff Diversity Committee is responsible for the development of the Faculty and Staff Diversity Plan, the preparation of reports, and the recommendation to Staff Development of activities that will promote diversity on campus. The Vice President of Student Services shall chair this committee and each constituency organization shall appoint one (1) member to this committee.

Catalog Committee

The Catalog Committee has the responsibility of reviewing major changes to the catalog prior to each publication. The chair of the committee will be the Vice President of Instruction and membership shall represent curriculum, student services, administrative services, and the Academic Standards Committee of the Academic Senate to ensure appropriate communication for any changes to this document. The committee will meet on an as-needed basis.

See also BP/AP 2410 - Policy and Administrative Procedures

(Formerly PVC Administrative Regulation 6011)

9/7/10 College Council Approval
10/26/10 Board Information Item