
**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2510 SHARED GOVERNANCE

Allan Hancock College is strongly committed to the concept and the practice of shared governance as a process for institutional decision making. Shared governance is the meaningful involvement of those affected by decisions in the decision-making process in a climate of mutual trust and respect. In order to implement shared governance, the District subscribes to the following principles.

1. Faculty, administrators, classified staff, and students each possess a special knowledge and expertise that will enhance the quality of decisions.
2. All parties involved must work for the good of the institution in fulfilling its mission.
3. The welfare of students is our most important goal and all parties must be committed to the institution's primary mission which is the highest possible quality of education and service to students.
4. The decision-making process depends upon open communication and full sharing of information with all parties involved.
5. While shared governance is time consuming and requires a high level of commitment on the part of all parties involved, the benefits, including greater understanding and acceptance of decisions, are worthy of the effort.
6. Consensus will not always be possible and the governing board, as the entity holding the institution in trust for the community, has the ultimate responsibility to act. However, such action should be taken only after every effort has been made to resolve the matter collegially and should only occur in unusual circumstances and for compelling reasons. When such conditions exist the Board's decision will be accompanied by a written explanation to the parties involved.
7. In order for shared governance to work, the most critical component is mutual trust.

The Board is the ultimate decision-maker 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.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the faculty association, CSEA, management, classified senate, supervisory/confidential will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated 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.

References: Education Code Section 70902(b) (7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and
51023.7 (Students);
ACCJC Accreditation Standard 4.2 and 4.3

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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2510 SHARED GOVERNANCE

We believe the following structure is essential to effective implementation of shared governance.

- A. Each constituency which has responsibility and/or expertise in an area shall participate in the development of policies and procedures for that area.
- B. All standing and ad hoc committees shall be structured to include appropriate representation by faculty, administration, classified staff, and students based on the relevance of matters considered by that committee to each constituency.
- C. Appointment to all shared governance committees and councils shall be based on the recommendation of the appropriate organization: faculty representatives from Academic Senate, administrative representatives from the Administrative Council and President's Cabinet, classified staff representatives from CSEA and non-represented classified confidential/supervisory staff, and student representatives from the Student Council of the Associated Student Body.
- D. The college recognized the Executive Committee of the Academic Senate as the body which represents the faculty in collegial governance for academic and professional matters. Based on Education Code Section 53200, we recognize that the definition of academic and professional matters includes, but is not limited to, the ten areas listed below.

In the following areas the Board of Trustees or its designees shall rely primarily upon the advice and judgment of the Academic Senate.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading Policies
4. Educational program development
5. Faculty roles and involvement in accreditation processes including self-study and annual reports
6. Policies for faculty professional development activities

In the following areas the Board of Trustees or its designees shall reach mutual agreement with the Academic Senate:

1. Standards or policies regarding student preparation and success;
2. District and college governance structures as related to faculty roles;
3. Processes for program review;
4. Processes for institutional planning and budget development;

In these and other academic and professional matters mutually agreed upon, the Board of Trustees, or its designees, shall rely primarily upon the advice and judgment of, or mutual agreement with, the Academic Senate.

Upon request of the Academic Senate the administration shall confer and collaborate with senate representatives regarding recommendations or proposals by the senate. If the parties involved do not reach consensus, the senate may present its views to the Board and the Board shall consider and respond to those views. Likewise, senate representatives have the responsibility when requested to confer and collaborate with the administration and to respond to their proposals and recommendations.

Student Role in Governance

- E. Students shall be allowed the opportunity for reasonable representation in the arenas that discuss and set standards in areas that include the following topics:
 1. Grading policies;
 2. Codes of student conduct;
 3. Academic disciplinary policies;
 4. Curriculum development;
 5. Course or programs which should be initiated or discontinued;
 6. Processes 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;
 10. Any other District and college policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.
- F. The Board of Trustees shall give reasonable consideration to recommendations and positions developed by students regarding District and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.
- G. The administration and Board of Trustees shall provide an opportunity for student input into the decision-making process on matters that have significant or direct effect on students before the decision is made or action is taken, except in unforeseen or emergency situations.

- H. The Student Council of the Associated Student Body is the officially recognized body representing the college's student population enrolled in credit classes.
- I. Students who participate in college governance shall be officially appointed by the chief executive officer of the Student Council of the Associated Student Body.
- J. Students who participate in college governance are accountable to the Student Council of the Associated Student Body and should present reports to that body on a regular basis.
- K. Student participants should make an effort to seek the perspective and positions of the student body at large and should make known to the student body the pertinent information discussed at the governance meeting.
- L. The college should provide appropriate opportunities to strengthen student knowledge and understanding of governance issues in order to foster student preparedness and self-confidence, and to enhance student credibility.

References: Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and
51023.7 (Students);
ACCJC Accreditation Standard 4.2 and 4.3

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