

The Academic Senate & Shared Governance

What is it?

How does it function?

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Academic Executive Committee

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Two Types of Shared Governance

- Participating effectively
- Collegially Consultation

Participating Effectively



Two Types of Shared Governance

California Assembly Bill AB 1725 (1988)
Landmark 1988 California Community College Reform Act

“Participate Effectively” means *shared involvement in the decision-making process.*

- Faculty, Staff, Students, & Administrators
- Does not imply total agreement
- Does not require the same level of participation by all
- It is an opportunity to be heard and involved
- Final decisions rest with the board

However, the areas of academic and professional matters (10+1) are to the purview of the Senate. And the faculty via the Senate does this through “collegial consultation.”

Education Code

California Education Code Section 70902 (B) (7)

The governing board must

- Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

What is the Academic Senate?

California Code of Regulations

Title 5, Section 53200 (B)

- Academic Senate means an organization whose primary function is to make recommendations to district administration and governing board with respect to **academic and professional matters (10+1 Academic & Professional Matters)**.

Collegial Consultation



Two Types of Shared Governance AB1725 (1988)

California Code of Regulations, Title 5 53200

- The governing board shall adopt policies for appropriate delegation of authority and responsibility to its academic senate.
- ...providing at a minimum the governing board or its designees consult collegially with the academic senate when adopting policies and procedures on academic and professional matters.

Academic and Professional Matters—the “10 + 1”

Refers to the following “policy and implementation matters”:

1. Curriculum including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. District and college governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

Consult Collegially

- Section § 53200 (d):
- ...the district governing board shall develop policies on academic and professional matters through either or both of
 1. Rely primarily upon the advice & judgment of the Academic Senate
 2. Reach mutual agreement with the Academic Senate by written resolution, regulation, or policy
- Locally determined which approach to use in board policy for each of the 10 + 1 (Board Policy 2510 – Shared Governance)

Collegial Consultation: Two Types

Section § 53200 (d)(1):

- When **rely primarily**
- The recommendations of the senate will normally be accepted...
 - Only in *exceptional circumstances and for compelling* reasons will the recommendations not be accepted.
 - If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

Collegial Consultation: Two Types

Section § 53200 (d)(1):

- When **mutually agree** (*and an agreement has not been reached*)
 - Existing policy shall remain in effect except in cases of legal liability or fiscal hardship.
 - Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

Other Areas of Purview Assigned in Statute or Regulation

➤ **Appointments to Committees**

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 his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty member to committees, task forces, or other groups.” (53203 (F))

➤ **Minimum Qualifications and Equivalency:** Process, criteria and standards agreed upon jointly by board designee and academic senate (§87359)

➤ **Faculty Hiring Criteria, Processes, and Procedures:** agreed upon jointly (§87360)

➤ **Administrative Retreat Rights:** Process agreed upon jointly; rely primarily upon the academic senate to determine meets minimum qualifications (§87458)

AHC Academic Senate

- Represents all faculty
- Only full-time tenured and tenure-track can serve as senators representing academic departments (plus 1 representing LAP/DSPS/College Nurse/DL Specialist)
- Each department is entitled to one senator for every seven full-time faculty or major fraction thereof
- 3 part-time representatives appointed by PFA

Senators' Roles & Responsibilities

- Prepare for Senate meetings (reading the meeting documents ahead of time)
- Communicate Senate information to your departments/constituency group
- Communicate department concerns to Senate
- Represent Academic Senate to the college community
- When possible, serve on councils and committees

Areas of Overlap with the Faculty Association

In those districts where the following are collectively bargained, the exclusive bargaining agent shall consult with the academic senate **prior to engaging** in bargaining on: Faculty Evaluation (Ed Code §87663), Tenure (Ed Code §87610.6) and Faculty Service Areas (Ed Code §87743.2)

Academic Senate and Faculty Association

Academic and Professional Matters

- Calendar
- Professional Development
- Budget
- Technology etc.

Wages, Compensation, and Working Conditions

Calendar
Professional Development
Budget
Technology etc.

The Brown Act (1953)

(GC 54952)

Congressman Ralph
M. Brown



- Open Meeting Law
- Ensure Accountability of Public Representatives
- Public Access to Information

What does this mean for the Academic Senate?

- Open Meetings
- Record Individual Votes
- Post Agenda 72 hours in Advance
 - no additions
- Public Comment
 - time limits

--Senators cannot discuss/act on items not on agenda

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3 (Government Code)

What does this mean for the Academic Senate?

“Exigent Circumstances”

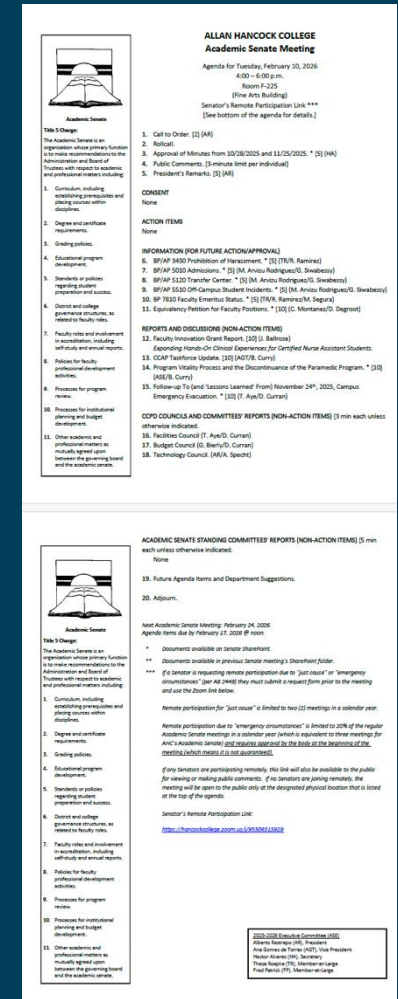
No action shall be taken on any item not appearing on the posted agenda except for emergencies, in instances where two-thirds of the legislative body (or all if less than 2/3 are present) determine that the need for action arose after the agenda was posted, or the item was posted for a prior meeting not more than five calendar days prior to the meeting and the item was continued to the meeting at which action is to be taken. (54954.2)

Government Code §54950-54960.5

ASK: Did the issue come to attention after publication of the agenda? Can it reasonably wait until the next meeting?

Meeting Procedures (Modified Robert's Rules Of Order)

- Action Items (1st and 2nd readings)
 - allows public notice
 - allows department feedback
- Consent Agenda
- Information Items/Reports
- Bylaws (processes and membership)



Meeting Procedures

(Modified Robert's Rules Of Order)

- Motions (Action)
To approve, amend, table, postpone, reconsider, etc.
 - Debate
 - Resolutions
 - Most motions we make require a second
 - Some motions, once made, are not debatable
- To table, end debate, take up a previously tabled matter, consider a matter out of order

Meeting Procedures

(Modified Robert's Rules of Order)

Most motions require a majority to pass



Except 2/3 of members required

To end debate or to consider a matter out of order

To determine immediate action is needed and said need “came to the attention of the local agency subsequent to the agenda being posted.”

To reverse a previously approved action or position (those present)

How to Get Involved

- Represent an Academic Department as a Senator
(Full-Time, tenured and tenure track)
- Run for election to Senate Executive Committee
(Full-Time, tenured and tenure track)
- Represent Academic Senate on various senate
and/or district councils, committees, and/or task
forces (any faculty member)



Get Involved in the Councils and Committees Pathways to Decisions (CCPD)

What is the CCPD?

The **Councils and Committees Pathways to Decisions (CCPD)** is Allan Hancock College's shared governance structure. It ensures that faculty, staff, administrators, and students have meaningful participation in decisions affecting the college.

Why It Matters: Shared governance supports open communication, transparency, and collaboration, ensuring decisions reflect the college's mission, values, and diverse perspectives.

How It Works

Councils: Serve as key decision-making bodies, with representation from all campus groups. They address topics like budgeting, facilities, and student services.

Committees: Focus on specific operational areas or initiatives. Committees may report to councils and make recommendations.

The Process: Ideas, plans, or policies move through councils and committees, are refined with feedback, and ultimately lead to informed decisions by leadership.

How to Get Involved

Find Your Area of Interest:

- Review the list of councils and committees to identify ones that match your expertise or passion. Examples include Budget Council, Facilities Council, and Technology Council.
- Learn more about their purpose and meeting schedules from your constituent group or the CCPD resource page.

Get Appointed*:

- Reach out to your constituency group leader (e.g., Academic Senate, CSEA, Management Association, ASBG).
- Let them know you're interested in participating and keep an eye out for open calls for volunteers.

Start Participating:

- Attend meetings, represent your peers, and actively contribute to discussions.
- Share updates from your council/committee with your group.

**Council and committee meetings are open to everyone. You do not have to be a council/committee member to attend a meeting.*

What's Involved?

Meetings:

- Regularly scheduled meetings to discuss agenda items, review data, and provide input on plans or policies. (1-2 hours per meeting, depending on the council/committee.)
- Agendas are sent in advance to allow for preparation.

Communication and Reporting:

- Bring forward feedback, concerns, or suggestions from your group to the council.
- Report back decisions or updates to your peers.

Collaboration and Follow-Through:

- Work with colleagues across departments to find solutions and align priorities with the college's mission.
- Help ensure decisions are implemented effectively.

What Do You Gain?

A Role in Shaping the College's Future:

- Influence decisions on budgeting, facilities, student services, and more.
- Ensure your constituency's voice is heard.

Professional Development:

- Develop skills in leadership, teamwork, and strategic thinking.
- Gain insights into how college governance and planning work.

Networking Opportunities:

- Connect with colleagues across departments and areas of expertise.
- Build relationships that strengthen your professional community.

Recognition and Impact:

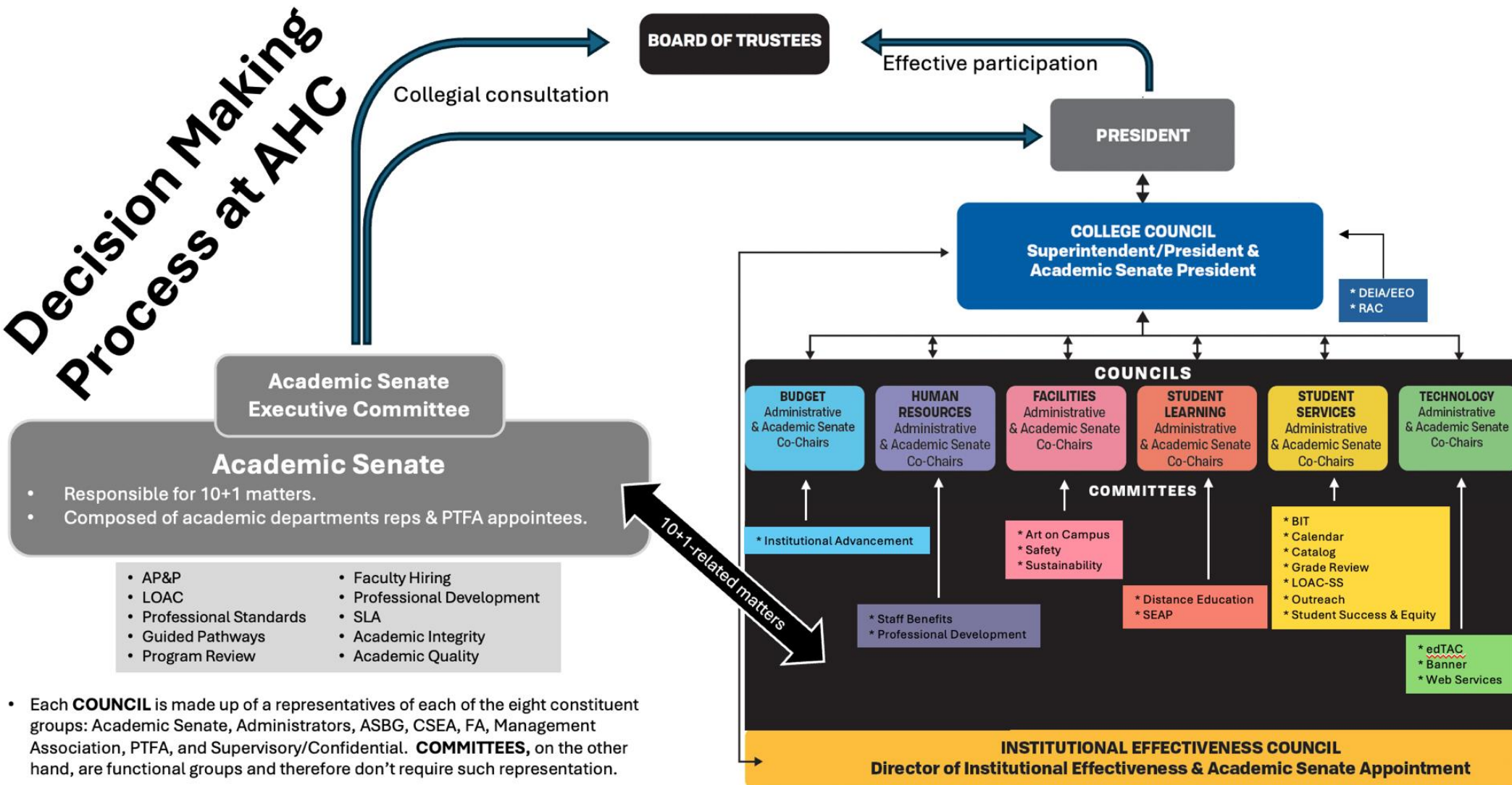
- Contribute to meaningful change that aligns with the college's mission and values.
- Be part of a system that improves the college for students, employees, and the community.

Ready to Get Involved?

- Learn More:** Access the CCPD resources online or contact your constituency leader for details.
- Take the First Step:** Find a council or committee that excites you and ask how to join.

Together, we can strengthen decision-making and create a better future for Allan Hancock College!

Decision Making Process at AHC



- Each **COUNCIL** is made up of a representatives of each of the eight constituent groups: Academic Senate, Administrators, ASBG, CSEA, FA, Management Association, PTFA, and Supervisory/Confidential. **COMMITTEES**, on the other hand, are functional groups and therefore don't require such representation.
- This chart is not exhaustive. It does not include advisory and working groups, and other entities (e.g., 'the Foundation') that also play a role in college decision-making.

The CCPD's Role in Governance at AHC

What does the law say regarding 'effective participation'?

*..[T]he governing board of each community college district shall ... establish procedures ... to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to **participate effectively** in district and college governance..." (Ed Code 70902(b)(7))*

What is shared governance at Allan Hancock College?

*Shared governance is the **meaningful participation** of those affected by decisions in the decision-making process, in a climate of mutual trust and respect. (Board Policy 2510).*

Allan Hancock College will gain optimal benefits from the participation of all campus community members. Shared governance fosters a positive climate that promotes innovation, risk taking and creativity in a secure environment. (CCPD, p.5).

What are the guiding principles for shared governance at AHC?

- Shared Governance is legally mandated in areas defined by the Education Code, Title 5 regulations, and Board Policy and procedures. (Board Policy 2510) ...*
- While not every decision requires shared governance, it may be advisable when time and resources allow to gather broad constituency input to honor diverse viewpoints and encourage participation.*
- Shared Governance standards in statute and regulation are minimums; the goal of achieving the "meaningful participation of those affected by decisions and the decision-making process" (Board Policy 2510) may require expanding shared governance beyond legal requirements to allow input from stakeholders or those affected by the decisions. (CCPD, p.6)*

Why is shared governance important?

Organizations that have a significant level of employee participation in the decision-making process can anticipate a number of outcomes including:

- an understanding and acceptance of decisions and commitment to their implementation;*
- an understanding of, and commitment to, strategic objectives;*
- positive risk-taking, experimentation and innovation;*
- increased satisfaction with a decision-making process;*
- positive employee relations;*
- an environment of trust, cooperation, mutual understanding, team identity and coordination;*
- a collective appreciation for diverse ideas and opinions;*
- opportunities for conflict resolution;*
- utilization of the expertise and analytical skills of stakeholders;*
- expanded leadership opportunities for all; and,*
- active professional involvement.*

(CCPD, p.4)

Councils/Committees Co-Chair Collaboration

- Jointly build the meeting agendas
- Split responsibility roles
- Ensure the meetings stay on schedule and align with council/committee objectives
- Maintain records of agendas and minutes (And post them along with meeting documents in Sharepoint)
- Create a yearly summary of council/committees accomplishments
- Guide council/committee projects through the shared governance process
- Make sure constituency feedback is requested and considered in policy revisions and institutional planning (This should happen before they come to Senate)
- Make sure all 10+1 board policies and administrative procedures come to Academic Senate for vote. All other board policies and administrative procedures, if needed, can come to Academic Senate as informational items (non-action)
- Faculty Co-chairs must report to Academic Senate to inform the AS faculty body of the current work of the council/committee

Be aware that collective bargaining (working conditions, salaries, and benefits) must route through formal union negotiations rather than shared governance.

Questions?

Thank you for your participation!

-Academic Senate Executive Team