Shared Governance Manual 2026-2027

Laney College
DREAM. FLOURISH. SUCCEED.

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The Power of Shared Governance

Statement of Purpose

Shared governance at Laney College is designed to maximize inclusive decision- making by fostering more open and effective communication. Through the mechanism of shared governance, Laney College strives to achieve the highest level of collaboration and consensus possible in planning and implementation processes in order to actualize our adopted mission and vision.

Laney College values shared governance because it:

- Draws on the knowledge and expertise of all constituencies;
- Fosters collegial collaboration among members of the college community and provides everyone an opportunity to participate in decision making; and,
- Promotes shared learning opportunities pertaining to priorities, processes, and procedures of the college.

Overview of Shared Governance

The governance structure Laney College reflects an institutional decision-making process that involves representatives of all constituent groups in developing and recommending policies and procedures (exclusive of collective bargaining matters) to the College President, District Chancellor, and Board of Trustees. The represented constituencies include students, faculty, classified professionals, and administrators.

The decision-making process is in concert with the recognition of the Board of Governors of the California Community Colleges and the Board of Trustees of the Peralta Community College District (Policy BP 2510) that all appropriate parties participate collectively in college/district governance in accordance with AB1725, Title 5 §53200-53206 and §51024-51025. The principle of shared governance provides the foundation for effective shared decision- making at Laney. Mutual trust and support are imperative for the success of shared governance and result from the regular demonstration that every individual and group involved in the decision-making process seeks first and foremost to improve the college and to strengthen its ability to successfully carry out its mission.

Shared governance carries with it the responsibility and obligation of all participants to be supportive of a collegial decision-making process. Effective participation requires the willingness of all constituents to actively contribute to decision-making and to accept ownership for the development and creation of a college environment resulting from those decisions. All constituencies have the right and the opportunity to express their points of view. The opinions of all staff and students are treated with respect and are given reasonable consideration.

By these means, Laney strives to build a culture of open dialogue, trust and mutual respect.

Mission Statement

Laney College's mission is to empower our community and to promote student success and social justice. We welcome and embrace Laney's diversity through serving the community's needs by providing certificates, degrees, transfer pathways, career, education, and lifelong learning opportunities.

Dream. Flourish. Succeed.

Values

Accountability: We are individually and collectively responsible for achieving the highest levels of performance in helping students acquire the necessary skills and abilities to earn associate degrees, certificates, transfer, and careers. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.

Appreciation: We recognize the value of the efforts put forth by all of our students and employees. We foster student and employee growth through professional and personal development.

Collaboration: We work cooperatively in a shared governance environment and value individual ability and diversity in thinking as essential to promote open communication, active participation, exchange of ideas and collaborative decision-making.

Competence: We share a commitment to performing our work assignments with excellence and continuous improvement. We emphasize doing our best in teaching, learning, student achievement, administrative practices, and delivery of support service.

Diversity: We are a multicultural and diverse organization with an enriching blend of people and ideas. Laney is a place for all people and has an environment devoted to fostering and embracing the diversity of our students and employees.

Equity: We work to provide every student and employees with what they need to succeed, and work to remove structural barriers to education.

Innovation: We encourage and support creativity, collaboration, and risk-taking. We foster and promote innovation in the design, development, support, delivery, and management of all programs and services.

Integrity: We are committed to nurturing campus trust by holding ourselves accountable to the highest standards of professionalism and ethics.

Respect and Civility: We demonstrate a commitment to the value of each individual through trust, cooperation, and teamwork. We recognize the worth of each individual and their ideas and treat each other and those we serve fairly, with compassion and with esteem.

Institutional Learning Outcomes

Communication: Students will effectively express and exchange ideas through various modes of communication.

Critical Thinking & Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings, and implementing effective solutions.

Career Technical Education: Students will demonstrate technical skills in keeping with the demands of their field of study.

Global Awareness, Ethics, & Civic Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice, and cultural diversity.

Personal & Professional Development: Students will develop their knowledge, skills and abilities for personal and/or professional growth, health and wellbeing.

Committee Charge & Processes

A committee's charge, at minimum, outlines the following:

- Identifies the appointing body to which it reports and from which it derives power;
- Defines the number of representatives from each constituent group that composes its membership;
- Describes the responsibilities, activities, and/or purpose for which it has been created and for which it will be assessed;
- Describes its operating procedures.

Committee processes should include the following:

Fall Semester: By the second meeting, a review of:

- **Committee Charge:** detailing authority, responsibilities, voting structure, term limits, proxies, accreditation requirements, and any other relevant information;
- **Annual Goals:** that accomplish objectives and create a foundation for productivity;
- **Membership Roster Update:** to ensure participation by all required constituency groups.

Spring Semester: By the last meeting, these should occur:

- **Membership Roster Update:** to ensure participation by all required constituency groups.
- **Assessment:** an annual self-evaluation to gain data for continuous quality improvement;
- **Annual Report:** given to its constituent body and Council, detailing accomplishments of the year's activities

Membership Recruitment Process

Each of the four constituent groups appoints members to committees according to its own processes:

Classified Professionals: Appointments to committees are made through the Classified Senate Executive Officers committee via email solicitation to their constituents.

Faculty: Appointments to committees are made through the Academic Senate President and the Executive Committee.

Management: Appointments to committees are made through the College President.

Student: Appointments to committees are made through the Associated Students Government. Contact the ASG President, or the Director of Student Activities by email to solicit requests for student participation.

Committees may vote to invite non-members to serve temporarily in resource or ex-officio capacities. Committee meetings are open to all who are interested in attending.

Committee Chair and Member Roles & Responsibilities

The Committee Chair (or co-chairs) facilitates committee meetings. The chair can be elected or appointed depending on the committee charge. The chair sets the tone for the committee, ensuring that the environment is collegial, respectful, and that the committee is productive. It is the responsibility of the chair to help define roles, hold committee members accountable, track committee activities and membership, and build a sense of community. The chair(s) works collaboratively with the committee members to set the agenda, and to ensure that the agenda and minutes are documented and made accessible. The chair's role on the committee is critical to committee effectiveness and the shared governance structure on campus.

Committee members commit to:

1. Uphold the Goals and Community Commitments for Peralta's Shared Governance.
2. Become familiarized with the committee's charge and intended outcomes.
3. Attend and participate in committee meetings. If unable to attend, contact tri-chairs in a timely manner.
4. Review materials and minutes in advance of meetings.
5. Present opinions, ask questions and make informed recommendations while considering districtwide needs.
6. Participate in the committee's inquiry action plan and annual self-assessment.
7. Participate in activities between committee meetings to finalize the committee's action plan in a timely manner
8. Seek input from and regularly communicate the committee's actions, updates, reports, and outcomes to their constituent group members.
9. Use Gradients of Agreement to represent the viewpoints of the constituency they serve (voting members).
10. Offer specialized expertise and provide critical insights into the committee's decision-making processes ensuring that decisions align with pertinent areas of knowledge (non-voting members).

Meeting Attendance & Participation

Given our commitment to an active and appreciative engagement model that promotes trust and shared learning, committee representatives understand the value of attending and participating in each meeting. Service on governance committees shall not have term limits. Quorum constitutes 50% of membership and members should have no more than two (2) absences annually. If a committee member cannot participate, proxies will not be allowed. If a member reaches two absences, the committee chairs will notify the appointing body to determine if they want to replace the member. Committee appointments should be made by May each year for the subsequent year.

Committee Operating Principles

Goals

1. Strengthening Everyone's Understanding of a Topic or Situation
2. Providing Space for Generating Ideas and Potential Solutions
3. Providing Clear Next Steps (prioritization, resolution/decision, communication)
4. Effectively Using Everyone's Time

Community Commitments

- **Open-mindedness** – Embrace diverse perspectives with an open mind
- **Active Collaboration** – Engage in active participation and come together to achieve common goals
- **Strategic Vision** – Focus on long-term planning and sustainability
- **Transparency** – Uphold honesty and openness in all out actions and communications
- **Withholding Judgment** – Reserve judgment to foster understanding and empathy, allowing for critical thoughts and evaluation of ideas and recommendations
- **Positive Intent** – Offer grace and assume positive intentions behind others' actions and words
- **Student-Centered Focus** – Prioritize students in every decision and action we take
- **Respectful Space** – Provide an opportunity for everyone to speak out
- **Inclusivity** – Actively seek and value input from all individuals

Decision-Making by Gradients of Agreement

As we aim to have everyone be a contributing member of the committee, with active participation, providing avenues for feedback on decision-making is key to building trust. Before making a final decision or recommendation, committees may choose to use the gradients of agreement (1-5) system to ensure we are evaluating all options, have a similar understanding, and are moving forward with a sense of shared purpose.

1. I'm all for this!
2. I'm for this and my reservations are… **[comments needed]**
3. I could go either way, no opinion.
4. I don't agree because... **[comments needed]**, but I'll go with the group.
5. I seriously disagree because… **[comments needed]**

Affordable Instructional Materials (AIM) Committee

CHARGE

To be aware of and advocate Affordable Instructional Materials (AIM) on campus, provide training to support faculty in the adaptation, adoption, and creation of OER for their courses, and keep abreast of California legislation regarding the use of Low Cost and Zero Cost Textbook options.

RESPONSIBILITIES

- Conduct professional development
- Support faculty to adopt or create OER one-on-one
- Maintaining a web presence
- Ensure online class schedule meet the requirements of SB 1359

REPORTS TO

Faculty Senate

MEETING TIMES

2nd & 4th Mondays; 12:30 – 1:30 p.m.

MEMBERSHIP

Seat	Appointment	Term
Chair/Co-Chairs		
OER Coordinator / ASCCC OER Liaison & Faculty	Elected from among and by committee members	2 YR
Members		
Administrator (1)	College Pres.	2 YR
OER Liaison	Faculty Pres.	1 YR
Librarian	Faculty Pres.	2 YR
CTE Faculty	Faculty Pres.	2 YR
STEM Faculty	Faculty Pres.	2 YR
Social Science Faculty	Faculty Pres.	2 YR
Language & Arts Faculty	Faculty Pres.	2 YR
Counselor	Faculty Pres.	2 YR
At-Large Faculty (2)	Faculty Pres.	2 YR
Student Accessibility Services (Faculty)	Faculty Pres.	2 YR
Student Rep (2)	ASLC Pres.	1 YR

WEBSITE

https://laney.edu/sharedgovernance/affordable-instructional-materials/

Budget Advisory Committee

Committee on hiatus for 2026-2027, responsibilities below are conferred on the College Council

CHARGE

To support the effective oversight, management, and allocation of college funds to support Laney's educational programs and services in accordance with Laney College's mission and values.

The Budget Advisory Committee is charged with:

- Reviewing general and categorical fiscal reports on a regular basis.
- Recommending structures and procedures for budget planning and fund allocations that are consistent with agreed upon institutional priorities.
- Recommending allocations of existing available funds that are consistent with agreed upon institutional priorities.
- Monitoring College and District budget planning procedures and fund allocations.
- Advocating for the necessary capital resources from the District and other funding sources for Laney to effectively support and carry out its educational mission.

RESPONSIBILITIES

- Inform and engage the campus community in budget preparation and planning.
- Evaluate and make recommendations as necessary for College and District budget preparation and planning.
- Review fiscal reports and College spending to make recommendations as appropriate.
- Review requests for resource allocations and make recommendations as necessary.
- Ensure that resources are allocated in a manner to best support the College's mission and Strategic Plan.

REPORTS TO

College Council

MEETING TIMES

On hiatus

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

MEMBERSHIP

Seat	Appointment	Term
Co-Chairs		
Vice President, Admin Services		
Rotating: Classified, Faculty, or Student (who has been on committee before)	Committee Determined	2 YR
Members		
Administrator (1)	College Pres.	2 YR
Faculty (3)	Faculty Pres.	2 YR
Classified (3)	Classified Pres.	2 YR
Students (3)	ASLC Pres.	1 YR
Appointments are two years with possible renewal, staggered as much as possible.		

WEBSITE

https://laney.edu/sharedgovernance/budget-advisory-committee

Campus Legacy Workgroup

CHARGE

As time passes, there is the rare Laney Colleague, community members, and other individual who makes long-lasting contributions or leave legacy or other memory that merits longstanding recognition. When such recognition takes the form of possibly naming a part of the campus after someone, this group will consider such requests and make recommendations to the College President.

RESPONSIBILITIES

- Understand process and procedures relative to BP/AP 6620, Naming of Building and Facilities (Please note that parts of campus other than buildings/facilities may be considered.
- Establish a process for individuals to bring requests (e.g., Submission form, timeline).
- Meet as a workgroup to hear proposals.
- Establish evaluation process, guidelines (including a possible rubric) for reviewing proposals.
- Report proposals in progress to President, College Council, Senates, ASLC.
- Vote on proposals. Present result of vote summary as a recommendation to the College President (In the event the President approves, campus approval goes to the Chancellor per AP 6620).

REPORTS TO

College Council

MEETING TIMES

Ad Hoc, as needed, but normally no more than once per semester.

MEMBERSHIP

Seat	Appointment	Term
Members		
Executive Vice President, and one Administrator at Large (2)	College Pres.	Up to 2 consecutive convenings of the group
Faculty Senate President or Designee and appointed member at large (2)	Faculty Pres.	Up to 2 consecutive convenings of the group
Classified Senate President or Designee and appointed member at large (2)	Classified Pres.	Up to 2 consecutive convenings of the group
ASLC President or Designee (1)		1 YR
Running of meetings – alternating years between classified, faculty senate presidents of designees.		
Committee may invite members of the campus/Oakland community as appropriate to serve as non-voting resources.		

Career Technical Education Advisory Committee

CHARGE

As a standing committee of the Laney College Faculty Senate, the CTE Advisory Committee represents CTE instructors and programs throughout Laney College. The committee advises the Laney Community of its efforts to analyze community workforce needs, provide programs to meet those needs and help students develop the skills to thrive in the workplace and the self-direction to achieve their individual goals.

RESPONSIBILITIES

As a key component of advising the Laney College Administration of the needs and concerns of CTE programs and services, the responsibilities of the Committee include but are not limited to the following:

- Funding of CTE programs through the college budget, government and private grants, and community and business partnerships
- Maintenance of CTE facilities
- Faculty, classroom, clerical and technical support for CTE programs
- Planning and implementing short-term and long-range goals for college-wide CTE programs
- Review proposals for new CTE courses and programs, course and program revisions and deactivations
- Cultivating and sustaining a regionally recognized and student-friendly environment for CTE students that includes outreach and recruitment, enrollment assistance, individual program/course counseling, assessment, skills training for job seekers, internship and job placement, and other support.

REPORTS TO

Faculty Senate

MEETING TIMES

2nd Mondays; 3:30 – 5:00 p.m.; F-170
(additional CTE Open House prep meetings to be held in the spring semester)

MEMBERSHIP

Seat	Appointment	Term
Chair		
CTE Faculty Member	Elected from among & by committee members	2 YR
Members		
Faculty (6) across divisions involved with CTE programs	Elected by CTE Faculty within CTE departments or programs	2 YR
CE Liaison as non-voting member, may serve as chair		
There is no limit on the number of times a member may serve, but no member shall serve more than two consecutive terms. Appointments or elections are held by May of each year for the following academic year. If an elected or appointment position becomes vacant during the school year, or a member becomes inactive, the Faculty Senate President shall appoint a replacement.		

WEBSITE

https://laney.edu/sharedgovernance/cte-advisory-committee

Classified Prioritization Committee

CHARGE
Review and prioritize new classified employee requests submitted in the comprehensive and annual program reviews.

REPORTS TO
Classified Senate

MEETING TIMES
TBD

MEMBERSHIP

Seat	Appointment	Term
Chair		
Classified Senate President		
Members		
Classified Senator-Instruction (or designee) (1)	Senate Pres.	2 YR
Classified Senator-Student Services (or designee) (1)	Senate Pres.	2 YR
Classified Senator-Business Services (or designee) (1)	Senate Pres.	2 YR
Administrator (1)	College Pres.	2 YR

Classified Senate

CHARGE

The Classified Senate promotes classified staff participation in the Laney College shared governance structure to ensure that the collective interests of the classified staff are represented before or on each governing body.

RESPONSIBILITIES

1. Provide a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the shared governance process;
2. Provide a body representing the needs, concerns and viewpoints of the classified staff, not related to union negotiation matters;
3. Articulate the professionalism of the classified staff so that it is properly recognized and valued;
4. Provide an opportunity for enhancing the democratic process of governance at Laney College;
5. Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members;
6. Promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff;
7. Promote the interests of the classified staff in the development and formulation of policy and practice related, but not limited to, the following:
   - Selection and retention of administration;
   - In-service education and training;
   - Facilities and services;
   - Student/classified and faculty/classified relations;
   - Finance and budget.

MEETING TIMES

4th Tuesdays; 12:00 – 1:00 p.m.; T-650

MEMBERSHIP

Seat	Appointment	Term
President	Elected	2 YR
Vice President	Elected	2 YR
Secretary	Elected	2 YR
Parliamentarian	Elected	2 YR
Treasurer	Elected	2 YR
Instruction (3)	Elected	2 YR
Business Services (3)	Elected	2 YR
Student Services (3)	Elected	2 YR

WEBSITE

https://laney.edu/sharedgovernance/classified-senate

NOTES

The Classified Senate is subject to the Brown Act (see appendix).

College Council

CHARGE

To provide college-wide input on shared governance issues through review and discussion and to forward recommendations to the College President on matters that involve and affect the college as a whole. This includes:

- Recommendations from standing college committees;
- Recommendations from other campus groups or councils formed to study specific topics or issues affecting the campus at large.

As the primary governing body on campus, the College Council serves as the umbrella group for the shared governance committees on campus and brings forward to the College President its recommendations, as appropriate, for consideration and implementation. The College Council ensures that all aspects of the college Mission Statement are being fulfilled.

RESPONSIBILITIES

1. Review and make recommendations regarding the adoption, alignment, and achievement of the college's guiding planning documents including, but not limited to:
   - Accreditation Reports
   - Educational Master Plan
   - Facilities Master Plan
2. Review and approve recommendations from the College's resource allocation committees, i.e. the Budget Advisory Committee, Facilities Planning Committee, Technology Planning Committee, and the Faculty and Classified Prioritization Committees.
3. Provide counsel in matters as requested by the President.
4. Facilitate communication and appropriate involvement of all members of the college community.
5. Assist in disseminating and interpreting policies and procedures to the appropriate constituent groups.
6. Organize and track the flow of information between and among college decision-making groups.
7. Establish rules of order and other processes to be used by the College Council and various shared governance committees in the deliberation on college issues related to shared governance.
8. Serve as the committee that takes over for any other committees that go on hiatus.

OPERATING PROCEDURES

1. The College President, or designee, shall chair the College Council.
2. Council recommendations will be forwarded to the President and will be the primary source of college-wide opinion in the decision-making process.
3. Issues brought to the Council may originate with any individual or standing committee. Any such issue shall be placed on the agenda given that it is submitted according to the Council's Document Submission Calendar.
4. If not agendized, any Council member may bring an item as "Other."
5. If an agenda item is refused, the person may bring the item to the Council and request that it be placed on a subsequent agenda.
6. Agenda priorities shall be determined by the Council Chair.
7. Recommendations will be reached by consensus. If consensus cannot be reached, the item will be deferred to the next meeting, unless time-sensitive. If time-sensitive, a compromise committee will be established to deliberate the issue, and/or meet with the president, and bring back a resolution of the issue to the entire Council for a decision.
8. A quorum is needed in order to take any official action. Members must be present in person to vote and count for quorum.
9. Consensus = 75% of simple majority
10. Quorum = simple majority (51%) of the full College Council membership
11. Agendas will be distributed by email and/or posted at least three (3) days before each meeting.
12. Any item must be accompanied by appropriate background information and should be received by Council members at least 3 working days before the meeting.
13. Meetings are open to any interested individual.
14. After two unexcused absences of any Council member during one term, the chair will notify the constituency group leadership for possible reappointment.

REPORTS TO

College President

MEETING TIMES

3rd Wednesdays; 2:00 – 4:00 p.m.; BEST Center

Meeting will be in person and members must be in person to vote. View only zoom will be provided for public viewing.

December & February meetings on 2nd Wednesday. There are no meetings held during the months of June, July, August and January.

MEMBERSHIP

Seat	Appointment	Term
Administration		
President (Chair)		
Executive Vice President		
Dean or Director	College Pres.	2 YR
Classified		
Senate President (or designee)		
Classified Professional – Instruction	Classified Pres.	2 YR
Classified Professional – Student Services	Classified Pres.	2 YR
Classified Professional – Admin Services	Classified Pres.	2 YR
Research & Technology Systems Analyst		
Web Content Developer		
Faculty		
Senate President (or designee)		
One Faculty Representative from each of the three Instructional Divisions (3)	Faculty Pres.	2 YR
Faculty – Student Service (1)	Faculty Pres.	2 YR
Counselor (1)	Faculty Pres.	2 YR
Librarian (1)	Faculty Pres.	2 YR
Part-time Faculty (1)	Faculty Pres.	2 YR
Student		
Senate President		
Senate Vice President (or designee)		
Shared Governance Representatives		
Professional Development (1)	Committee Member	
SEED Enrollment Management/Equity (1)	Committee Member	
Institutional Effectiveness (1)	Committee Member	
Health, Safety, Security (1)	Committee Member	
Non-Voting Members		
Union Representatives		
Peralta Federation of Teachers (1)	Union	
Local 1021 (1)	Union	
Local 39 (1)	Union	

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

https://laney.edu/college-council

Curriculum Committee

CHARGE

As a standing committee of the Laney College Faculty Senate, the Curriculum Committee is responsible for the review and approval of curriculum. After Curriculum Committee approval, curriculum requests move through to the Vice President of Instruction, the Council of Instructional Planning and Development (CIPD), and the Board of Trustees.

RESPONSIBILITIES

- Review proposals for new courses and programs, course and program revisions and deactivations.
- Participate in the program review and accreditation review processes.
- Review and recommend changes in the general education and graduation requirements.
- Review course proposals for alignment with articulation requirements.
- Recommend procedures and policies affecting curriculum.
- Review and recommend changes to the college catalog.

REPORTS TO

Vice President of Instruction
Sub-Committee of the Faculty Senate

MEETING TIMES

1st, 3rd & 5th Fridays; 1:00 – 3:00 p.m.; BEST Center

MEMBERSHIP

Seat	Appointment	Term
Chair(s)		
Co-Chair	Elected from among & by committee members	2 YR
Co-Chair	Elected from among & by committee members	2 YR
Members		
Executive Vice President		
Dean	College Pres.	2 YR
Articulation Officer		
Counselor	Faculty Pres.	2 YR
Area 1: English Communication	Faculty Pres.	2 YR
Area 2: Quantitative Reasoning	Faculty Pres.	2 YR
Area 3: Arts and Humanities	Faculty Pres.	2 YR
Area 4: Social Science	Faculty Pres.	2 YR
Area 5: Physical Science	Faculty Pres.	2 YR
Area 6: Ethnic Studies	Faculty Pres.	2 YR
CTE Faculty (2)	Faculty Pres.	2 YR
Counselor (1)	Faculty Pres.	2 YR
Librarian (1)	Faculty Pres.	2 YR
Distance Education Coordinator (or designee)		
Assessment Coordinator		
Curriculum Coordinator		
Student (1)	ASLC Pres.	1 YR
Non-Voting Members		
Tech Reviewer (1)	Faculty Pres. / VPI	1 YR
CIPD Rep (1)	Faculty Pres.	1 YR

WEBSITE

https://laney.edu/sharedgovernance/curriculum-committee

Distance Education Committee

CHARGE

The Laney College Distance Education Committee will serve as the college's primary recommending body on matters related to distance education – specifically, focusing on supporting excellence in distance education teaching and learning; recommending policies, procedures, and resources to support effective, innovative, and equitable distance education at Laney College; and support consistent and continuous commitment to improving student learning and success in the online environment.

RESPONSIBILITIES

- Inform and engage the campus community in strategic planning related to distance education
- Identify distance education strategic goals and create college distance education plan to improve online student learning.
- Ensure that college distance education plan and goals are based on data and analyses
- Support Laney College distance education classes to meet federal, state, and accreditation standards.
- Evaluate the effectiveness of the college's resource allocation as it impacts Distance Education and make recommendations for changes.

REPORTS TO

Executive Vice President
Sub-Committee of the Faculty Senate

MEETING TIMES

2nd & 4th Tuesdays; 1:00 – 2:30 p.m.; F-170C
*If meeting falls on Finals week, the DE committee will NOT meet.

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

MEMBERSHIP

Seat	Appointment	Term
Co-Chairs		
Administrator	Elected by Committee	2 YR
Rotating Faculty	Elected by Committee	2 YR
Members		
Faculty DE Coordinator		
Faculty (4) CTE, STEM, Social Sciences, Liberal Arts	Faculty Pres.	2 YR
Faculty (1) Library/Student Services	Faculty Pres.	2 YR
POCR Coordinator		2 YR
Classified At-Large (2)	Classified Pres.	2 YR
Student (2)	ASLC Pres.	1 YR

WEBSITE

https://laney.edu/sharedgovernance/distance-education-committee

Facilities Planning Committee

CHARGE

To ensure effective utilization of college facilities that support educational programs and services, the Facilities Planning Committee reviews and makes recommendations on all facilities matters - including both long-term and short-term facilities changes such as new construction or remodeling of current facilities; establishing partnerships within the community regarding local development, reviewing funding, and setting priorities for facilities projects.

RESPONSIBILITIES

- Recommends policies and develops procedures for submission of physical changes and/or utilization changes of facilities;
- Receives and reviews submissions and presentations for all proposed facility changes and/or utilization;
- Evaluates and documents assignment of facilities with respect to adequacy for programs;
- Integrates program review results/Educational Master Plan updates into the College's Facilities Master Plan annually.
- Monitors ongoing projects and communicates updates regarding campus facilities.
- Develops and facilitates collaboration and communication between the Laney Facilities Planning Committee and the District
- Leads the college in writing the Facilities Master Plan

The committee seeks to maintain broad representation from all campus constituents.

REPORTS TO

College Council

MEETING TIMES

1st Mondays; 3:30 – 5:30 p.m.

MEMBERSHIP

Seat	Appointment	Term
Co-Chairs		
President		
Appointed Faculty	Faculty Pres.	2 YR
Members		
Administrator (1)	College Pres.	2 YR
Faculty (6)	Faculty Pres.	2 YR
Classified (3)	Classified Pres.	2 YR
Student (2)	ASLC Pres.	1 YR

WEBSITE

https://laney.edu/sharedgovernance/facilities-planning-committee

Faculty Prioritization Committee

CHARGE
Review and prioritize new faculty requests submitted in the comprehensive and annual program reviews.

PROCESS
- Requests for retirement replacement and new regular contract faculty position are submitted once a year via the program review process, in the Fall semester.
- The FPC will develop and publish rubrics for evaluation.
- Committee members will score and rank the requests based on evidence presented in the program review.
- The FPC will combine the rankings from the committee members and discuss the results to arrive at a ranked list.
- Recommendations for hiring will made in the order that a position appears on the ranked list.
- Positions recommended by the Committee for hiring will be forwarded to the College Council for approval.
- The College Council will then submit its recommendations to the President.
- The President will make the final decision. If the President's decision is different from the recommendations made by the College Council, a rationale will be provided. The President will submit the approved list to the Chancellor's Office.
- The requesting departments will be informed of the decisions about their requests
- No additional positions should be added to the forwarded faculty prioritization list without going through the full Faculty Prioritization Committee.

REPORTS TO
Faculty Senate

MEETING TIMES
As needed (Fall semester)

MEMBERSHIP

Seat	Appointment	Term
Co-Chairs		
Vice President, Instruction (or designee)		
Faculty Senate President (or designee)		
Members		
Administrator	College Pres.	2 YR
STEM	Faculty Pres.	2 YR
Social Sciences	Faculty Pres.	2 YR
Career Technical Ed.	Faculty Pres.	2 YR
Language & Arts	Faculty Pres.	2 YR
Librarian	Faculty Pres.	2 YR
Counselor	Faculty Pres.	2 YR
At-Large (2)	Faculty Pres.	2 YR
PFT Representative	PFT President	2 YR

NOTES
Maximum of two consecutive terms for faculty.

Faculty Senate

In order that the faculty may participate effectively in the formation of district educational and professional policies and in the selection of major administrative personnel and faculty for the Peralta Community College District, the Laney College Faculty Senate (an organization formed in accordance with Section 131.6 of Title 5 of the California Administrative Code) shall make recommendations to the College Administrators, District Academic Senate (DAS), district administration and/or the Peralta District Board of Trustees on matters of educational and professional significance pertinent to the College and/or the District. (Article I of the Faculty Senate Constitution)

The functions of the Faculty Senate are delineated in Article IV of its Constitution.

By legal definition (Title 5, Section 53200), the Faculty Senate makes recommendations with respect to academic and professional matters (the "10 + 1"):

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; and
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Other areas of Faculty Senate responsibilities as defined by California Education Code are:

- Equivalency (Section 87359(b));
- Faculty hiring (Section 87360(b));
- Administrative retreat rights (Section 87458(a));
- Tenure evaluation (Section 87610.1(a));
- Evaluation (Section 87663(f));
- Faculty service areas (Section 87743.2)

MEETING TIMES

1st and 3rd Tuesdays; 12:35 – 1:20 p.m.; T-450
Meeting will be in person and members must be in person to vote. View only zoom will be provided for public viewing.

MEMBERSHIP

Seat	Appointment	Term
Officers		
President	Elected odd year	2 YR
Vice President	Elected odd year	2 YR
Secretary	Faculty Senate President with majority approval	1 YR
Parliamentarian		1 YR
Treasurer		1 YR
Past-President (non-voting)		1 YR
Distract Academic Senate Rep	Elected odd year	2 YR
Representatives (elected by area faculty)		
Biology (1)	Elected odd year	2 YR
Business (1)	Elected odd year	2 YR
CTE (3)	Elected 1 odd year and 2 even year	2 YR
CIS (1)	Elected even year	2 YR
Culinary Arts (1)	Elected odd year	2 YR
English (1)	Elected even year	2 YR
ESOL (1)	Elected even year	2 YR
Ethnic Studies (1)	Elected odd year	2 YR
Kinesiology/Athletics (1)	Elected odd year	2 YR
Liberal Arts (3)	Elected 1 odd year and 2 even year	2 YR
Mathematics (1)	Elected odd year	2 YR
Music (1)	Elected even year	2 YR
Service (4)	Elected 2 odd year and 2 even year	2 YR
Part-time (4)	Elected 2 odd year and 2 even year	2 YR

The number of representatives for each area can change depending on the number of contract full-time faculty.

WEBSITE

https://laney.edu/sharedgovernance/faculty-senate

NOTES

The Faculty Senate is subject to the Brown Act (see appendix)

Health, Safety and Security Committee

CHARGE

The role of the committee is to hold open discussions on issues that relate to the health, safety, and security of the campus and to recommend actions to address concerns raised by the Laney community. The committee will make recommendations to the College Council.

RESPONSIBILITIES

- Review campus safety concerns regarding safety matters to ensure that all employees have a safe place to work; train employee to work in a safe manner.
- Assess and recommend policies and procedures for health and safety issues campus wide.
- Assure campus implementation and compliance with District-wide Emergency Preparedness Procedures as issued by District Risk Management.
- Consult with District General Services on general security matters impacting the Laney campus, specifically safety compliance with the Clery Act.
- Assist with accident investigations, inspection of facilities, and the correction of unsafe conditions.

REPORTS TO

College Council

MEETING TIMES

2nd Tuesdays; 1:30 – 2:30 p.m.

MEMBERSHIP

Seat	Appointment	Term
Co-Chairs		
Administrator	College Pres.	
Faculty	Elected from Membership	2 YR
Members		
Faculty (3)	Faculty Pres.	2 YR
PFT Representative (1)	PFT Pres.	2 YR
Classified (1)	Classified Pres.	2 YR
Local 39 Representative (1)	Local 39 Pres.	2 YR
Local 1021 Representative (1)	Local 1021 Pres.	2 YR
Students (1)	ASLC Pres.	2 YR

WEBSITE

https://laney.edu/sharedgovernance/health-safety-security-committee

Institutional Effectiveness Committee

CHARGE

To ensure that the college's strategic planning process is sound, collaborative, evidence-based, and sustainable; and that the Educational Master guides decision-making and activities that support improvement of institutional effectiveness and both student learning and success. This committee leads accreditation report writing for the college.

As a key component of achieving the goals outlined in the Educational Master Plan, the integrated planning and resource allocation model, coupled with ongoing reviews of programs and services, provide systematic data-driven information that allows the college to examine the overall effectiveness of the institution. Therefore, the Committee is responsible for ensuring:

- Ongoing and systematic evaluation of identified goals and planning to refine key processes and improve student learning.
- Dialogue about institutional effectiveness is ongoing, robust, and pervasive.
- Data and analyses are widely communicated and used throughout the institution.
- Ongoing review, evaluation and adaptation of planning processes.
- Consistent and continuous commitment to improving student learning and success.
- Educational effectiveness is a demonstrable priority in all planning structures and processes.

RESPONSIBILITIES

- Inform and engage the campus community in strategic planning.
- Evaluate all progress on the Educational Master Plan and the strategic planning process annually and recommend revisions as appropriate.
- Evaluate the effectiveness of the college's planning and resource allocation model and shared governance committees and recommend revisions as appropriate.
- Validate and provide feedback on the quality of program review documents submitted by the reviewing units.
- Lead college efforts to complete required accreditation reports.

REPORTS TO

College Council

MEETING TIMES

1st & 3rd Thursdays; 3:00 – 4:30 p.m.
F-170, Student Tech Center Conference Room

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

MEMBERSHIP

Seat	Appointment	Term
Co-Chairs		
Vice President, Instruction		
Rotating: Classified and Faculty	Committee Determined. Needs to be a previous committee member	2 YR
Members		
Administrators At-Large (2)	College Pres.	2 YR
Faculty Senate President (or designee)		
Learning Assessment Committee Faculty Chair		
Curriculum Committee Faculty Chair		
Faculty At-Large (1)	Faculty Pres.	2 YR
Research & Technology Systems Analyst		
Classified At-Large (2)	Classified Pres.	2 YR
ASLC President (or designee)		1 YR
Student At-Large (1)	ASLC Pres.	1 YR

WEBSITE

https://laney.edu/sharedgovernance/institutional-effectiveness-committee

Instructional Equipment & Library Materials (IELM) Committee

CHARGE

As one of the college's resource allocation committees, the Instructional Equipment and Library Materials (IELM) Committee uses the program review process to distribute ear-marked state funds as allocated by the district center to college departments/units.

RESPONSIBILITIES

- Review and prioritize IELM requests made by departments and units in their Comprehensive Program Reviews and Annual Program Reviews.
- Make recommendations for the use of college-allocated IELM funds (including carry-over funds from previous years) to the College Council.
- Monitor spending of the funds approved by the College Council.

REPORTS TO

College Council

MEETING TIMES

As needed (fall semester)

MEMBERSHIP

Seat	Appointment	Term
Co-Chairs		
Vice President of Instruction	From Membership	2 YR
Faculty	From Membership	2 YR
Members		
Vice President of Instruction	College Pres.	2 YR
Math / Sciences Faculty (1)	Faculty Pres.	2 YR
Social Sciences / Liberal Arts Faculty (1)	Faculty Pres.	2 YR
Career Technical Ed (1)	Faculty Pres.	2 YR
English/ESOL/Foreign Languages (1)	Faculty Pres.	2 YR
Librarian (1)	Faculty Pres.	2 YR
Student Services Faculty (1)	Faculty Pres.	2 YR
Classified (2)	Classified Pres.	2 YR
Students (2)	ASLC Pres.	1 YR

WEBSITE

https://laney.edu/sharedgovernance/ielm-committee

Learning Assessment Committee

The Faculty Senate has decided to put this committee on hiatus for 2026-2027

CHARGE

To identify and implement strategies to improve student learning.

RESPONSIBILITIES

- Ensure quality assessment of learning outcomes college-wide by reviewing course/program outcomes and recommending enhancements through the curriculum committee process.
- Advocate for a culture of continuous improvement of service to students through assessment. Clarify, for all college personnel, the importance of analyzing and reporting assessment results, development and follow-through of action plans, and update of curriculum.
- Participate in creating effective college report templates that appropriately address outcomes. Ensure integration of assessment results into college reports.
- Work with faculty and deans to clarify needs and requirements in regard to assessment, and provide support to departments/units.
- Assist departments/units in meeting accreditation standards pertaining to assessment.
- Maintain a repository of evidence for assessment at the college.
- Produce and maintain documents and resource materials regarding assessment for the college community.
- Promote student awareness of SLOs, PLOs and ILOs.
- Works with the accreditation liaison officer on completion of assessment sections in accreditation reports.

REPORTS TO

Executive Vice President
Sub-Committee of the Faculty Senate

MEETING TIMES

1st & 3rd Fridays; 11:00 a.m. – 12:30 p.m. (proposed 3rd Friday, once a month)

MEMBERSHIP

Seat	Appointment	Term
Chairs		
Faculty (1 or 2)	Elected from among & by committee members	2 YR
Members		
Administrator (1)		
Faculty (12)		
English (1)	Faculty Pres.	2 YR
ESOL (1)	Faculty Pres.	2 YR
Mathematics (1)	Faculty Pres.	2 YR
Career Technical Ed (1)	Faculty Pres.	2 YR
Business (1)	Faculty Pres.	2 YR
Counseling/Library (1)	Faculty Pres.	2 YR
Science/Kinesiology (1)	Faculty Pres.	2 YR
Humanities/Social Sciences (1)	Faculty Pres.	2 YR
Visual & Performing Arts (1)	Faculty Pres.	2 YR
Faculty At-Large (3)	Faculty Pres.	2 YR
Student (1)	ASLC Pres.	1 YR
No more than two faculty from the same area. At least one faculty member, in addition to the chair(s), should also be a member of the Curriculum Committee. At-large positions require a statement of interest submitted to the Faculty Senate President.		

WEBSITE

https://laney.edu/sharedgovernance/learning-assessment-committee

President's Cabinet

The President's Cabinet meets once a month to advise the college president on issues requiring coordination among the major operational areas of the institution: instruction, student services, administrative services. This standing meeting facilitates the exchange of information between both the executive administrative and shared governance leadership of the college and promotes increased communication and collaboration on joint initiatives or information before it is introduced to the college community.

MEETING TIMES
TBD

MEMBERSHIP

Seat
President
Executive Vice President
Faculty Senate President
Classified Senate President
Associated Students of Laney College President

Professional Development Committee

CHARGE

The Professional Development Committee's responsibilities are summarized in the PFT Contract language describing the responsibilities of the chair: The PD Committee "shall plan, develop, initiate, [and] co-ordinate [sic] the College's collaborative/special projects and college-wide activities and be generally responsible for the overall improvement of skills, knowledge, and morale of all segments of the College community." (Article 25.D.2.g)

RESPONSIBILITIES

- Oversee the sabbatical leave process.
- Oversee the retraining leave process.
- The committee shall plan, develop, coordinate, review, and evaluate all of the Professional Development activities that take place at the college, including Flex (Professional Day) Activities.
- Issue twice yearly report to the College Community and the District Officer of Staff Development on expenditures, funding priorities, procedures, deadlines, activities, schedule of meetings, attainment of goals, needs assessment, etc.
- Establish priorities and procedures, and make advisory recommendations for faculty in each of the following areas:
    - Use of professional development funds for faculty
    - Collaborative/Special projects
    - Institutional subscriptions and memberships
    - Individual travel and conferences
    - Tuition reimbursement

REPORTS TO

Vice President of Instruction
Vice Chancellor of Academic Affairs

MEETING TIMES

2nd & 4th Wednesdays, 3:00 – 4:00 p.m.; Zoom

MEMBERSHIP

Seat	Appointment	Term
Chair		
Faculty	Elected	1 YR
Members		
Administrator (3)	College Pres.	2 YR
Faculty (1)	Faculty Pres.	2 YR
Faculty (1)	Faculty Pres. & PFT Rep.	2 YR
Faculty (1)	PFT Pres.	2 YR
Committee Chair can serve a maximum of four (4) consecutive terms and need not be a committee member. Members can serve a maximum of two (2) consecutive terms.		

NOTES

The Professional Development Committee's composition and rules are part of the Faculty Contract (Article 25).

WEBSITE

https://laney.edu/sharedgovernance/professional-development-committee

Strategic Equity & Enrollment Development (SEED) Committee

CHARGE

The purpose of the Strategic Equity & Enrollment Development committee (SEED) is to make recommendations for the college that contributed to student access, recruitment, persistence, completion, and lifelong learning through diverse programs.

RESPONSIBILITIES

- Evaluate on-going enrollment trends, activities, and initiatives.
- Use high-quality qualitative and quantitative data to inform recommendations.
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with Laney's Strategic Plan.
- Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment.
- Monitor and evaluate progress towards strategic enrollment planning goals.
- Develop intentional marketing strategies to prospective and current students unique to Laney's student population and community.

REPORTS TO

College Council

MEETING TIMES

1st & 3rd Wednesdays, 10:30 a.m. – 12:00 p.m.; T-850

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

MEMBERSHIP

Seat	Appointment	Term
Chairs		
Administrator		
Classified Professional	Elected by Committee	2 YR
Members		
Web Content Developer		
Research & Technology Systems Analyst		
Basic Needs Project Manager		
Classified At-Large (2)	Classified Pres.	2 YR
Counselor (2)	Faculty Pres.	2 YR
Faculty At-Large (2)	Faculty Pres.	2 YR
Student At-Large (1)	ASLC Pres.	1 YR
Other college personnel will be asked to temporarily participate in the committee as needed based on their expertise or position at the college.		

WEBSITE

https://laney.edu/sharedgovernance/seed-committee

Technology Planning Committee

Committee on hiatus for 2026-2027. Responsibilities below are conferred on the College Council.

CHARGE

Through review and discussion, establish a uniform and integrated structure for considering information technology matters in order to advise the President and the College Council in making strategic management decisions involving information technology. This includes technology recommendations from other college committees and/or campus groups affecting the college as a whole.

RESPONSIBILITIES

- Document and assess the current state of technology utilization and staffing.
- Assist the college in developing a strategic technology plan.
- Review and make recommendations on strategic planning for the college's information technology resources.
- Identify, prioritize, and recommend areas for expansion, access, and maintenance of technology utilization to enhance instructional programs, student services, and the management of the college.
- Identify, prioritize, and recommend both on-going and specialized training needs for maximum utilization of technological resources.
- Identify, prioritize, and recommend staffing for technology usage.
- Collect, evaluate, prioritize, and recommend technology proposals for implementation.
- Recommend funding strategies and priorities for technology spending Advise the District Technology Committee about the information technology needs and concerns of Laney College; receive and provide regular reports from the District Technology Committee, review and respond as appropriate.
- Collaborate with the Distance Education Committee to support faculty and students with technology needs.

REPORTS TO

College Council

MEETING TIMES

On hiatus for 2026-2027

MEMBERSHIP

Seat	Appointment	Term
Chairs		
Administrator		
Rotating Faculty	Elected by Committee	2 YR
Members		
Faculty – DE Coord.		
Library Faculty (1)	Faculty Pres.	2 YR
Faculty At-Large (3)	Faculty Pres.	2 YR
Administrator (1)	College Pres.	2 YR
Web Content Developer		
Classified – DSPS, IT, Business Services (1)	Classified Pres.	2 YR
Classified At-Large (1)	Classified Pres.	2 YR
Student (2)	ASLC Pres.	1 YR

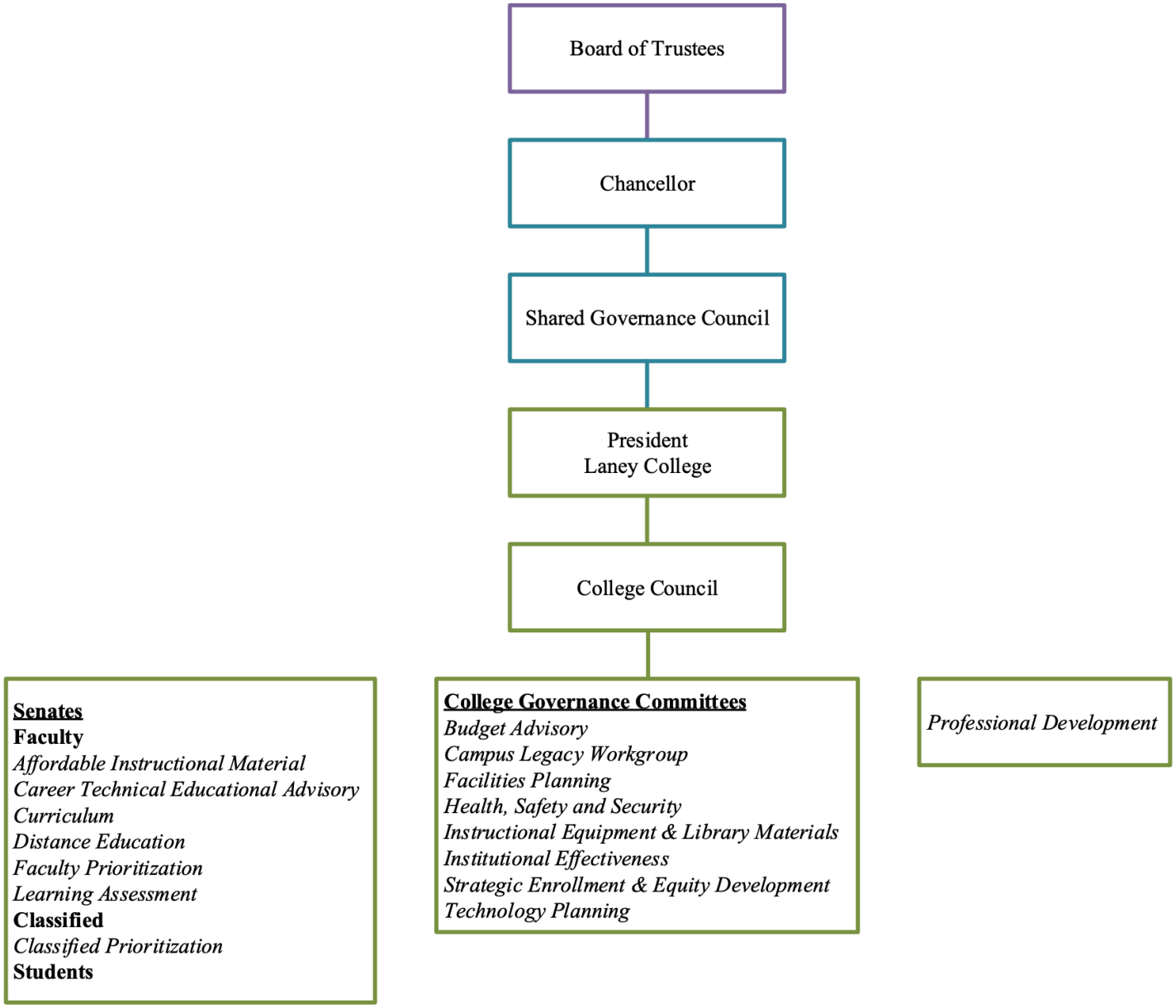
WEBSITE

https://laney.edu/sharedgovernance/technology-planning-committee

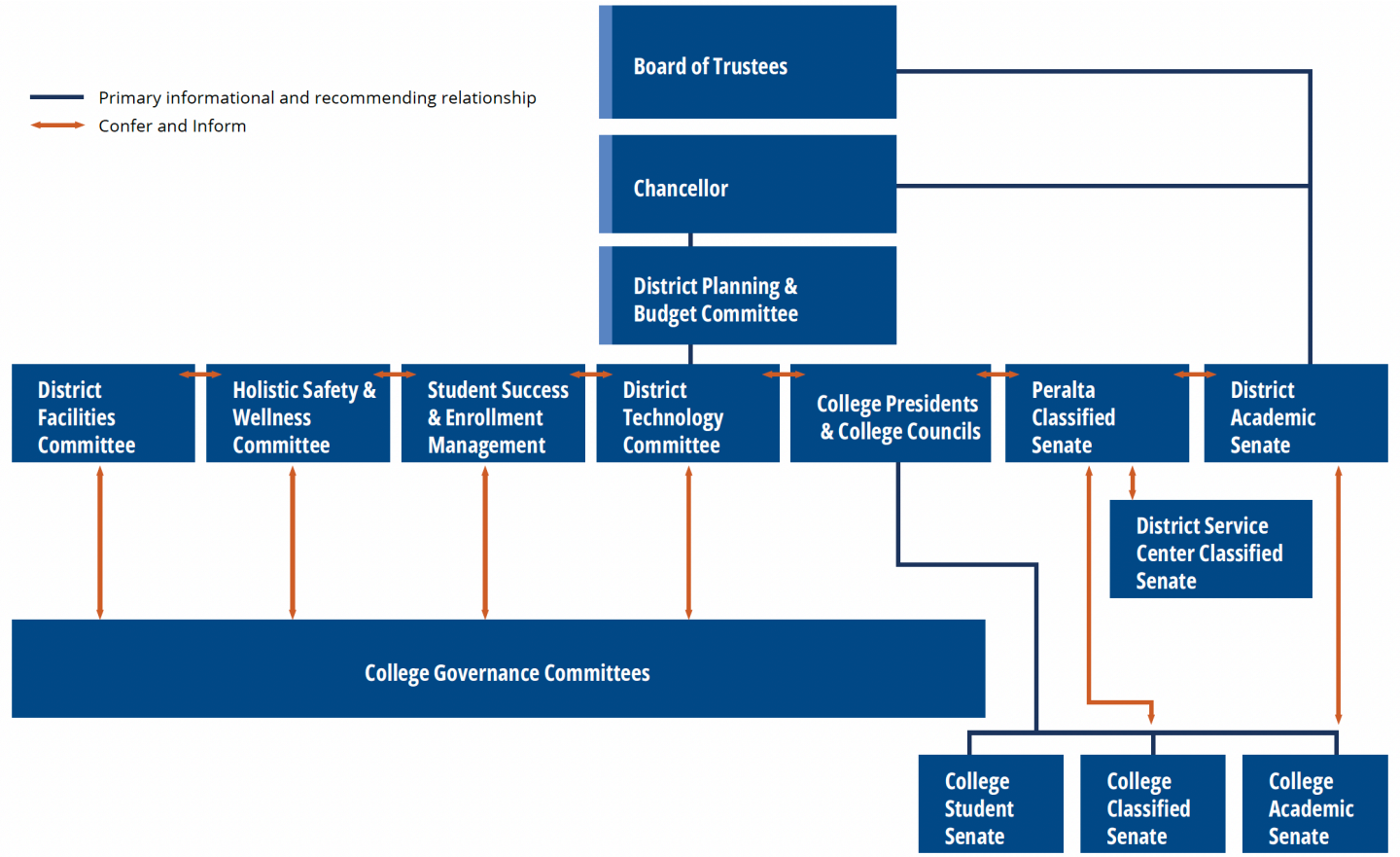
Appendix

Organizational Flow Charts

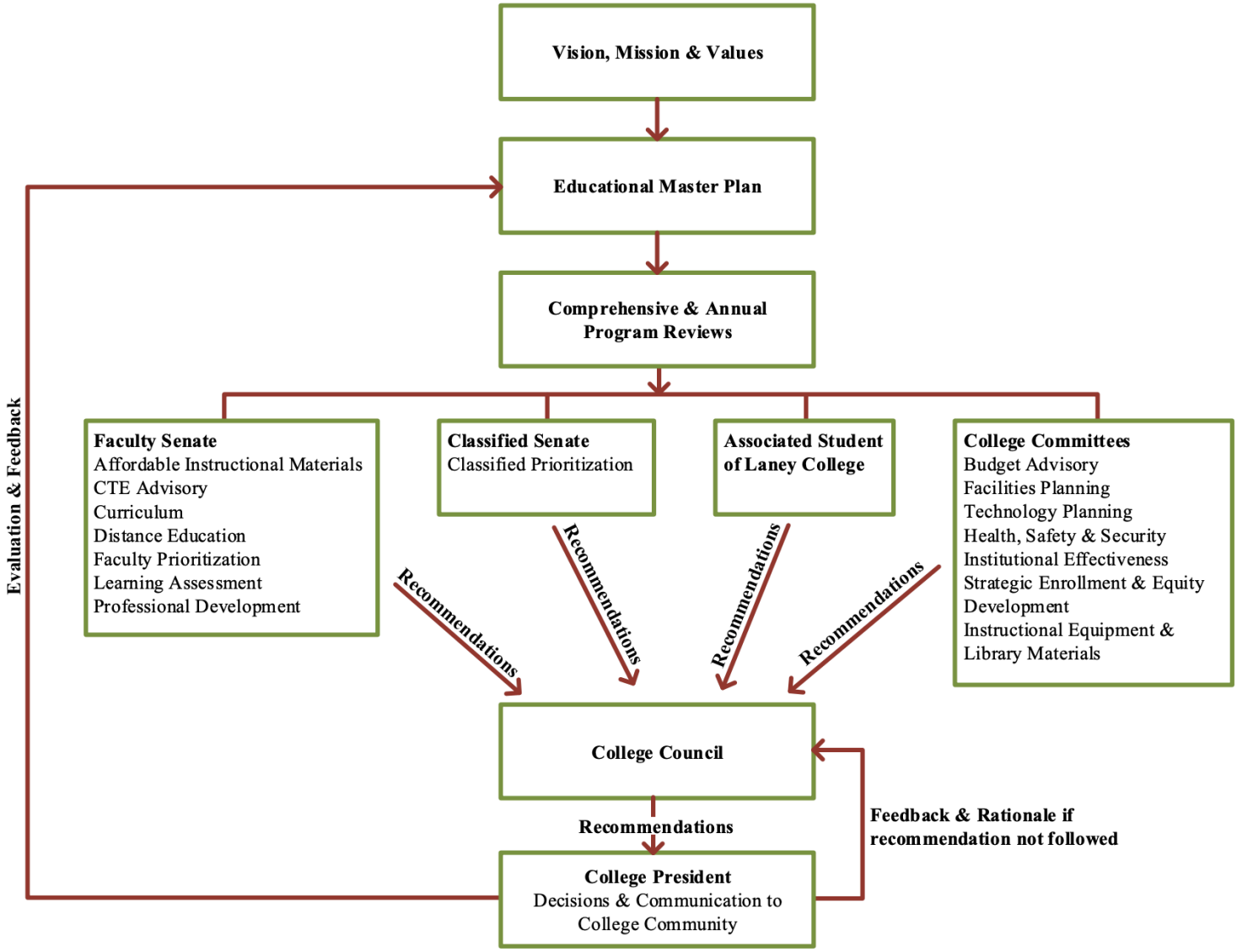
Shared Governance



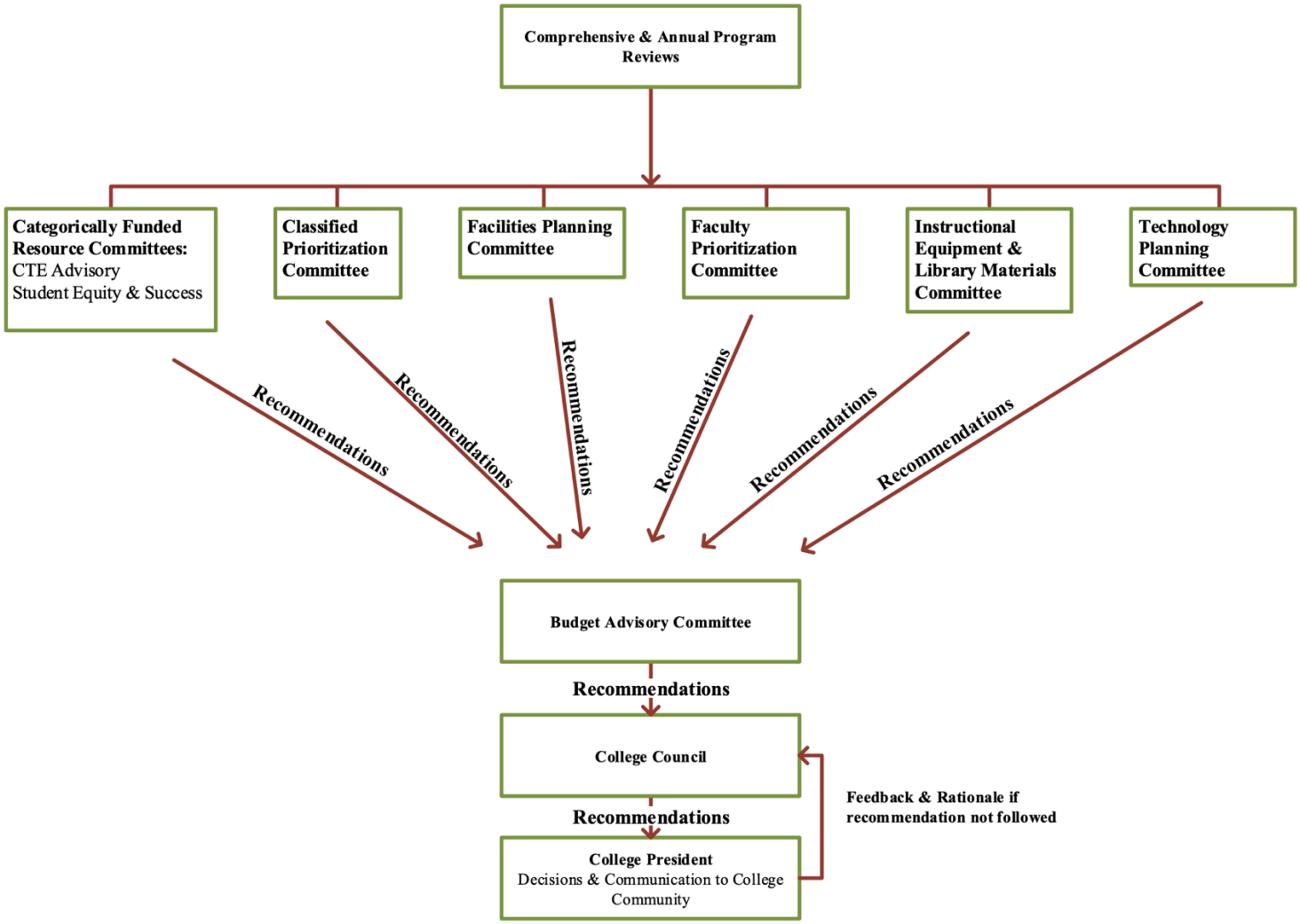
District Committee Organizational Chart

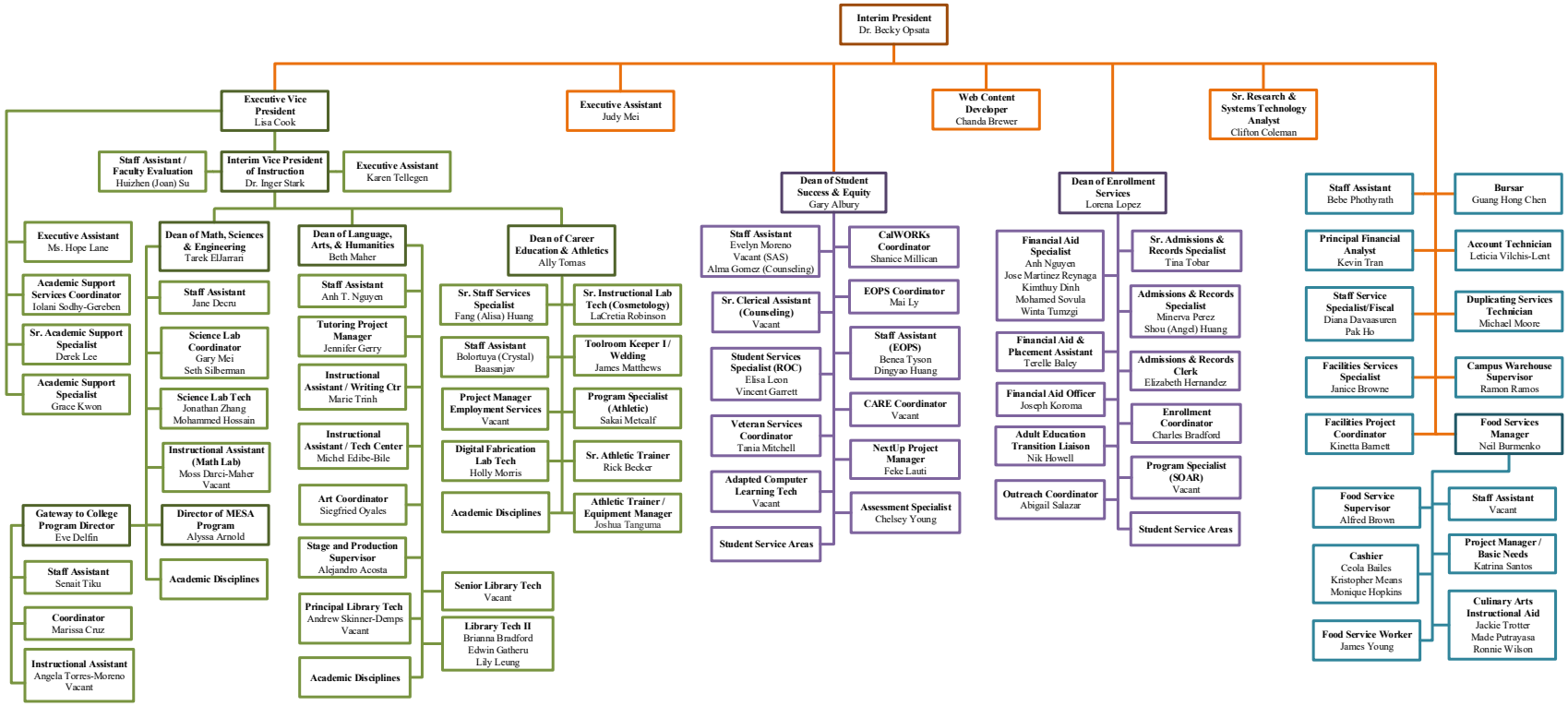


Planning and Decision-Making Process



Resource Allocation Flow Chart





Academic Disciplines

Division of Math, Sciences, & Engineering
African American Studies (AFRAM)
Anthropology (ANTHR)
Asian & Asian American Studies (ASAME)
Astronomy (ASTR)
Biology (BIOL)
Chemistry (CHEM)
Computer Information Systems (CIS)
Engineering (ENGIN)
Ethnic Studies (ETHST)
Geography (GEOG)
Geology (GEOL)
History (HIST)
Labor Studies (LABST)
Mathematics (MATH)
Mexican & Latin American Studies (M/LAT)
Native American Studies (NATAM)
Physics (PHYS)
Political Science (POSCI)
Psychology (PSYCH)
Social Science (SOSC)
Sociology (SOC)

Division of Language, Arts, & Humanities
Art (ART)
Chinese (CHIN)
Commercial Music (MUSIC-CM)
Communication (COMM)
Dance (DANCE)
Dance Folk (DANCFOLK)
English (ENGL)
English for Speakers of Other Languages (ESOL)
French (FREN)
Graphic Arts (GRART)
Humanities (HUMAN)
Japanese (JAPAN)
Journalism (JOURN)
Legal and Community Interpreting (LCI)
Library and Information Studies (LIS)
Media (MEDIA)
Music (MUSIC)
Philosophy (PHIL)
Photography (PHOTO)
Spanish (SPAN)
Theatre Arts (THART)

Division of Career Education & Athletics
Architecture (ARCH)
Artificial Intelligence (AI)
Athletics (ATHL)
Banking & Finance (BNK/F)
Business (BUS)
Carpentry (CARP)
Cooperative Education (COPED)
Construction Management (CONMT)
Cosmetology (COSM)
Culinary (CULIN)
Digital Fabrication (DIGFAB)
Economics (ECON)
Electrical / Electronics Technology (E/ET)
Environmental Control Technology (ECT)
Health Education (HLTED)
Kinesiology (KIN)
Machine Technology (MACH)
Management & Supervision (M/SVN)
Sports Fitness (SPFT)
Welding Technology (WELD)
Wood Technology (WDTEC)

Student Service Areas

Area of Student Success & Equity
African American Male Education Network & Development (A2MEND)
Asian American & Pacific Islander Leadership, Empowerment, Advocacy & Diversity (AAPI LEAD)
Behavioral Intervention Team (BIT)
California Work Opportunity & Responsibility to Kids (CalWORKs)
Counseling / Transfer Center
Cooperative Agencies Resources for Education (CARE)
Extended Opportunity Programs & Services (EOPS)
Learning Resources
NextUP
Puente
Restoring Our Communities (ROC)
Student Accessibility Services (SAS)
Student Discipline / Conduct / Grievances
Umoja-UBAKA
Veteran Resource Center (VRC)

Area of Enrollment Services
Admissions & Records
Adult Education
Financial Aid
Outreach
Student Onboarding Assistance & Retention (SOAR)
Welcome Center

Office of Instruction

Title IX

Business & Administrative Services

Basic Needs
Business Office
Cashier's Office
Food Service
Instructional Media Center (IMC)
Mailroom

President's Office

Associated Student of Laney College (ASLC)
Queer Community Center
Student Clubs / Organizations
Undocumented Community Resource Center (UCRC)
Wellness Center

Laney College

Laney College Organizational Chart 2026-2027

2026.08.05

Resource

THE BROWN ACT

The Brown Act of 1953 (California Government Code, Sections 54950-54962) governs public access to meetings of legislative (governing and advisory) bodies, boards, commissions, committees, task forces, whether temporary or permanent. Ad hoc committees are not governed by the Brown Act.

The Brown Act requires that:

- Notices and agendas be posted at least 72 hours in advance of regular meetings;
- Meetings be held free or charge in places accessible to all;
- The public be allowed to address the body on any item in its jurisdiction;
- Votes be conducted publicly;
- Documents be distributed to at least the majority of the members before or at the meeting.

There are many exceptions and nuances. Consult the Attorney General Office's pamphlet for more information (https://oag.ca.gov/system/files/media/the-brown-act.pdf)

ROBERT'S RULES OF ORDER

Although most committees do not follow Robert's Rules of Order for the sake of informality, the Senates do. All senators should be familiar with the basics. See Douglas N. Case's An Outline of Basic Parliamentary Procedure, from which the remainder of this section was taken.

As generally accepted parliamentary procedure, Robert's Rules of Order serve the following purposes:

- Ensure majority rule;
- Protect the rights of the minority, the absentees, and individual members;
- Provide order, fairness, and decorum;
- Facilitate the transaction of business and expedite meetings.

The basic principles are:

- All members have equal rights, privileges, and obligations.
- A quorum must be present for the group to act.
- Full and free discussion of every motion is a basic right.
- Only one question at a time may be considered, and only one person may have the floor at any one time.
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- No person can speak until recognized by the chair.
- Personal remarks are always out of order.
- A majority decides a question except when basic rights of members are involved.
- A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.

The chair should always remain impartial.

§ 51023. Faculty.

5 CA ADC § 51023

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 2. Community College Standards
Subchapter 1. Minimum Conditions

5 CCR § 51023

§ 51023. Faculty.

Currentness

The governing board of a community college district shall:

(a) adopt a policy statement on academic freedom which shall be made available to faculty;

(b) adopt procedures which are consistent with the provisions of sections 53200-53206, regarding the role of academic senates and faculty councils;

(c) substantially comply with district adopted policy and procedures adopted pursuant to subdivisions (a) and (b).

Credits

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 6-27-84; effective thirtieth day thereafter (Register 84, No. 26).

2. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

3. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

4. Editorial correction of HISTORY 2 (Register 95, No. 15).

5. Amendment filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 51023, 5 CA ADC § 51023

END OF DOCUMENT

5 CA ADC § 51023.5

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 2. Community College Standards
Subchapter 1. Minimum Conditions

5 CCR § 51023.5

§ 51023.5. Staff.

Currentness

(a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:

(1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this section, management and nonmangement positions or groups of positions shall be separately defined or categorized.

(2) Participation structures and procedures for the staff positions defined or categorized.

(3) In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.

(4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.

(5) Except in unforeseeable, emergency situations, the governing board 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 through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.

(6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.

(7) When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:

(A) The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.

(B) Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.

(C) When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations

shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(D) In all cases, representatives shall be selected from the category that they represent.

(b) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

(c) Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.

(d) The governing board of a community college district shall comply substantially with the provisions of this section.

Credits

NOTE: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70901.2 and 70902, Education Code; and Sections 3540 et seq., Government Code.

HISTORY

1. New section filed 3-12-91 by Board of Governors of California Community Colleges with the Secretary of State operative 4-5-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b), (Register 91, No. 23).

2. Editorial correction of printing error in subsection (b) and HISTORY 1. (Register 91, No. 43).

3. Amendment of subsections (a)(1), (a)(3), (a)(5), (a)(7), (b), (c) and (d) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

4. Amendment of section and NOTE filed 5-16-2003; operative 6-15-2003. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2003, No. 27).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 51023.5, 5 CA ADC § 51023.5

END OF DOCUMENT

§ 51023.7. Students.

5 CA ADC § 51023.7

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 2. Community College Standards
Subchapter 1. Minimum Conditions

5 CCR § 51023.7

§ 51023.7. Students.

Currentness

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

(1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.

(2) Except in unforeseeable, emergency situations, the governing 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.

(3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.

(4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a “significant effect on students” includes the following:

(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) 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; and

(10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board 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.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Credits

NOTE: Authority cited: Sections 66700 and 70901(b)(1)(E), Education Code. Reference: Sections 70901 (b)(1)(E), 70902(b)(7) and 76060, Education Code.

HISTORY

1. New section filed 3-12-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 91, No. 23).

2. Editorial correction of printing errors in subsections (a) and (b) and HISTORY 1 (Register 91, No. 43).

3. Amendment of subsections (a)(2), (a)(4), (b), (b)(10), (d) and (e) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 51023.7, 5 CA ADC § 51023.7

END OF DOCUMENT

5 CA ADC § 53200

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 3. Certificated Positions
Article 2. Academic Senates

5 CCR § 53200

§ 53200. Definitions.

Currentness

For the purpose of this Subchapter:

(a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.

(b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."

(c) "Academic and professional matters" means the following policy development 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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

(1) relying primarily upon the advice and judgment of the academic senate; or

(2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Credits

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. Amendment of NOTE filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).

2. Amendment of NOTE filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).

3. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).

4. Relocation of article 2 heading filed 5-15-93; operative 6-4-93 (Register 93, No. 25).

5. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 53200, 5 CA ADC § 53200

END OF DOCUMENT

§ 53201. Academic Senate or Faculty Council. 5 CA ADC § 53201

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 3. Certificated Positions
Article 2. Academic Senates

5 CCR § 53201

§ 53201. Academic Senate or Faculty Council.

Currentness

In order that the faculty may have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district level.

Credits

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. Amendment filed 2-10-78; effective thirtieth day thereafter (Register 78, No. 6).

2. Amendment of NOTE filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).

3. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 53201, 5 CA ADC § 53201

END OF DOCUMENT

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 3. Certificated Positions
Article 2. Academic Senates

5 CCR § 53202

§ 53202. Formation; Procedures; Membership.

Currentness

The following procedure shall be used to establish an academic senate:

(a) The full-time faculty of a community college shall vote by secret ballot to form an academic senate.

(b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or not to form a district academic senate. Such vote shall be by secret ballot.

(c) The governing board of a district shall recognize the academic senate and authorize the faculty to:

(1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of the academic senate.

(2) Provide for the selection, in accordance with accepted democratic election procedures, the members of the academic senate.

(d) The full-time faculty may provide for the membership and participation of part-time faculty members in the academic senate.

(e) In the absence of any full-time faculty members in a community college, the part-time faculty of such community college may form an academic senate.

Credits

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. Amendment filed 2-10-78; effective thirtieth day thereafter (Register 78, No. 6).

2. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).

3. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 53202, 5 CA ADC § 53202

END OF DOCUMENT

§ 53203. Powers.

5 CA ADC § 53203

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 3. Certificated Positions
Article 2. Academic Senates

5 CCR § 53203

§ 53203. Powers.

Currentness

(a) The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the academic senate which are specifically provided in statute or other Board of Governors regulations.

(b) In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.

(c) While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.

(d) The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

(1) in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and 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.

(2) in instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. 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 may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

(e) An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).

(f) 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 members to committees, task forces, or other groups.

Credits

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. Repealer and new section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b). For prior history, see Register 81, No. 3.

2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 53203, 5 CA ADC § 53203

END OF DOCUMENT

§ 53204. Scope of Regulations.

5 CA ADC § 53204

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 3. Certificated Positions
Article 2. Academic Senates

5 CCR § 53204

§ 53204. Scope of Regulations.

Currentness

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

Credits

NOTE: Authority cited: Sections 66700 and 70901 Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. Repealer and new section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b). For prior history, see Register 83, No.18.

2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 53204, 5 CA ADC § 53204

END OF DOCUMENT

§ 53206. Academic Senate for California Community Colleges. 5 CA ADC § 53206

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 3. Certificated Positions
Article 2. Academic Senates

5 CCR § 53206

§ 53206. Academic Senate for California Community Colleges.

Currentness

(a) An Academic Senate for the California Community Colleges has been established through ratification by local academic senates or faculty councils so that the community college faculty of California may have a formal and effective procedure for participating in the formation of state policies on academic and professional matters.

(b) The Board of Governors recognizes the Academic Senate of the California Community Colleges as the representative of community college academic senates or faculty councils before the Board of Governors and Chancellor's Office.

Credits

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 5-9-78; effective thirtieth day thereafter (Register 78, No. 19).

2. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).

3. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

4. Amendment of subsection (a) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

5. Editorial correction of HISTORY 3 (Register 95, No. 19).

6. Change without regulatory effect amending NOTE filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 53206, 5 CA ADC § 53206

END OF DOCUMENT

§ 53207. Reimbursement for Release or Reassigned Time. 5 CA ADC § 53207

Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 3. Certificated Positions
Article 2. Academic Senates

5 CCR § 53207

§ 53207. Reimbursement for Release or Reassigned Time.

Currentness

(a) Except as provided in subdivisions (d) and (e), the faculty members elected to serve as president and vice president of the Academic Senate of the California Community Colleges (ASCCC) shall be granted release or reassigned time from their local responsibilities by the districts by which they are employed during their terms of office.

(b) The amount of release or reassigned time required will be determined by the ASCCC and reported to the district employing the person elected ASCCC president by May 1st and to the district employing the person elected ASCC vice president by June 1st of the year in which these individuals will assume office, unless the election has not been conducted by those dates, in which case the information will be reported immediately upon completion of the election.

(c) The districts employing the president and the vice president of the ASCCC will be reimbursed by February 1 from the state appropriation for the ASCCC for the release or reassigned time at the part-time replacement cost identified by the district prior to September of each year. If the release or reassigned time need identified is 100 percent and the position to be filled is in a hard to replace discipline area, the district shall so certify to the Chancellor of the California Community Colleges by August 1. If the Chancellor confirms the district certification, the district shall be reimbursed at the full-time temporary replacement cost. In addition, districts shall be reimbursed by the ASCCC for reasonable and documented administrative costs associated with hiring faculty to replace the faculty serving as president and vice president of the ASCCC.

(d) A local district will not be required to grant release or reassigned time for the president or vice president of the ASCCC if it certifies by August 1 to the Chancellor, and he or she confirms, that the faculty member is in a position for which a qualified part-time or full-time temporary replacement cannot be found to meet the needs of the students.

(e) No district shall be required to grant release or reassigned time for an individual serving as president or vice president of the ASCCC for a period exceeding four years.

(f) This section shall only be operative during any fiscal year in which sufficient funds are provided therefore to the ASCCC in the annual Budget Act for that fiscal year or other legislation.

Credits

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 3-12-2003; operative 4-11-2003. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 2003, No. 18).

This database is current through 6/27/25 Register 2025, No. 26.

Cal. Admin. Code tit. 5, § 53207, 5 CA ADC § 53207

END OF DOCUMENT

BOARD POLICY 2510 PARTICIPATION IN LOCAL DECISION MAKING

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 Chancellor 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, by relying primarily upon the advice and recommendations of the 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 as defined by law. The opinions and recommendations of the staff 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. Participation in decision making will not necessarily be limited to the named groups above.

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 Sections 70902(b)(7), 87360, 87458, 87610, 87663;
Title 5 Sections 53200 et. seq.(Academic Senate), 51023.5 (Staff), and 51023.73 (Students);
ACCJC Accreditation Standards IV.A and IV.D.7
Administrative Procedure 2410, 2511

Replaces:
Board Policy 2.23 Role of the Academic Senates in District and College Governance adopted June 24, 2010.
Board Policy 2.25 Faculty Participation in College Governance adopted June 20, 1966

Approved the Board of Trustees: January 22, 2013
Revised by the Board of Trustees: February 25, 2014
Revised by the Board of Trustees: April 14, 2015

BOARD POLICY 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

Board Policies are statements or intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District.

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 ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative regulations for Chancellor action under which the District is governed and administered. The provisions of Board policies and administrative procedures shall be updated in a timely manner to reflect all Board changes or modifications. 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 in consultation. No Board policy or administrative procedure shall be construed to interfere with the formation or administration of employee organizations, or compromise the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq. No Board Policy or Administrative Procedure shall weaken or invalidate the provisions of existing District collective bargaining agreements.

The policies have been written to be consistent with provisions of law, but do not necessarily encompass all laws relating to district activities. All district employees are expected to be aware of and observe all provisions of the law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote of all members of the Board. Proposed changes or additions shall be introduced through the consultative process described in AP 2410 Policy Development Process prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

Administrative Procedures are to be issued by the Chancellor as statements of regulations, rules and practices to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy. Administrative Procedures may be revised as deemed necessary by the Chancellor.

As they become available, Administrative Procedures shall be officially distributed to the Governing Board, after which time they shall be considered incorporated into the Board Policy manual. The Board reserves the right to propose to the Chancellor revisions to Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

The Chancellor shall issue an administrative procedure to detail the implementation of this policy.

Reference:
- Education Code Section 70902;
- ACCJC Accreditation Standards IV.C.7; IV.D.4; I.B.7; and I.C.5 (formerly IV.B.1.b & e)
- Administrative Procedure 2410 Policy Development Process

Approved by the Board of Trustees: December 6, 2011
Revised by the Board of Trustees: February 26, 2013
Revised by the Board of Trustees: April 14, 2015
Reviewed and approved by the Board of Trustees: September 28, 2021
Revised and approved by the Board of Trustees: January 24, 2023

ADMINISTRATIVE PROCEDURE 2511 ROLE OF ACADEMIC SENATES IN DISTRICT AND COLLEGE GOVERNANCE

The Governing Board of the Peralta Community College District, through its Chancellor, affirms the recognition of the District Academic Senate (DAS) and the Academic Senates of Berkeley City College, the College of Alameda, Laney College, and Merritt College (College Academic Senates) under Title 5 of the California Administrative Code and as provided for in law (specifically AB 1725).

A. The District Academic Senate, representing the four College Academic Senates, is recognized to make recommendations to the District Chancellor, and to the Board of Trustees with respect to "academic and professional matters."

B. Each College Academic Senate shall be recognized to make recommendations with respect to "academic and professional matters" to their respective College President and the Management Team; and may consult collegially with the Board of Trustees about College matters. The administrative leadership of each college shall consult collegially on these and any other procedures established to carry out this policy.

C. The definition of "academic and professional matters" as stated in Title 5 regulations means the following policy development 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 (Title 5 §53200)

D. The DAS may assume additional responsibilities and perform such functions as may be delegated to them in writing by the Board or designee pursuant to Title 5. Additional academic and professional matters may be added through formal resolution of the Board.

E. The Board, Chancellor, and College Presidents and their Management Teams shall "consult collegially" and "rely primarily" on the DAS and the College Academic Senates in the above cited "academic and professional matters" areas. The requirement to consult collegially shall not limit other rights and responsibilities of the DAS and the College Academic Senates which are specifically provided for in statute, regulations, or other Board policies.

F. The Board shall receive and consider advice from the DAS on the above cited "academic and professional matters" and the Board shall accept the DAS recommendation unless there are exceptional circumstances or compelling reasons not to. Should the Board not accept a DAS recommendation, the Board shall communicate promptly the reasons in writing (which may include Board minutes).

G. The DAS and/or College Academic Senates shall present a report to the Board at least at its first regularly scheduled monthly Board meeting and shall be extended an opportunity to meet with or appear before the Board with respect to their respective views, recommendations, and proposals.

H. As directed by the Board, the DAS President shall serve an active role and represent the DAS at all Board meetings and throughout the District's service areas as necessary.

I. Further, per California Education Code, the governing board will “consult collegially” by “relying primarily on the advice and judgment” of the District Academic Senate in the following areas:
   1. Procedures for the waiver of minimum qualifications/ equivalency [§70902 (b) (7)];
   2. Hiring criteria, policies, and procedures for hiring new faculty [§87360 (b]; and
   3. Process and procedures for administrative retreat rights [§87458 (a)].

J. The Peralta Federation of Teachers, prior to engaging in collective bargaining, will consult with the District Academic Senate in the following areas:
   1. Tenure evaluation procedures [§87610.1 (a)];
   2. Faculty evaluation procedures [§87663 (f)]; and
   3. Faculty service areas [§87743.2].

K. Nothing in this administrative procedure shall be construed to neither impinge upon the due process rights of faculty, the negotiation rights of the faculty collective bargaining representative (the Peralta Federation of Teachers), nor detract from any negotiated agreements between the collective bargaining representative, and the Board.

L. In alignment with section “K” above, please refer to Board Policy 2510 which addresses participation in local decision-making (shared governance) for faculty, staff, and students.

Reference:

Title 5: California Administrative Code
California AB 1725
California Education Code §53200; 70902; 87360; 87458; 87610; 87663; 87743.

Renumbers: BP 2.23, Role of Academics Senates in District and College Governance; Board approved, October 10, 2011.

Approved by the Chancellor: January 21, 2014