

Laney College

**Participatory Governance
and Organizational Manual**

Revised May 2017

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Introduction

Statement of Purpose

Participatory governance at Laney College is designed to maximize inclusive decision-making by fostering more open and effective communication. Through the mechanism of participatory governance, Laney College strives to achieve the highest level of collaboration and consensus possible in planning and implementation processes.

Laney College values participatory 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;
- Promotes shared learning opportunities pertaining to priorities, processes, and procedures of the college.

Mission

Laney College, located in downtown Oakland, California, is a diverse, urban community college committed to student learning. Our learner-centered college provides quality transfer and career-technical education, foundation skills, and support services. These educational opportunities respond to the cultural, economic, social, and workforce needs of the greater Bay Area and increase community partnerships and global awareness.

Vision

Laney College is a dynamic diverse environment where all are encouraged to become responsible community members, leaders and world citizens.

Values

Respect	We demonstrate a commitment to the value of each individual through trust, cooperation, and teamwork. We recognize the worth of each individual and his or her ideas and treat each other and those we serve fairly, with compassion and with esteem.
Diversity	We are a multicultural and diversity organization, an enriching blend of people and ideas. This college is a place for all people, an environment devoted to fostering and embracing the diversity of our staff, faculty, and student body.
Appreciation	We demonstrate recognition in the value of the work efforts put forth by all of our faculty, staff, administrators, and students. We will foster employee growth and performance levels through professional and personal development opportunities.
Integrity	We are committed to nurturing campus trust by holding ourselves accountable to the highest standards of professionalism and ethics.
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 the delivery of support service.
Accountability	We are individually and collectively responsible for achieving the highest levels of performance in fulfilling our mission. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.
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.
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.

Institutional Learning Outcomes

Communication

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

Critical Thinking and 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.

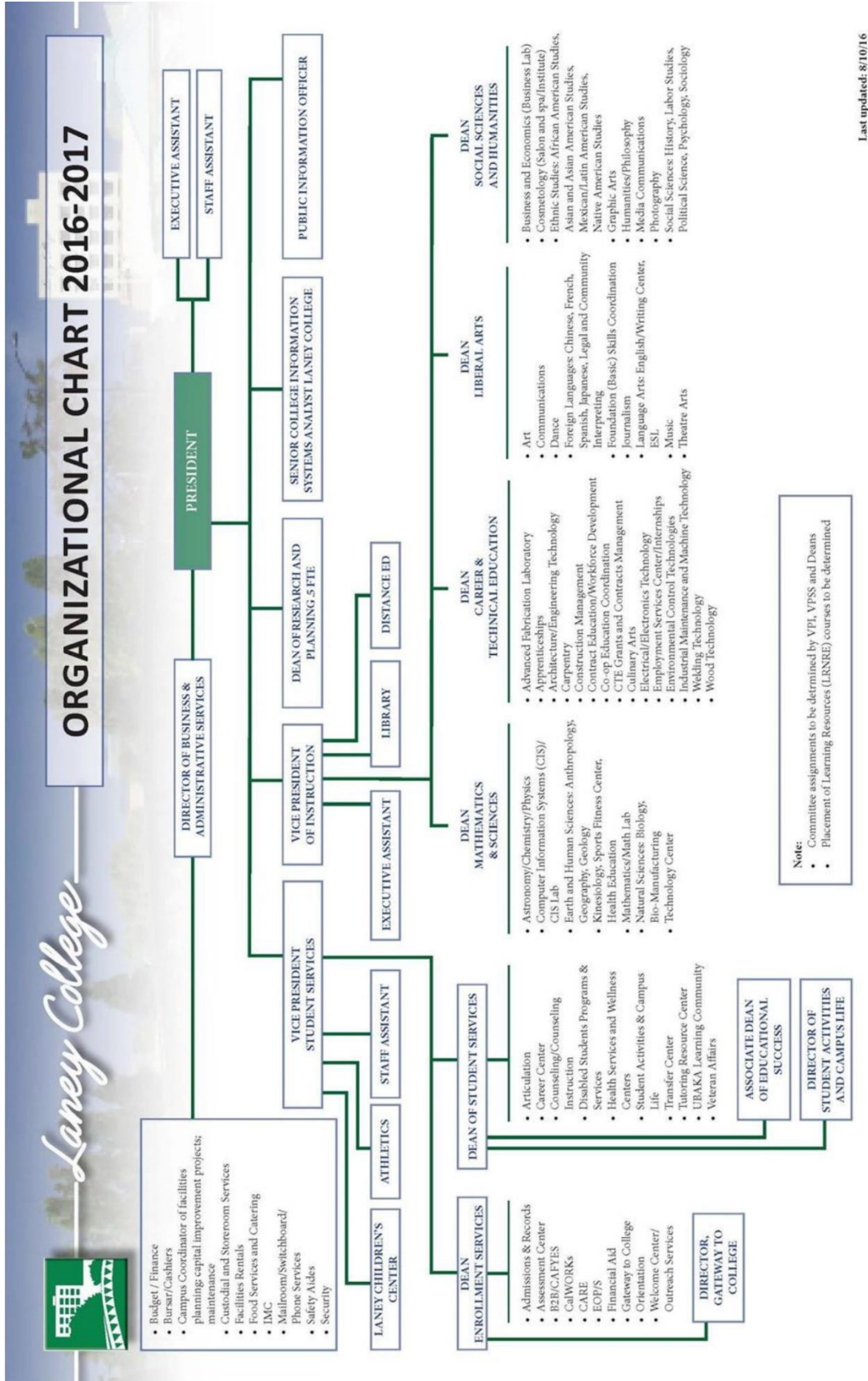
Global Awareness, Ethics, and Civic Responsibility

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

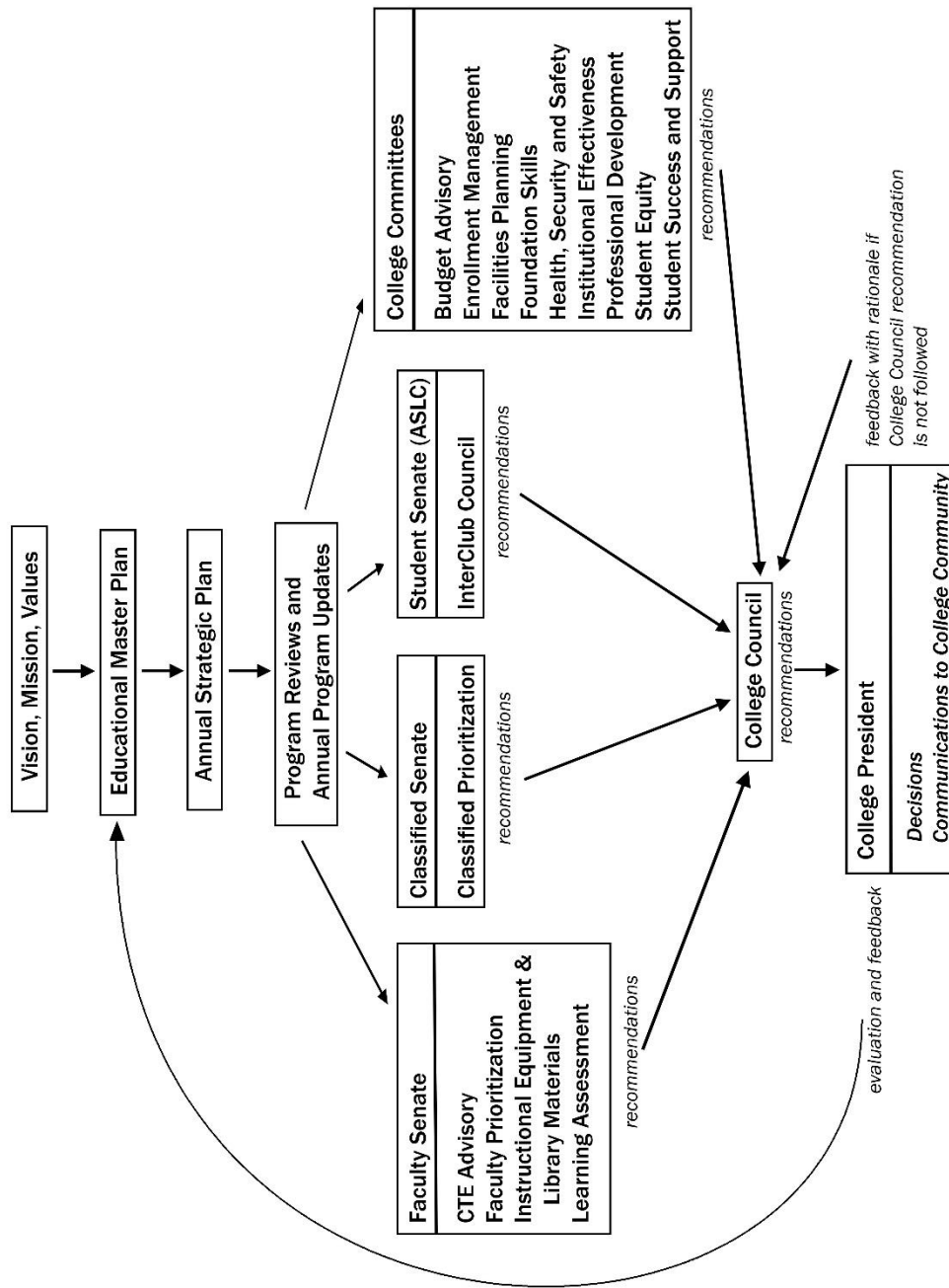
Personal and Professional Development

Students will develop their knowledge, skills and abilities for personal and/or professional growth, health and wellbeing.

Organizational and Flow Charts

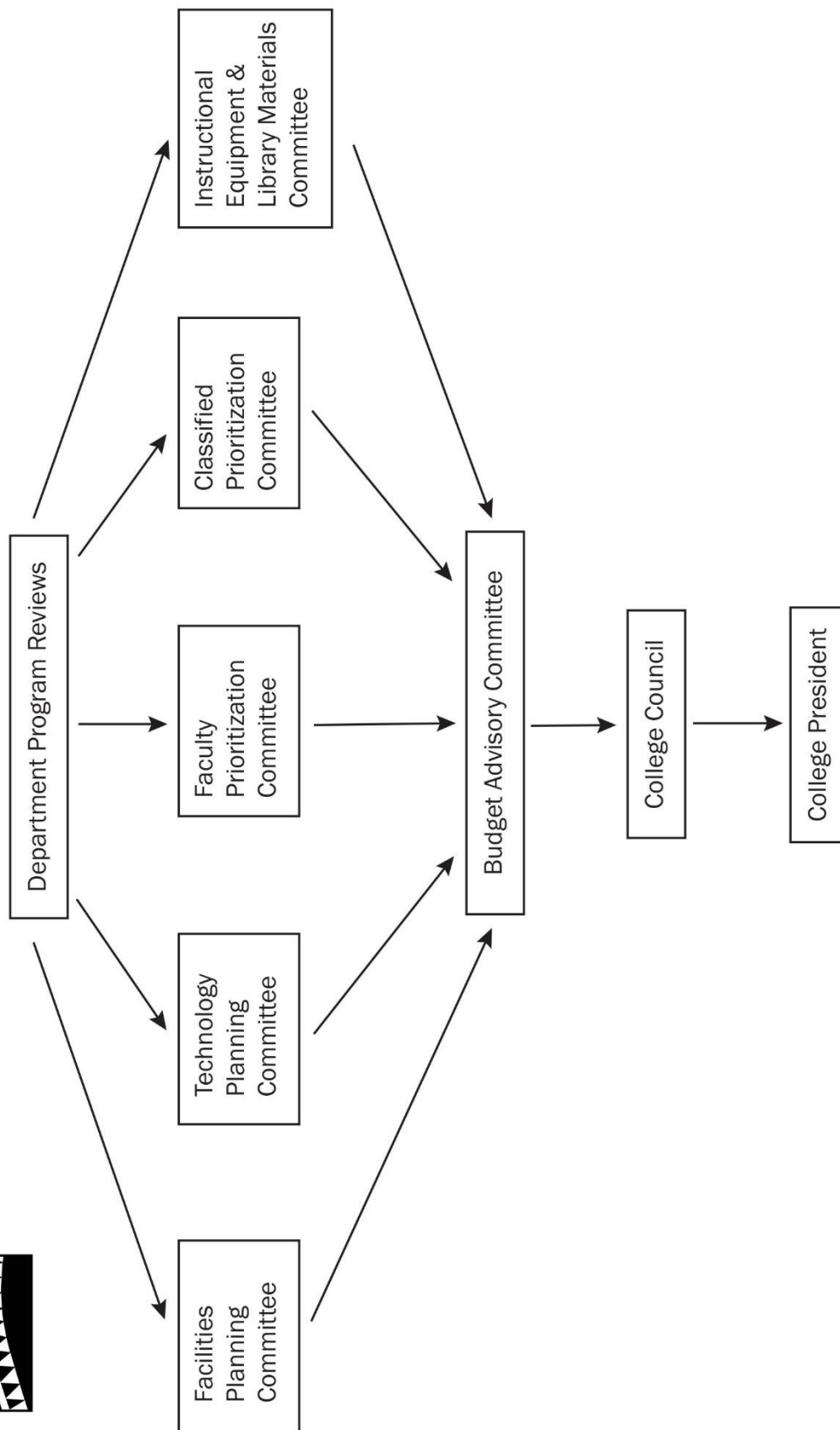


Planning and Decision Making Process





Resource Allocation Flow Chart



Administrative Advisory Bodies

Executive Council

The Executive Council represents and advocates for the broad interests of the college and meets weekly to discuss high-level planning, policy and operational considerations. This is the standing meeting of the executive leadership of the college.

Membership:

- President
- Vice President of Instruction
- Vice President of Student Services
- Director of Business and Administrative Services

Meetings:

Wednesdays, 9:00–10:00 a.m.

Administrative Leadership Committee (ALC)

The ALC meets bi-monthly to facilitate the smooth operations of the college, collaborating on division policies and procedures, assessing the effectiveness of college systems and structures and working together to address instructional, administrative and student services concerns. This is the standing meeting of the administrative leadership of the college.

Membership:

- President
- Vice President of Instruction
- Vice President of Student Services
- Director of Business and Administrative Services
- Dean of Research and Planning
- Dean of Math and Sciences
- Dean of Social Sciences
- Dean of Liberal Arts
- Dean of Enrollment Services
- Dean of Student Services
- Dean of Career & Technical Education
- Associate Dean of Educational Success
- Public Information Officer

Meetings:

1st and 3rd Wednesday, 10:00 a.m.–12:00 p.m.

Augmented Administrative Leadership Committee (AALC)

The AALC meets once a month to review and discuss new administrative information, policies/procedures, inform campus operations, and to report-out regarding news within the various campus departments/units. This is the standing meeting of both the administrative, shared governance and unit leadership of the college.

Membership:

- President
- Vice-President of Instruction
- Vice-President of Student Services
- Director of Business and Administrative Services
- Dean of Math and Sciences
- Dean of Social Sciences
- Dean of Liberal Arts
- Dean of Enrollment Services
- Dean of Student Services
- Dean of Career & Technical Education
- Dean of Research and Planning
- Associate Dean of Educational Success
- Director of Student Activities and Campus Life
- Director of Gateway to College
- Director of Food Services
- Director of BEST Center
- Head Librarian
- Faculty Senate President
- Classified Senate President
- Associated Student of Laney College President
- Head Custodian
- Lead IT Staff
- Athletic Director
- Public Information Officer
- Supervisor of Admissions & Records
- Supervisor of Financial Aid

Meetings:

4th Wednesday, 10:00 a.m.–12:00 p.m.

Participatory Governance Structure and Bodies

Background and Legal Basis

In 1988, Assembly Bill 1725 created a new governance structure for community colleges. In particular, AB 1725 required that:

[G]overning boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. (California Education Code, section 70901)

The California Community College Board of Governors then adopted Title 5 regulations to implement AB 1725. For the faculty senate, the relevant sections of Title 5 are 51023 and 53200–53207 (where the “10+1” are delineated); for staff, section 51023.5; for students, section 51023.7. (See appendix for the full text of the cited sections.)

The Board of Governors instructed each community college district Board of Trustees to adopt local policies and procedures to implement these Title 5 regulations. The PCCD Board of Trustees has adopted the following relevant Board Policies and Administrative Procedures:

BP 2510 Participation in Local Decision Making
AP 2410 Policy Development Process
AP 2511 Role of Academic Senates in District and College Governance

The full text of these can be found in the appendix.

At Laney College, participatory governance is driven by the thoughtful collaboration of administrators, faculty, staff, and students in the decision-making processes. The inclusion of all constituent groups and varying viewpoints promotes effective integration in college planning. The Faculty and Classified Senates, the Associated Students of Laney College, the collective bargaining units, and administrators are all present at the highest participatory governance group: the College Council. Two-way communication between the individual members of the College Council and their constituent groups is critical for optimal functioning of the planning structure.

College Council

The College Council is the primary participatory governance body of the college. It recommends policies and procedures for implementation to the College President for final review.

Procedures

- a. The College President, or designee, shall chair the College Council.
- b. Council recommendations will be forwarded to the President and will be the primary source of college-wide opinion in the decision-making process.
- c. Issues brought to the Council may originate with any individual or standing committee. Any such issue shall be placed on the agenda.
- d. If not agendaized, any Council member may bring an item as "Other."
- e. 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.
- f. Agenda priorities shall be determined by the College President (Chair).
- g. 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.
- h. A quorum is needed in order to take any official action.
 - a. Consensus = 75% of simple majority
 - b. Quorum = simple majority (51%) of the full College Council membership
- i. Agendas will be distributed by email and/or posted at least three (3) days before each meeting.
- j. Any item must be accompanied by appropriate background information and should be received by Council members at least 3 working days before the meeting.
- k. Meetings are open to any interested individual.

Meeting Times: 3rd Wednesday, 2:00-4:00 p.m., T-850

Reports to: College President

	Seat	Appointment	Term
Chair:	College President	—	—
Members:	Administrators:		
	• VP of Instruction	—	—
	• VP of Student Services	—	—
	• Director of Bus./Adm. Services	—	—
	• 1 instructional dean	College President	1 year
	• 1 student services dean	College President	1 year
	Faculty:		
	• Faculty Senate President	—	—
	• Faculty Senate Vice President	—	—
	• 1 faculty from each instructional division	Faculty Senate President	1 year
	• 1 librarian	Faculty Senate President	1 year
	• 1 DSPS faculty	Faculty Senate President	1 year
	• 1 part-time faculty	Faculty Senate President	1 year
	Classified:		
	• Classified Senate President	—	—
	• Classified Senate Vice president	—	—
	• 1 instructional classified	Classified Senate President	1 year
	• 1 student services classified	Classified Senate President	1 year
	• 1 administrative classified	Classified Senate President	1 year
	Students:		
	• ASLC President or designee	—	—
	• ASLC Vice President or designee	—	—
	Committee Chairs:		
	• Budget Advisory	—	—
	• Facilities Planning	—	—
	• Technology Planning	—	—
	• Curriculum	—	—
	Non-Voting Members:		
	• PFT co-chairs	PFT President	1 year
	• 1 Local 39 representative	Local 39 President	1 year
	• 1 Local 1021 representative	Local 1021 President	1 year

Documents: Agendas, minutes

Website: www.laney.edu/wp/college-council/

Notes: The College Council is subject to the Brown Act. (See appendix.)

Enrollment Management Committee

Charge: Laney College's Enrollment Management Committee will develop a three- to five-year enrollment management plan for Laney College covering a minimum of outreach, retention, and completion. The plan will include goals, measurable objectives, and activities complete with persons or positions responsible and dates to be completed; determine impact of activities and prioritize action items. Strategies and tactics will be informed by collection, analysis, and use of data to project successful outcomes. The 16-member committee will develop an enrollment management plan within the first semester of 2016-17 and meet as often as necessary to complete this task. After the plan is developed, the committee will meet twice a semester (spring and fall) to monitor the plan's completion by dates established, evaluate the plan's success, revise the plan as needed, and eventually develop a new plan when appropriate. Activities that produce measurable improvements will be continued while those activities that do not discontinued or restructured. The plan will be placed on the agenda for the College Council and after gaining approval will be recommended to the President for implementation. The committee will be placed in the decision-making documents as a "College Committee."

Meeting Times: 2nd and 4th Wednesday, 3-5 p.m.

Reports to: College Council

	Seat	Appointment	Term
Chair:	VP of Student Services	—	—
Members:	College President	—	—
	Vice President of Instruction	—	—
	Dean (Instruction)	VP of Instruction	See below
	Dean (Student Services)	VP of Student Services	See below
	Director of Bus. & Admin. Services	—	—
	Public Information Officer	—	—
	2 faculty	Faculty Senate President	See below
	2 counselors	Faculty Senate President	See below
	2 classified	Classified Senate President	See below
	2 students	ASLC President	See below
Other college personnel will be asked to temporarily participate in the committee as needed based on their expertise or position at the college. Initial appointments in the two-year categories will be one two-year appointment and one three-year appointment; therefore, members of the committee will serve staggered 2- and 3-year terms so that new members and returning members continue to interact.			

Health, Safety & Security Committee

- Charge:*
- 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.

Meeting Times: 2nd Tuesday, 12:30-1:30 p.m., T-750

Reports to: College Council

	Seat	Appointment	Term
<i>Chair:</i>	Director of Bus. & Adm. Services	—	—
<i>Members:</i>	1 administrator	College President	1 year
	2 faculty	Faculty Senate President	1 year
	1 PFT representative	PFT President	1 year
	1 classified	Classified Senate President	1 year
	1 Local 39	Local 39 President	1 year
	1 Local 1021	Local 1021 President	1 year
	1 student	ASLC President	1 year

Documents: Agendas, minutes

Website: www.laney.edu/wp/safety-committee/

Institutional Effectiveness Committee

Charge: Monitor institutional effectiveness indicators and make recommendations to the College Council for corrections and improvements. The four categories of institutional effectiveness indicators are:

- College student performance and outcome
- College accreditation status
- College fiscal viability
- Self-selected indicator (college choice)

Meeting Times: 2nd Tuesday, 3:30-5:00 p.m., T-801

Reports to: College Council

	Seat	Appointment	Term
Chair:	Vice President of Instruction	—	—
	Faculty Senate Pres. (or designee)	—	—
Members:	Vice president of Student Services	—	—
	Dean of Research and Planning	—	—
	Director of Bus./Adm. Services (or designee)	—	—
	Dean (Instruction)	College President	?
	Dean (Student Services)	College President	?
	Learning Assessment Committee Chair	—	—
	Curriculum Committee Chair	—	—
	SSSP Coordinator	—	—
	Technology Planning Committee Chair	—	—
	Basic Skills Committee Chair	—	—
	CTE Advisory Committee Chair (or designee)	—	—
	Institutional Evaluation Co-Chair	—	—
	Classified Senate President (or designee)	—	—
	ASLC President (or designee)	—	—

Documents: Agendas, minutes, handouts

Website: www.laney.edu/wp/institutionaleffectiveness/

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 Tuesday, 12:00-1:00 p.m., T-450

	Seat	Appointment	Term
Members:	Officers:		
	• President	Elected	1 year
	• Vice President	Elected	1 year
	• Secretary	Faculty Senate President (with majority approval)	1 year
	• Parliamentarian	Faculty Senate President (with majority approval)	1 year
	• Treasurer	Faculty Senate President (with majority approval)	1 year
	• Past President (non-voting)	—	1 year
	District Academic Senate Rep.	Elected	1 year
	Faculty representatives (elected from the faculty in their area):		
	• Biology (1)	Elected	1 year
	• Business (1)	Elected	1 year
	• Career Technical Education (3)	Elected	1 year
	• Chemistry (1)	Elected	1 year
	• Cosmetology (1)	Elected	1 year
	• Culinary Arts (1)	Elected	1 year
	• English (3)	Elected	1 year
	• ESOL (2)	Elected	1 year
	• Ethnic Studies (1)	Elected	1 year
	• Kinesiology/Athletics (1)	Elected	1 year
	• Liberal Arts (4)	Elected	1 year
	• Mathematics (2)	Elected	1 year
	• Music (1)	Elected	1 year
	• Service (1)	Elected	1 year
	• Part-time (2)	Elected	1 year
	<i>The number of representatives for each area can change depending of the number of contract (full-time) faculty. A resolution (Burgess, Spring 2016), to take effect in the 2017-18 academic year, amended the constitution to change the number of part-time representatives to 4.</i>		

Documents: Agendas, minutes, constitution

Website: www.laney.edu/wp/faculty-senate/

Notes: The Faculty Senate is subject to the Brown Act. (See appendix.)

Career Technical Education Advisory Committee

Function: As a standing committee of the Laney College Faculty Senate, the CTE Advisory Committee represents CTE instructors and administrators 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: Advise the Laney College Administration of the needs and concerns of CTE programs and services, which 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;
- Reviewing 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.

Meeting Times: ?

Reports to: Faculty Senate

	Seat	Appointment	Term
Chair:	?	Elected from/by committee?	2 years
Members:	? 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.		

Documents: ?

Website: <http://www.laney.edu/wp/cteadvisorycommittee/>

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.

Our 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.

Meeting Times: 1st, 3rd and 5th Friday, 1-3 p.m., T-850

Reports to: Faculty Senate, Vice President of Instruction?

	Seat	Appointment	Term
Chair:	1 or 2 faculty	?	?
Members:	Voting members: Vice President of Instruction — — 11 faculty: <ul style="list-style-type: none"> • Articulation Officer — — • Counselor Faculty Senate President ? • Area 1: Physical Sciences Faculty Senate President ? • Area 2: Social & Behavioral Sc. Faculty Senate President ? • Area 3: Humanities Faculty Senate President ? • Area 4: Lang. & Rationality Faculty Senate President ? • Area 5: Ethnic Studies Faculty Senate President ? • Librarian Faculty Senate President ? • Career Technical Education Faculty Senate President ? • Distance Education Coord. — — • Assessment Coordinator(s) — — Academic Support Services Spec. — — 1 student ASLC President ? Non-voting members: 6 deans — — 4 Tech Reviewers (faculty) ? ?		

Website: www.laney.edu/wp/curriculum-committee/

Learning Assessment Committee

Mission: To stimulate a culture of ongoing instructional improvement using assessment to facilitate student success.

- Charge:*
- 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.
-

Meeting Times: 1st and 3rd Friday, 11:00 a.m.-12:30 p.m., T-750

Reports to: ?

	Seat	Appointment	Term
Chair(s):	1 or 2 faculty	Vice President of Instruction (in consultation with Faculty Senate President)	2 years
Members:	VP of Instruction (or designee)	—	—
	VP of Student Services (or designee)	—	—
	12 faculty:		
	• English (1)	Faculty Senate President	No limit
	• ESOL (1)	Faculty Senate President	No limit
	• Mathematics (1)	Faculty Senate President	No limit
	• Career Technical Education (1)	Faculty Senate President	No limit
	• Library (1)	Faculty Senate President	No limit
	• Counseling (1)	Faculty Senate President	No limit
	• Business/Science	Faculty Senate President	No limit
	• Humanities / Social Sciences / Kinesiology (1)	Faculty Senate President	No limit
	• At-large (4)	Faculty Senate President	No limit
	1 student	ASLC President	No limit
	<i>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.</i>		

Documents: Agendas, minutes, etc.

Website: www.laney.edu/wp/assessment/

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)

These responsibilities include the following:

- The committee shall oversee the sabbatical leave process.
 - The committee shall 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.
 - The committee shall 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.
 - The committee shall 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
-

Meeting Times: 1st and 3rd Tuesday, 3:30-4:30 p.m., T-450

Reports to: Vice President of Instruction, Vice Chancellor of Academic Affairs

	Seat	Appointment	Term
Chair:	Faculty <i>Maximum of 4 consecutive terms. Chair need not be a committee member.</i>	Elected	1 year
Members:	3 Administrators	College President	2 years
	Faculty	Faculty Senate President	2 years
	Faculty	Fac. Sen. Pres./PFT Reps.	2 years
	Faculty	PFT Representatives	2 years
	Classified	Classified Senate President	?
	Classified	SEIU Local 1021	?
	Classified	Local 39	?
	<i>Maximum of 2 consecutive terms.</i>		

Documents: Agendas, minutes, newsletter, forms

Website: www.laney.edu/wp/professionaldevelopment/

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

Joint (Resource) Committees

Basic Skills Committee

- Charge:**
- Identify and implement strategies to improve the success rates in English, ESOL, and math.
 - Annually assess, revise, and implement the Basic Skills Plan included in the Educational Master Plan.
 - Determine budget priorities and allocation of basic skills funds.
 - Ensure the integration of the ESL/Basic Skills Plan with the plans for student equity, SSSP, and grant-funded and categorical programs.
 - Identify grant opportunities; review and make recommendations on grant proposals addressing basic skills initiatives.
 - Ensure student involvement in the development of the ESL/Basic Skills Plan.

Meeting Times: 1st and 3rd Thursday, 12:00-12:50 p.m., T-450

	Seat	Appointment	Term
Chairs:	Dean of Enrollment Services	—	—
	Faculty	Elected	2 years
	A faculty Chair-Elect is elected at the beginning of the spring semester during the outgoing Chair's second year of service. The Chair-Elect receives coaching and training to take over leadership the following year.		
Members:	2 English faculty	Faculty Senate President	1 year
	2 ESOL faculty	Faculty Senate President	1 year
	2 Mathematics faculty	Faculty Senate President	1 year
	2 CTE faculty	Faculty Senate President	1 year
	Librarian	Faculty Senate President	1 year
	2 counselors	Faculty Senate President	1 year
	DSPS faculty	Faculty Senate President	1 year
	ESL Pathway Coordinator	?	?
	Found. Skills Pathway Coordinator	?	?
	Tutoring Coordinator	?	?
	2 students	ASLC President	1 year
Liaisons:	APASS Director	—	—
	Gateway to College Director	—	—
	J.O.C. Writing Center classified	—	—
	Math Lab classified	—	—
	Admissions & Records Supervisor	—	—
	Financial Aid Supervisor	—	—
	Business Office Officer	?	?

Documents: Agendas, minutes, forms, College Basic Skills Plan

Website: www.laney.edu/wp/foundation-skills/

Budget Advisory Committee

- Charge:*
- Regularly review fiscal reports.
 - Recommend procedures for budget planning and fund allocation that are consistent with agreed-upon institutional priorities.
 - Monitor budget planning procedures and fund allocation.
 - Serve as the college's primary advocating body for full implementation of the Budget Allocation Model (BAM).
-

Meeting Times: 4th Wednesday, 2:00-3:30 p.m., T-850

Reports to: College Council

	Seat	Appointment	Term
<i>Co-chairs:</i>	Director of Bus. & Adm. Services	—	—
	Faculty	Faculty Senate President	1 year
<i>Members:</i>	1 administrator	College President	1 year
	3 faculty	Faculty Senate President	1 year
	3 classified	Classified Senate President	1 year
	3 students	ASLC President	1 year

Documents: Agendas, minutes

Website: www.laney.edu/wp/budgetadvisorycommittee/

Facilities Planning Committee

- Charge:* To assure effective utilization of college facilities that support educational programs and services, the Facilities Planning Committee:
- 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;
 - Recommends priorities for both long-term and short-term facilities changes;
 - 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.
-

Meeting Times: 1st and 3rd Monday, 2:30-4:00 p.m., T-850

Reports to: College Council

	Seat	Appointment	Term
<i>Chairs:</i>	Administrator	College President	—
	Faculty	Faculty Senate President	—
<i>Members:</i>	Statutory minimum appointed committee members:		
	• Director of Business & Administrative Services	—	—
	• 2 administrators	College President	1 year
	• 4 faculty	Faculty Senate President	1 year
	• 3 classified	Classified Senate President	1 year
	• 2 students	ASLC President	1 year
	Additional optional at-large members: A maximum of		
	• 2 faculty	Faculty Senate President	1 year
	• 2 classified	Classified Senate President	1 year
	may be added to the committee to maximize remaining representation in the following “suggested functional facility areas.” These at-large members may be requested by the committee chairs if the statutory minimum appointed committee membership does not effectively represent the college footprint in the “suggested functional facility areas.”		
	Suggested functional facility areas (to include, but not be limited to, the following areas that represent a facilities footprint on the Laney campus):		
	• Culinary Arts/Food Services		
	• Sciences/Laboratories		

Documents: Agendas, minutes, procedures, facilities priorities list, etc.

Website: www.laney.edu/wp/facilitiesplanningcommittee/

Faculty Prioritization Committee

Charge: Review and prioritize new faculty requests submitted in the Program Reviews and Annual Program Updates.

Meeting Times: As needed

Reports to: Faculty Senate

	Seat	Appointment	Term
<i>Co-chairs:</i>	VP of Instruction (or designee)	—	—
	Faculty Senate President (or designee)	—	—
<i>Members:</i>	Administrators:		
	• Vice President of Instruction	—	—
	• Vice President of Student Services	—	—
	• Career Technical Education Dean	—	—
	• Academic dean		
	Faculty:		
	• Math / Natural Sciences	Faculty Senate President	2 years
	• Social Sciences / Humanities	Faculty Senate President	2 years
	• Career Technical Education	Faculty Senate President	2 years
	• English / ESOL / Foreign Lang.	Faculty Senate President	2 years
	• Librarian	Faculty Senate President	2 years
	• Counselor	Faculty Senate President	2 years
	• At-large (3)	Faculty Senate President	2 years
	• Curriculum Committee Chair	—	—
	• PFT representative	PFT President	?
	• Fac. Senate President or designee	—	—

Documents: Agendas, minutes, prioritized faculty hiring lists

Notes: Maximum of two consecutive terms for faculty

Instructional Equipment and Library Materials Committee

Charge: Review and prioritize new instructional supplies requests submitted in the Program Reviews and APUs

Meeting Times: As needed

Reports to: College Council

	Seat	Appointment	Term
<i>Chair:</i>	Dean	College President	3 years
	Faculty	Faculty Senate President	1 year
<i>Members:</i>	1 faculty appointment from each of the 5 divisions, plus an alternate	Faculty Senate President	1 year

Documents: Agendas, Minutes, Prioritization Report

Student Equity Committee

Mission: The Student Equity Committee's mission is to ensure that equity funds and planning support equitable educational opportunities and student access for all, regardless of students' race, gender, disability, or economic circumstances. The Student Equity Committee is committed to implementing and continuously improving a strategic, integrated plan to close achievement gaps. In accordance with the state chancellor's office, student equity is defined as helping students achieve equal outcomes on success indicators as compared to either their own percentage in the community or college student body, or to other student groups.

- Charge:*
- Promote a climate of inclusiveness, humility, equity, and appreciation for diversity in all aspects of the college.
 - Use the RP Group's Student Support (Re)defined "Six Success Factors That Support Student Achievement" (i.e., directed, focused, nurtured, engaged, connected, and valued) as a frame for all planning, professional development, and activities around equity.
 - Develop, implement, and evaluate the Laney College Student Equity Plan to ensure that its budget, activities, and recommendations are in compliance with state goals, policies, and procedures.
 - Facilitate the review, revision, and submission of the annual Student Equity Plan and budget to the shared governance bodies, College President, District, and State.
 - Ensure the active involvement of all groups on campus—including the Faculty Senate, Classified Senate, Associated Students of Laney College (ASLC), all faculty, administrators, staff, student services representatives, students, and community members in town hall meetings—in the development of the Student Equity Plan.
 - Coordinate with the following programs when developing activities to effectively meet the goals listed in the plan: Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), California Work Opportunity and Responsibility to Kids (CalWorks), Basic Skills Committee (Basic Skills Initiative/BSI), program for current and former foster youth (i.e., b2b Learning Community), student financial aid program representatives, and Veterans Affairs.
 - Ensure that Student Equity planning is linked to existing college plans and initiatives, including but not limited to accreditation, the Educational Master Plan, and the Student Success and Support Program (SSSP) Plan.
 - Advocate for the development, implementation, and evaluation of policies and procedures to facilitate the success of our targeted student populations.
 - Coordinate with the district Dean of Student Success and Equity to ensure integration of district-wide equity plans.
 - Utilize research and best practices to ensure that appropriate professional development is provided for faculty, staff, and students to facilitate the success of our targeted student populations.
 - Advise college shared governance groups on issues pertaining to student equity.
-

Meeting Times: 1st and 3rd Tuesday, 6:00-7:30 p.m., T-850

Reports to: College Council

	Seat	Appointment	Term
<i>Chair:</i>	Coordinators	College Pres./Fac. Sen. Pres.	?
<i>Members:</i>	1 Administrator	College President	?
	VP of Institutional Effectiveness and Research (or College Researcher / Research Consultant)	—	—
	Equity PIO	—	—
	1 faculty liaison from each of Ethnic Studies, Counseling, English, Math, ESOL, CTE, and DSPS	Faculty Senate President	?
	3 at-large faculty	Faculty Senate President	?
	Professional Development Chair (or representative)	—	—
	Classified from Financial Aid	Classified Senate President	?
	Classified rep. for Veterans' Affairs	Classified Senate President	?
	Classified	Classified Senate President	?
	3 students	ASLC President	?

Documents: Agendas, minutes

Website: www.laney.edu/wp/equitycommittee/

Student Success and Support Committee

Mission: The mission of the Student Success and Support Program (SSSP) is to increase community college student access and success by providing effective core services, including orientation, assessment and placement, counseling, and early intervention. SSSP supports student equity in assessment, student services, and access to college resources and provides a foundation for students to achieve their educational goals.

- Charge:*
- Provide awareness and ensure implementation of the Student Success Plan and Guidelines are effectively communicated throughout the college community.
 - Ensure that all students promptly define their educational and career goals, complete their courses, persist to the next academic term, and achieve their educational objectives in a timely manner.
 - Review and utilize campus, District and State data to make determinations in regards to student success (assessment, orientation, counseling, follow-up services, etc.).
 - Collaborate with other Shared Governance Committees, including but not limited to Student Equity (SEP) and Foundation Skills (Basic Skills Initiative) to discuss and develop the integration of these three categorical programs as mandated by the State.
 - Ensure that SSSP planning is directly associated with existing college plans and initiatives, including but not limited to accreditation, the Educational Master Plan, the Student Equity Plan (SEP), and the Basic Skills Initiative (BSI).
 - Advocate for the development, implementation, and evaluation of policies and procedures to facilitate the success of our targeted student populations.
 - Coordinate with the District (Assistant Vice Chancellor for Enrollment Management) and sister Colleges to ensure integration of district-wide SSSP Plans.
 - Streamline, evaluate, and assess the enrollment process for students to ensure access to a quality education and align resources with student success recommendations.
 - Revitalize and re-vision professional development opportunities for faculty, staff, administrators, and students to facilitate the success of the SSSP Plan by utilizing research and best practices.
-

Meeting Times: 2nd Wednesday, 1:00-2:30 p.m., T-350

Reports to: Dean of Student Services; Dean of Enrollment Management; Vice President of Student Services

	Seat	Appointment	Term
Chairs:	Dean of Enrollment Manag. SSSP Coordinators	— —	— —
Members:	3 Administrators: <ul style="list-style-type: none">• Associate Dean of Ed. Success• Instructional Dean• Dean of Research & Planning 4 Faculty from: <ul style="list-style-type: none">• CTE Representative• English• ESOL• Mathematics• DSPS Counselor/Coordinator• At-Large 4 Classified from: <ul style="list-style-type: none">• Assessment• IT• Instruction• Student Services• Veteran Affairs Office 2 Students		
		College President	2 years
		Faculty Senate President	1 year
		Classified Senate president	1 year
		ASLC President	1 year
		Dean of Enr. Man./Stud. S.	1 year
	3 SSSP Core Services Support*: <ul style="list-style-type: none">• Career• Early Alert• High School Transition• Transfer• Veterans <i>* Representation may be rotated.</i>		

Documents: Agenda, Minutes

Website: ?

Technology Planning Committee

- Charge:**
1. Document the current state of technology utilization and staffing;
 2. Assess how effectively current technology is being utilized;
 3. Assist the college in developing a comprehensive technology plan;
 4. 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;
 5. Identify, prioritize, and recommend both on-going and specialized training needs for maximum utilization of technological resources;
 6. Identify, prioritize, and recommend staffing for technology usage;
 7. Collect, evaluate, prioritize, and recommend technology proposals for implementation;
 8. Recommend funding strategies and priorities for technology spending;
 9. 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.
-

Meeting Times: 3rd Thursday, 3:00–4:30 p.m., T-750

Reports to: College Council

	Seat	Appointment	Term
Co-chairs:	Dean	College President	2 years
	Faculty	Elected	1 year
Members:	1 dean (instruction)	College President	1 year
	7 faculty:		
	• Librarian	Faculty Senate President	1 year
	• Counselor	Faculty Senate President	1 year
	• Distance Education Coordinator	—	1 year
	• DSPS Counselor	Faculty Senate President	1 year
	• Career Technical Education	Faculty Senate President	1 year
	• 2 at-large	Faculty Senate President	1 year
	4 classified:		
	• Campus Network Coordinator	—	1 year
	• Student Personnel Services Specialist	Classified Senate President	1 year
	• Alternate Media Specialist	Classified Senate President	1 year
	• 1 at-large	Classified Senate President	1 year
	1 student	ASLC President	1 year

Documents: Agendas, minutes

Website: www.laney.edu/wp/technology-planning-committee/

Classified Senate

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

The Classified Senate is organized to:

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: 2nd and 4th Friday, 12:30-1:30 p.m.

	Seat	Appointment	Term
<i>Members:</i>	4 classified from Instruction, Business Services, Student Services	Elected	2 years

Documents: Agendas, minutes, constitution

Website: www.laney.edu/wp/classified_senate/

Notes: The Classified Senate is subject to the Brown Act. (See appendix.)

Classified Prioritization Task Force

Charge: Review and prioritize new classified employee requests submitted in the Program Reviews and Annual Program Updates.

Meeting Times: As needed (end of fall/beginning of spring)

	Seat	Appointment	Term
<i>Chair:</i>	President of Classified Senate	—	—
<i>Members:</i>	Classified Senator (Instruction)	Classified Senate President	—
	Classified Senator (Student Services)	Classified Senate President	—
	Classified Senator (Business Services)	Classified Senate President	—
	Administrator	College President	—

Documents: Agendas, Minutes, Prioritization Report

Website: Classified Senate

Student Senate

Associated Students of Laney College (ASLC)

Section 51023.7 in Title 5 of the California Code of Regulations states that the governing board of a community college district shall provide students with “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.” These policies and procedures include:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Course or programs which should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; 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.

Refer to the appendix for the full text of Section 51023.7.

The Associated Students of Laney College (ASLC) are representatives of the student body that are dedicated to improve your experience at Laney College by:

- Facilitating communication among the student body, faculty, and administration;
- Sponsoring clubs, organizations, programs, campus events, and more;
- Making Laney as safe and fun as possible

Meeting Times: Thursdays, 12:00-1:30 p.m., 4th floor of the Student Center

<i>Members:</i>	Seat	Appointment	Term
	President	Elected	1 year
	Vice President	Elected	1 year
	Internal Secretary	?	?
	External Secretary	?	?
	Treasurer	?	?
	Publicity Commissioner	?	?
	Club Affairs Officer	?	?
	Student Advocate	?	?
	7 senators	Elected	1 year

Documents: ?

Website: www.laney.edu/wp/studentgovernment/

The ASLC President has the authority to create/appoint sub-committees as needed, such as the InterClub Council, which monitors and reviews the operations of every charter club.

Appendix

Resources

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 (oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.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 (<https://www.dvc.edu/student-services/student-life/pdfs/Roberts-rules-SDSU.pdf>, San Diego State University), 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.

Committee Guidelines

Open Meetings

All governance meetings are open to the public, including the entire college community.

Responsibilities of Committee Members

Committee members are responsible for preparing for and attending meetings, participating in decisions, communicating with representative constituencies and contributing to informed decision making. Committee members should inform the chair if they must miss a scheduled meeting.

Responsibilities of Chairs

Chairs are responsible for soliciting agenda items from committee members, preparing agendas and meeting materials in advance of meetings, and distributing agendas and meeting materials at least 72 hours in advance of meeting to the committee membership via district email. In addition, chairs should distribute meeting agendas to the college email list (Laney-FAS) at least 72 hours in advance of the meeting. Chairs are also responsible for writing meeting notes or identifying a committee volunteer to write meeting notes. Chairs should monitor agendas and meeting notes to ensure that there is follow-through on all committee actions. Co-chairs should meet in advance of meetings (either in person or virtually) to prepare agendas.

Agenda items should be described as clearly as possible. The agenda should indicate whether items are action items or discussion items.

Meeting notes (or minutes) should provide attendance information. At a minimum, all actions taken by the committee should be noted.

Chairs are responsible for posting committee documents and information to a committee website. Committee documents include: agendas, meeting notes, and supporting documents. Committee website information should also include: meeting dates, meeting times, and committee membership. Chairs may identify a committee member to maintain the committee website.

The Institutional Effectiveness Committee is responsible for ensuring that committee websites remain current.

Committee Appointments

Committee appointments that are not based on position shall be appointed as follows:

- Administrative appointments are made by College President.
- Faculty appointments are made by Faculty Senate President.
- Classified Appointments are made by Classified Senate President.
- Student appointments are made by Student Senate President.

Appointments for non-voting bargaining agent representatives are made by the PFT, Local 39, and Local 1021, respectively.

Committee chairs should make requests for appointments in writing by the start of fall semester. Presidents should respond to appointment requests in a timely manner in writing.

Committee Meeting Schedule

All meetings should take place during fall and spring terms. A quorum shall consist of 50% + 1 of voting membership.

Committee Vacancies

A committee cannot function without regular attendance of committee members.

Committee members who are unable to attend the regularly designated committee meeting time should inform the chair so a new appointment can be made.

Effective Practices

Laney College values all members within a committee and recognizes that each member brings a unique perspective to the table, adding value to each committee. Each member of a committee:

- Has the right to be heard without interruption and prejudice;
- Has the right to conflict, bringing up issues that will better our college and our community;
- Cooperates with colleagues despite political and pedagogical differences;
- Is prepared for meetings in advance (reading relevant materials, consulting with constituencies, and researching issues on the agenda);
- Acts in good faith and works for the common good;
- Recognizes that attendance and participation fosters relationship-building;
- Represent constituent groups and should avoid personal comments that do not represent that membership.

Terms and Definitions

AALC — Augmented Administrative Leadership Council

Administrators, supervisors, program coordinators and directors

Academic and Student Affairs Council

Vice Presidents, Deans

ALC — Administrative Leadership Council

Administrators

ASLC — Associated Students of Laney College

Student senate

BAC — Budget Advisory Committee

College committee that advocates for the implementation of the BAM, the BAC reviews fiscal reports, and monitors budget planning procedures and fund allocations

Basic Skills Committee (formerly Foundation Skills Committee)

College committee that oversees the use of basic skills funds for Math, ESOL, and English

BAM — Budget Allocation Model

Model (formulas) used by PCCD to allocate funds to the four colleges

Brown Act

Part of the California Government Code (Sections 54950 *et seq.*) that guarantees the public's right to attend and participate in meetings of local legislative bodies

Classified Prioritization Committee

Committee of the Classified Senate that prioritizes needed classified positions

Classified Senate

Governing body representing all classified employees

College Council

Main decision-making group on campus; advises the College President on college policy and district advocacy.

College Committee

A committee that reports directly to the College Council

CTE Advisory Committee

Faculty Senate committee that advocates for CTE instructors, administrators, programs, facilities, etc; and advises the college community.

Curriculum Committee

Committee of the Faculty Senate that oversees all curriculum matters such as course creations and deactivations, program creations, etc.

EMP — Education Master Plan

The comprehensive description of the college's plan for the future. The EMP addresses the college's educational programs and services, facilities, and technology. In addition, the EMP serves as the college's framework for resource allocation, priority setting, and continuous innovation.

Enrollment Management Committee

College committee that is charged with developing and updating a 3- to 5-year Enrollment Management Plan.

Executive Council

College President, Vice Presidents, Director of Business & Administrative Services

Facilities Planning Committee

College committee that oversees all matters relating to campus facilities

Faculty Prioritization Committee

Joint committee of the Faculty Senate that prioritizes the needs of academic units for new faculty

Faculty Senate

Governing body that represents all faculty

Health, Safety and Security Committee

College committee concerned with employee safety, emergency preparedness, etc.

ICC — InterClub Council**Joint Committee**

Committee of the Faculty Senate co-chaired by a faculty member and an administrator

Learning Assessment Committee

Faculty Senate committee that ensures quality assessment of learning outcomes (SLOs, PLOs, and ILOs)

Participatory (or Shared) Governance

Process that involves administrators, faculty, staff, and students in decision making

Professional Development Committee

College committee that oversees all professional development matters, including sabbatical leaves, flex (professional day) activities, etc.

Program Review

Evaluation of an academic program or operational unit for effectiveness and efficiency

Robert's Rules of Order

Guidelines for running meetings, including recognizing speakers and facilitating motions/votes, writing bylaws, etc.

Student Equity Committee

College committee that ensures that equity funds and planning support equitable educational opportunities

Student Services Council

Vice President of Student Services, student services staff

Student Success and Support Committee**Technology Planning Committee**

College committee that assesses the state and usage of technology on campus

Title 5

The section of the California Codes of Regulations pertaining to education

Title 5 Excerpts

Title 5 is the section of the California Code of Regulations (CCR) that pertains to education. Go to <http://govt.westlaw.com/calregs/> for the complete CCR.

§51023 Faculty (*Division 6, Chapter 2, Subchapter 1*)

The governing board of a community college 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).

§51023.5 Staff (*Division 6, Chapter 2, Subchapter 1*)

- (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 nonmanagement 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.

§51023.7 Students (*Division 6, Chapter 2, Subchapter 1*)

- (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.

Article 2. Academic Senates (*Division 6, Chapter 4, Subchapter 2*)

§53200 Definitions

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.

§53201 Academic Senate or Faculty Council

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.

§53202 Formation Procedures; Membership

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.

§53203 Powers

- (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.

§53204 Scope of Regulations

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.

§53206 Academic Senate for California Community Colleges

- (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.

§53207 Reimbursement for Release of Reassigned Time

- (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 ASCCC 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.

Selected Board Policies and Administrative Procedures

For all BPs and APs, do go web.peralta.edu/trustees/bps-aps/.

BP 2510 Participation in Local Decision Making *(revised 2015)*

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.

AP 2410 Policy Development Process *(revised 2015)*

A. Submission

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise. All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

1. The name of the individual/group authoring the draft.
2. A concise explanation stating the reason(s) for the new or revised draft Policy. This statement may be used later as an inclusion in the Board packet.
3. References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.

B. Planning and Budgeting Council

All draft Policies will be forwarded to the Planning and Budgeting Council by the Chancellor or his designee to ensure an opportunity for consultation and participation in the development of the policy. The consultative group(s) response to the Chancellor should be documented in the form of meeting minutes in a timely manner. The constituent group's position (supportive, not supportive, abstain), will be provided to the Board with the draft Policy.

C. The Board of Trustees

The Board will hear all Policy materials over at least two separate meetings. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on Policy material during only one session. The action shall be recorded in the minutes of the Board.

D. Chancellor's Cabinet

The Chancellor's Cabinet will review all draft new or revised Policies for the Chancellor prior to a recommendation to the Governing Board.

E. Administrative Procedures

Administrative Procedures specify the regulations, rules, and practices by which Board Policies are implemented. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available. Administrative Procedures shall be incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

F. Implementation

After a favorable vote on Policy by the Board and/or approval of a Procedure by the Chancellor, the material will be posted on the District's web site by the Assistant to the Chancellor. A paper copy will be maintained by the Chancellor's office as the permanent record. The announcement of new Policies/Procedures will be the responsibility of the Chancellor's Office.

G. Administrative Responsibility

The Chancellor has the primary administrative responsibility to recommend new or revised Policies to the Board of Trustees. The Chancellor approves all new or revised Administrative Procedures. The Chancellor may delegate the drafting of certain Board Policies or Administrative Procedures. The recording of the assignment and the tracking of the revision process will be kept in the Chancellor's office and distributed with revisions in a document called "Policy and Procedure Tracking Matrix".

H. The Academic Senate

Education Code 53200 et seq. states that the district shall rely primary upon the advice of the Academic Senate with respect to "Academic and Professional Matters." Therefore, policies pertaining to chapter 4 "Academic Affairs" will also be reviewed by the Academic Senate who will make a separate recommendation in addition to the procedures described above.

I. Educational Employment Relations Act

Nothing in this procedure 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.

AP 2511 Role of Academic Senates in District and College Governance (*approved 2014*)

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.

Revision History

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