



# ADMINISTRATIVE PROCEDURES

No. 213.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PROCEDURES FOR PARTICIPATION IN LOCAL DECISION-MAKING

The following procedures have been developed in order to implement provisions of the Education Code enacted by AB1725, related Administrative Code Title 5 regulations, and Mendocino College Board of Trustee Policy 213 with regard to participation in local decision-making. These procedures are predicated upon a sincere commitment on the part of all participants to work together for the good of our students, our professions, and our institution.

### 1. COMMITTEE REPRESENTATION

In accordance with Board Policy 213 and with District practice, the various constituencies of the Mendocino-Lake Community College District, including faculty, students, classified staff, management/supervisory/confidential employees, and administration shall be represented on college committees concerned with broad policy and planning matters.

Unless otherwise provided in Board policy or procedure regarding staff participation, the following constituent groups are recognized by the Board of Trustees as responsible for recommending the appointment of representatives to serve on appropriate college committees.

- The Academic Senate
- The Management/Supervisory/Confidential Group
- The Classified Senate
- The Student Senate (Associated Students of Mendocino College)

Each of these groups' representatives has a responsibility to both represent the views, concerns and ideas of its respective constituency and to provide expertise in appropriate areas of policy development.

#### **The Planning and Budgeting Committee (PBC)**

The PBC is responsible for overseeing the development of and recommending to the Superintendent/President the various planning documents of the District, including the Strategic Plan, the Educational Master Plan, the Facilities Plan and the Technology Plan, and for prioritizing budget requests based upon those planning documents. The PBC receives recommendations from the other shared governance planning committees once they have reviewed and prioritized program and staffing requests submitted through program reviews.

The PBC also establishes the "Guidelines for Effective Participation in College Governance" and ensures that all constituent groups are given the opportunity to participate in decision making.

#### **The President's Policy Advisory Committee (PPAC)**

The PPAC is responsible for providing a forum for all participant groups in the governance process to be informed about the policy and procedure development activities and to provide an opportunity for appropriate input. The PPAC provides a convenient and timely means for all parties to ensure that appropriate input has been considered prior to the final drafting of a policy or procedure.

A new policy or a policy revision may be initiated by the Board of Trustees, the Superintendent/President, or any of the constituent groups listed above. After a first reading by PPAC, new and revised policies are disseminated to all employees and students through their constituent groups. At the second reading, PPAC receives and considers all comments and makes a recommendation to the Superintendent/President for the policy's submission to the Board of Trustees.

## **2. THE RESPONSIBILITY AND AUTHORITY OF ACADEMIC SENATE REGARDING ACADEMIC AND PROFESSIONAL MATTERS**

The provisions of AB1725 established methods for the Academic Senate to “consult collegially” with the District. “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:

### **2.1 Matters for Which the Board of Trustees Elects to Rely Primarily Upon the Recommendations of the Academic Senate**

The Board of Trustees or their designee will rely primarily upon the recommendations of the Academic Senate, including the decision-making structure by which the recommendations are achieved, with respect to the following academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies

If any such recommendation is not accepted by the Board of Trustees, the Board of Trustees or its designee, upon request of the Senate, shall communicate its reasons in writing to the Academic Senate.

### **2.2 Matters for Which the Board of Trustees Elects to Seek Mutual Agreement with the Academic Senate**

- Educational program development
- Standards or policies regarding student preparation and success
- District governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities
- Processes for program review
- Process for institutional planning and budget development
- Other academic and professional matters as are mutually agreed upon between the Board of Trustees and the Academic Senate

The Superintendent/President and the President and Vice President of the Academic Senate will determine the process to seek mutual agreement. In instances where mutual agreement is not reached, existing policy shall remain in effect.

Action with respect to academic and professional matters pursuant to these provisions may be initiated by the Academic Senate or by the Superintendent/President.

*Adopted: October 1992*  
*Revised: June 3, 1998,*  
*April 14, 2011*