

**Proposed Process for Evaluating Delineation of Functions**  
(for DSGC September 15 2008 meeting)

Background

In the 2007-2008 Accreditation Self Studies, the three Colleges incorporated a Function Map, which had been developed and adopted by the District Accreditation Coordination Committee\* based on the Accrediting Commission for Community and Junior Colleges (ACCJC) policy directives. The Function Map was reviewed by the District Shared Governance Council in April 2007 and was later adopted by the Chancellor's Council. At the conclusion of the 2007 Accreditation site visits, one of the recommendations from ACCJC states that

*"The district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college's effectiveness and institutional success. (Standard IV.B.3.g)".*

The District Accreditation Coordination Committee met on Wednesday August 13, 2008 to address this recommendation. The committee recommended that the Colleges and the District review the Delineation of Functions Agreement every three years with the first round of review commencing during the spring 2010 semester and before the three Colleges Mid-term Accreditation Report period (Reports due to the Commission Oct 15, 2010). The committee further recommended that a committee, tentatively named "Delineation of Functions Review Committee" (DFRC) be established that coordinates the Districtwide delineation of function review efforts, including communicating findings and seeking approval.

Process

The District Accreditation Coordination Committee proposes that the following **review process** be adopted by the College Councils and the District Shared Governance Council (DSGC)\*\*:

February 2010 – each College Council appoints a representative or a designee to the Delineation of Functions Review Committee (DFRC) and also begins review of the Delineation of Functions at the College level. Additionally, the Vice Chancellor of Educational Services and Planning or a designee reviews the Delineation of functions at the District Level.

Mid-spring 2010- DFRC convenes to communicate the findings made by the individual College Councils and the District and to prepare one coordinated response. The results of their work will be sent back to both the College Councils and the District Shared Governance Council for review and information and dissemination to their respective constituents. The DFRC will meet again to prepare a compilation of the final input along with a revised version of the findings, and these will be forwarded to the Chancellor for adoption by the Chancellor's Council.

Fall 2010 – findings are widely communicated to the Colleges and the District Office for the purpose of enhancing the District's and Colleges' effectiveness and success.

Spring 2013 - the next review process convenes and will continue on a three-year cycle.

\*Consisting of College and District Accreditation Liaison Officers (ALOs) and Self-Study Co-chairs.

\*\* Board Policy 2.09 District Shared Governance Council, section 5.c "Appropriate roles and involvement in accreditation."

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7. A quorum for a meeting is as follows:
  - a. Eleven members in attendance, and
  - b. At least one representative from each site (District office and the three colleges), and
  - c. At least one representative from each constituency (faculty, administration, classified staff, and students).
8. The Board recognizes the Academic Senate as the official body representing faculty in shared governance (Title 5, 53200) and the "the right of Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards". In academic and professional matters, the Board will rely primarily on faculty expertise through the established Academic Senate processes. The Academic Senate is expected to provide an opportunity for students and staff to participate effectively in the formulation and development of policies and procedures that have or will have a significant effect upon them. (See Rules and Regulations 2.06 for the delineation of authority agreement between the Board and the Academic Senates.)
9. The District recognizes the Associated Students organizations as the official bodies representing students and considers students to be full participants in shared governance on all items pertaining to their interests. District and college policies and procedures that have or will have a "significant effect on students" includes the following (Title 5, §51023.7):
  - a. grading policies;
  - b. codes of student conduct;
  - c. academic disciplinary policies;
  - d. curriculum development;
  - e. courses or programs which should be initiated or discontinued;
  - f. processes for institutional planning and budget development;
  - g. standards and policies regarding student preparation and success;
  - h. student services planning and development;
  - i. student fees within the authority of the district to adopt; and
  - j. any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.
10. The District recognizes CSEA as the official body representing classified staff and considers classified staff to be full participants in shared governance on all items pertaining to their interests (Education Code §70901.2). The selection of classified representatives to serve on District and/or College committees, task forces, or other governance groups shall be made by CSEA with the expectation that all classified staff will be considered in the process of selecting representatives (Title 5 §50123.5).
11. A copy of the complete and updated text of the District shared governance policy shall be maintained in the Office of the Chancellor.

## 2.09 District Shared Governance Process

1. In order to provide an opportunity for students, staff, and faculty to participate effectively in District governance, the Board of Trustees of the San Mateo County Community College District hereby establishes a District Shared Governance Council (DSGC).
2. Governance is defined as those institutional structures and processes for decision-making and communications that engage students, staff, faculty, and administrators relative to the mission and values of the District.
3. The Board of Trustees is committed to a shared governance system which ensures "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."
4. The purpose of the District Shared Governance Council is to advise the Board of Trustees, through its designee, the Chancellor, on the following matters :
  - a. Procedures for faculty, staff, and management hiring and equal employment opportunities
  - b. Periodic review of the District Shared Governance Council policy
  - c. Planning for Districtwide professional development activities
  - d. Oversight of the District Budget and Planning Subcommittee
  - e. Changes to or the addition of locally determined student fees
  - f. Educational and facilities master planning processes
  - g. Board policies that directly affect faculty, staff and students of the District, as determined by the District administrator responsible for Rules and Regulations, in conjunction with the DSGC co-chairs. All other Board policies will be brought to the DSGC as an information item.

In addition to these items, any Council member may, after consultation with the DSGC co-chairs, place informational or advisory items on the agenda.

5. Consensus building involves polling of appointed members to determine if general agreement has been reached, based upon the following levels of responses:
  - a. I support the recommendation completely.
  - b. I support the recommendation with reservations.
  - c. I cannot support the recommendation.

A recommendation will be forwarded to the Chancellor when a simple majority of members (50% plus 1) present are at any one of the levels. Any member of DSGC can submit a brief rationale for their vote which will accompany the recommendation to the Chancellor and the Board of Trustees.

6. The District Shared Governance Council membership is twenty (20) representatives with (5) representatives from Faculty, Administration, Classified, and Student constituencies, and specifically includes:
  - a. Faculty (5): the District Academic Senate President, the three Academic Senate Presidents of each college, and the AFT president.
  - b. Administration (5): one Manager appointed by the President of each college, one appointment from the District office chosen by the Chancellor, and one non-represented member. The non-represented member is appointed by the Chancellor and represents non-union associated employees and can be either classified or administrative.
  - c. Classified (5): the CSEA President, the AFSCME president and three additional classified representatives appointed by CSEA.
  - d. Students (5): the three Associated Students Presidents or designees from each college, the Student Trustee, and one at-large member.
  - e. Council Chair: The Council will be served by co-chairs, namely, the District Academic Senate President and the District administrator.
6. Term of Appointments: Membership appointments for students are for one semester and may be continued from semester to semester. Membership appointments for all other constituent groups are for one year and may be continued.