



Cañada College • College of San Mateo • Skyline College

Policy: BP 2510

Section: CHAPTER 2: Board of Trustees

Participation in Local Decision - Making (Accreditation-Related)

BP 2510

Participation in Local Decision-Making

References: Education Code Sections 70901.2 and 70902 (b)(7); Title V Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students); ACCJC Accreditation Standards IV.A and IV.D.7

The District's approach to governance and decision-making is based upon a partnership among the Board of Trustees, employees, and students. The constituent groups participate in governance and decision-making appropriate in scope to their roles within the District and are united by a collective, shared vision that advances the mission of the District. The role of the Board in governance and decision-making is to function as an independent policy-making body responsible for legal and fiduciary oversight and for ensuring that the mission of the District is fulfilled. 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. The Board delegates its authority to the Chancellor and such representative(s) as the Chancellor may designate, to implement its policies. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate in the process.

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 (EERA), Government Code Sections 3540 et seq.

Pursuant to Title 5 Section 51023.7 subdivision (d), Nothing in this section shall be construed to impinge upon the due process rights of faculty, the responsibilities delegated to academic senates or detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

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, 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.

1. Academic Senates, organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.
2. The College Academic Senates shall represent the faculty and make recommendations to their College administration and to the Board concerning academic and professional matters of importance at a single College in the District.
3. A District Academic Senate shall coordinate activities of and communications among the College Academic Senates and shall represent the faculty and make recommendations to the District administration and to the Board concerning academic and professional matters of importance at all Colleges in the District. The District Academic Senate shall bring forth only those recommendations that have the unanimous vote of all three College Senates.
4. Pursuant to Title 5 Section 53200 subdivision (c), "Academic and professional matters" means the following policy development and implementation matters:
 - a. curriculum, including establishing prerequisites and placing courses within disciplines;
 - b. degree and certificate requirements;
 - c. grading policies;
 - d. educational program development;
 - e. standards or policies regarding student preparation and success;
 - f. district and college governance structures, as related to faculty roles;
 - g. faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - h. policies for faculty professional development activities;
 - a. processes for program review;
 - j. processes for institutional planning and budget development; and
 - k. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

The Board or its designees will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on faculty expertise on academic and professional matters as listed above through the established Academic Senate processes. The Academic Senate will consult collegially with the administration of the college and/or district.

5. The Academic Senate will 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.
6. Recommendations regarding matters identified above as subject to the participatory governance processes of the District shall undergo review by those bodies prior to advising the District Chancellor on policy matters for Board action.
7. The recommendations of the Academic Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendation not be accepted. If a recommendation is not accepted, the Board or its designee, upon request of the Senate, shall promptly communicate its reasons in

writing to the Senate. The reasons will be based upon a clear and substantive rationale which puts the decision in an accurate, appropriate, and relevant context.

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. The opinions and recommendations of the California School Employees Association and its Chapter 33, American Federation of State, County, and Municipal Employees Local 829. and confidential employees will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Board of Trustees values and recognizes the importance of effective student participation in College and District governance processes and, to that end, students will be represented in fair numbers.

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.

1. Pursuant to Title 5 Section 51023.7 subdivision (a)(1), Students will 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 Board of Trustees regarding such policies and procedures.
2. Pursuant to Title 5 Section 51023.7 subdivision (a)(3), the Board of Trustees will ensure that, at District and College levels, recommendations and positions developed by students are given every reasonable consideration.
3. 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.. Pursuant to Title 5 Section 51023.7 subdivision (b), District and College policies and procedures that have or will have a “significant effect on students” include the following:
 - 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. formulation of policies and procedures concerning graduation requirements;
 - g. processes for institutional planning and budget development;
 - h. standards and policies regarding student preparation and success;
 - a. student services planning and development;
 - j. student fees within the authority of the District to adopt; and
 - k. any other District and College policy, procedure, or related matter that the District governing board determines will have a significant effect on students.

4. Pursuant to Title 5 Section 51023.7 subdivision (c), the Board of Trustees will 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.
5. Student representatives will be treated with equal inclusion, opportunity, and consideration in respect to all participatory governance and will have access to necessary and relevant information, documents and resources necessary for meaningful participation in governance processes.
6. Students serving on District and College committees will maintain minimum scholastic standards as set by the California Education Code, Title 5 Code of Regulations, District Regulations, and regulations of their respective associated student organizations, while serving in governance capacities.
7. Every reasonable effort shall be made to schedule meetings so that student participation is possible.
8. At the beginning of each semester, designated student members on District and College committees shall be provided with an orientation conducted by the committee chairperson or other senior member of the committee within the first two meetings of the committee.

See AP 2510 Participation in Local Decision-Making, BP/AP 3200 Accreditation, and BP/AP 3250 Institutional Planning.

(Replaces former SMCCCD BP 2.05, BP 2.08, and BP 2.18)

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