

**Cañada College**  
**College Council Handbook & Bylaws**  
(Revised March 15, 2007)

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**By-Laws**

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## **I. Philosophy**

Shared governance, or collegial consultation, is a decision-making process committed to the best interest of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested in governing boards and colleges by law, the faculty, administration, staff and students. Because these sources of information are vital to the development and implementation of sound educational policy, Cañada College wishes to encourage to the greatest extent possible the practice of collegial consultation.

Collegial consultation recognizes and, indeed, is predicated on the sincere commitment on the part of all participants to our students, our professions, and to our institution. It is a complex process of consultation that demands from faculty, administrators, classified staff and students, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and priorities for the well-being of the institution in accordance with its mission.

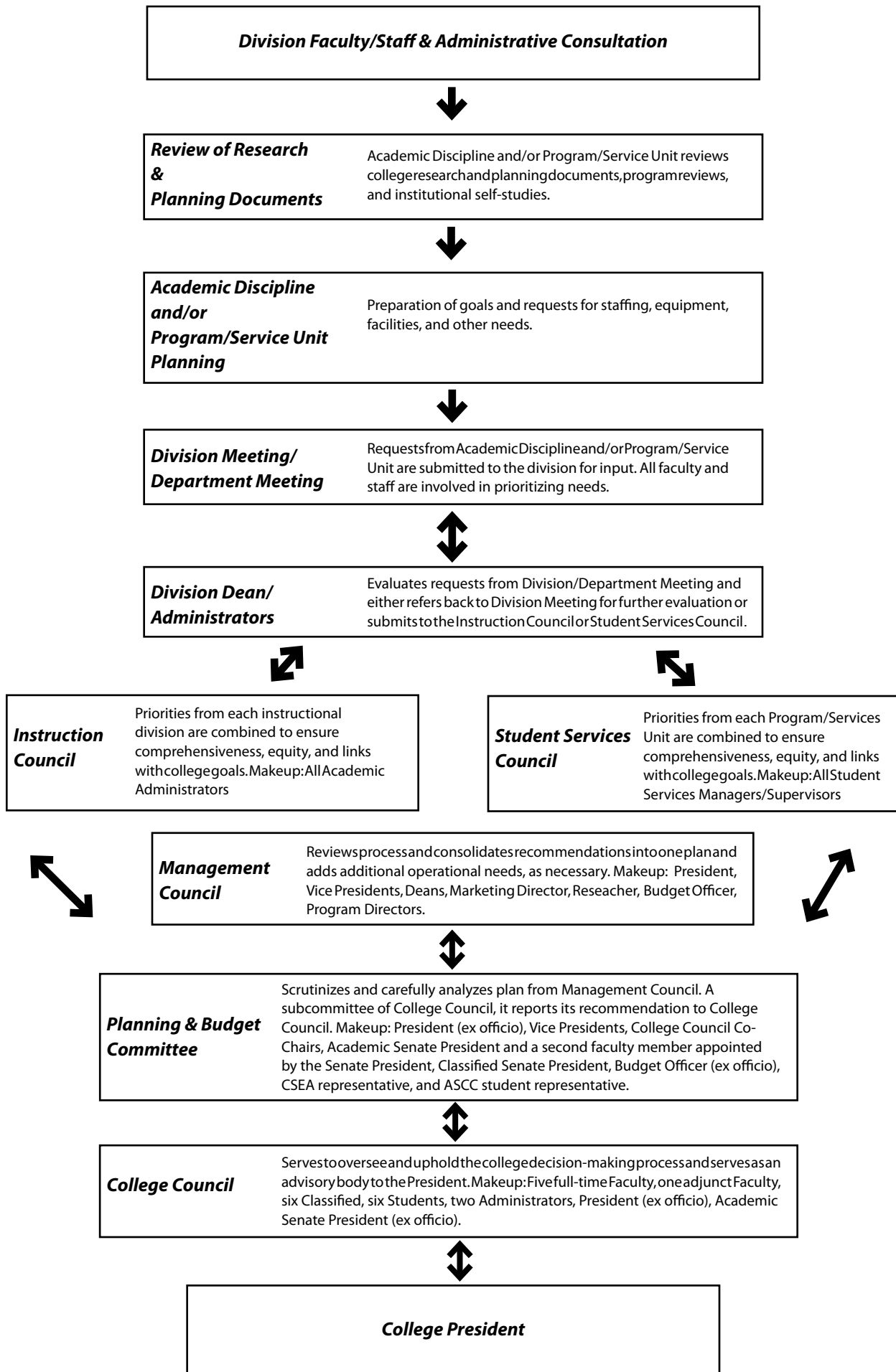
1. The College Council is advisory to the College President. The primary role of the College Council is to advise the College President on matters pertaining to budgeting, planning, program review, and governance issues.
2. The membership of the College Council is representative of the diversity of the college community as a whole and will strive to keep the needs of our students at the forefront during decision-making deliberations.
3. The College Council will maintain a clear relationship and communicate effectively with all campus groups.
4. The College Council will maintain objectivity and a global viewpoint in its process.
5. The meetings of the College Council are open and public.

## **II. Purpose of the College Council**

The College Council is Advisory to the President on college-wide issues regarding:

1. College and District policies and procedures,
2. Institutional planning and evaluation: short and long term planning (such as college master planning and strategic planning), institutional staffing,
3. College facilities, maintenance, and operations,
4. Accreditation,
5. The consultation process as outlined in the Cañada Planning and Budget process,
6. Campus climate,
7. Any other issue affecting the well-being of the College at large.

# Cañada College Planning and Budget Process



### **III. Organization of College Council**

#### **1. Composition**

Full-Time Faculty	5
Adjunct	1
Classified	6
Students	6
Administrative	2
President	1
(ex-officio, non voting, non presiding)	
Academic Senate President	
(ex-officio, non-voting, non-presiding)	
Voting Members	20
Total Members	22

#### **2. Selection**

Each college constituent (Academic Senate, Classified Senate, ASCC, Administration) will appoint its council members. Student representative may appoint a voting alternate to attend a meeting.

#### **3. Term**

Terms will be for two years (August-June) except for initial appointments and any mid-term replacements, which will result in staggered terms, and for any ex-officio holders, whatever their position terms of office may be. Appointments will be made by June preceding the terms of appointment.

Student terms will be for one year (August 15 - June 30) with appointments made in August.

#### **4. Co-Chairs**

At the first College Council meeting of each academic year, the Council will select one Faculty and one Classified member from its current membership to serve as Co-Chairs for one year. Each Co-Chair may be re-appointed for a maximum of three consecutive years.

#### **5. Clerical Support**

The President's Office will provide appropriate clerical support to the Council. Clerical assistance will include: designation a person to take notes, preparing and distributing agendas, attending meetings and preparing minutes, and providing a depository of the meeting notes and materials.

#### **6. Orientation**

An orientation meeting will be held with the outgoing and newly elected Council members at the beginning of the academic year, to include (but not be limited to) a review of:

- a. AB 1725 provisions
- b. Procedures/Decision-Making
- c. Scope of Membership
- d. Handbook and Operating Procedures
- e. Relationship to District-Shared Governance

## IV. Meetings

### 1. **Rules of Procedure for Conduct of Meetings**

#### A. Consensus Method:

As the President relies upon the advice and judgment of the College Council, the consensus method relies upon general agreement of opinion based on reports, data and information presented. When considering a recommendation, College Council members' positions may range from a. to e. as described below:

- a. I can say an unqualified "yes" to the recommendation.
- b. I find the recommendation perfectly acceptable.
- c. I can live with the recommendation; however, I am not enthusiastic about it .
- d. I do not fully agree and need to register my view; however, I do not choose to block the recommendation overtly or covertly. I am willing to support the recommendation.
- e. I cannot support the recommendation.

Consensus is reached if no members are at level e. as noted above.

#### B. Recommendations:

Recommendations will be made by consensus. If consensus is not reached, Roberts' Rules of Order will be followed in order to reach a decision by conducting a vote. A motion will be made, seconded, and passed by the majority of voting members in attendance. Tied votes fail.

#### C. Quorum:

A quorum must be present in order to forward a specific recommendation to the president. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as 50% plus one(1) of the Council's voting members.

### 2. **Actions**

The College Council has been established to ensure faculty, staff, and students the right to participate effectively in a consultative environment. All actions and decisions made by the College Council are formal recommendations made to the President. If the President does not follow the recommendation of the College Council, he/she must explain to the College council his/her position.

### 3. **Agenda**

#### a. Distribution:

Agenda packets will be distributed by the President's Office in advance of meetings to the College community (administration, faculty, classified staff, and Associated Students). Agendas will also be posted in various locations throughout the College.

#### b. Agenda Building:

The College President and College Council Co-Chairs will be responsible for developing and approving College Council agendas. Council members may request that an item be included on the agenda by completing the agenda item request form (Appendix B). The President and Co-Chairs will review with Council all requests not approved for agendas. The Council may decide by consensus to include items on a

future agenda not approved by the President and College Council Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

**V. Bylaws Change**

1. Any member of the Council may propose a bylaws change.
2. The Bylaws may be amended by consensus of the members of the College Council. The Bylaws may be adopted by the unanimous consent of all the members of the College Council in consultation with their respective constituents.

# **APPENDICES**

# APPENDIX A

## EDUCATION CODE SECTION 70901 (B) (1) (E) OF AB 1725

- A. Education Code 70901 (b)(1)(E) of AB 1725 requires that the board of governors establish “Minimum standards governing procedures established by governing 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 the academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”
- B. The scope of the academic senate is in the area of academic and professional matters. Students have rights with regard to matters that have or will have a significant effect on students. Staff have rights in areas that have or will have a significant effect on students. Staff have rights in areas that have or will have a significant effect on staff. In particular, staff have governance rights in regard to the definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its colleges and the participation structures and procedures for the staff positions defined and categorized.
1. Faculty  
53200(c) Academic and Professional matters mean the following policy development and implementation matters.
    - (a) Curriculum, including, establish 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



- (i) **Process for program review**
- (j) **Processes for institutional planning and budget development, and**
- (k) **Other academic and professional matters as mutually agreed upon between governing board and academic senate**

**2. Students**

**51025(b) Students, for the purpose of this section, means the following district and college policies and procedures that have or will have a significant effect on students:**

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

**3. Staff**

**Matters having a significant effect on staff are not defined in the regulations except that there is a requirement that a district governing board “reasonably determines, in consultation with staff: that the matter has significant effect on staff (51023.5 (A)(4).**

# APPENDIX B

## AGENDA ITEM REQUEST

**ORIGINATOR (Please Type/Print):**

**ITEM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ACTION**
- INFORMATION**
- DISCUSSION FOR FUTURE ACTION**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
                    **Council Member**

- APPROVED FOR \_\_\_\_\_ MEETING**
- APPROVED FOR CONSIDERATION (for placement on Agenda)**
- NOT APPROVED (reason given under comments)**

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
                    **College Council Chairperson**

**APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
                    **President**

**Deadline for submission of agenda items is ten days before the meeting. Forms should be submitted to the President's Secretary.**