

2.08 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 and District levels 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 information items.

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. The DSGC makes decisions democratically by polling 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 60% of members present are at any one level. Any member of DSGC can submit a brief rationale for his or her 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 or designees, and the AFT president or designee.
 - 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 or designee, the AFSCME president or designee, and three additional classified representatives appointed by CSEA.

2.08 District Shared Governance Process (continued)

- 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 appointed by the Chancellor in (b.) above.
7. 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.
8. A quorum for a meeting is as follows:
- a. ~~Eleven members in attendance~~ Presence of fifty percent plus one of current members, 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).
9. 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.) “Academic and professional matters “ include the following:
- 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. reports;
 - i. policies for faculty professional development activities;
 - j. processes for program review;
 - k. processes for institutional planning and budget development; and
 - l. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate. (Title 5 §53200.c)
10. The Board 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, §51023.7,4 (b):
- 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;

2.08 District Shared Governance Process (continued)

- 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.
11. The Board 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 §51023.5).
12. A copy of the complete and updated text of the District shared governance policy shall be maintained in the Office of the Chancellor.

References: Education Code Section: 70901.2; Title 5 Sections 53200 – 53206, 51023.5, 51023.7

(Revised 11/2008)