

## 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 [district] level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in areas of curriculum and academic standards” (Education Code Section 70901).
4. The District Shared Governance Council operates in a climate of collegiality and trust, making its recommendations on a consensus-building basis. Consensus building involves polling of appointed members to determine if consensus has been reached based upon the following levels of responses:
  - 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. If a member has strong reservations regarding a recommendation, a minority viewpoint will be included in the report that accompanies the recommendation to the Chancellor and the Board of Trustees.

5. 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. Faculty, staff, and management hiring and equal employment opportunities;
  - b. District governance structure related to separate roles of faculty, staff, students, and management;
  - c. Appropriate roles and involvement in accreditation;
  - d. Processes for staff development activities;
  - e. Processes for program development, program review, program modification, and program discontinuance;
  - f. Budget development;
  - g. Ethical standards;
  - h. Student fees; and
  - i. Educational and facilities master planning.

The Chancellor will forward consensus recommendations to the Board of Trustees. If the Chancellor does not agree with the recommendation of the Council, the Chancellor will provide a written explanation to the Council. The Chancellor will include a statement to the Board of Trustees that the recommendation presented to them differs from the consensus of the District Shared Governance Council.

6. The Board recognizes “the right of Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards” (Education Code §70901). 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.)

7. 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.
8. 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.
9. 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).
10. The District recognizes the Academic Senate as the official body representing faculty in shared governance (Title 5 §53200).
11. 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. 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.
  - f. Council Chair. The Council will be served by co-chairs, namely, the District Academic Senate President and the District administrator.
12. 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).
13. A copy of the complete and updated text of the District shared governance policy shall be maintained in the Office of the Chancellor-Superintendent.