



ADMINISTRATIVE **PROCEDURE**

2510
DESERT COMMUNITY COLLEGE DISTRICT

PARTICIPATION IN LOCAL DECISION MAKING

In accordance with Board Policy 2510, and with District practice, the various constituencies of the Desert Community College District, including faculty, students, classified staff, confidential employees, and administration shall be represented on college committees concerned with board policy and planning matters.

Unless otherwise provided in Board policy or procedure regarding staff participation, the following constituent groups are recognized by the Board of Trustees as responsible for recommending, as appropriate, the appointment of employee representatives to serve on college governance committees:

- The Academic Senate in consultation with the President shall recommend the appointment of faculty;
- The exclusive representative of the classified employees shall recommend the appointment of classified employees;
- Management/Confidential employees shall be appointed by the president in consultation with the management/confidential employees.

Legally, Faculty participation is required in the following (CCLC):

- Distribution of Academic presentations
- Equivalencies to minimum qualifications
- Faculty hiring
- Faculty evaluation
- Faculty tenure
- Faculty service areas
- Curriculum Committees
- Academic senate/union agreements

Responsibility and Authority of Academic/Faculty Senate Regarding Academic and Professional Matters

The Board of Trustees will rely primarily upon the recommendations of the senate, including the decision-making structure by which the recommendations are achieved, with respect to the following academic and professional matters:

1. degree and certificate requirements
2. curriculum, including the establishment of prerequisites and placing courses within disciplines;
3. grading policies;
4. educational program development and educational program discontinuance

5. standards or policies regarding student preparation and success;
6. District and college governance structures as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review.

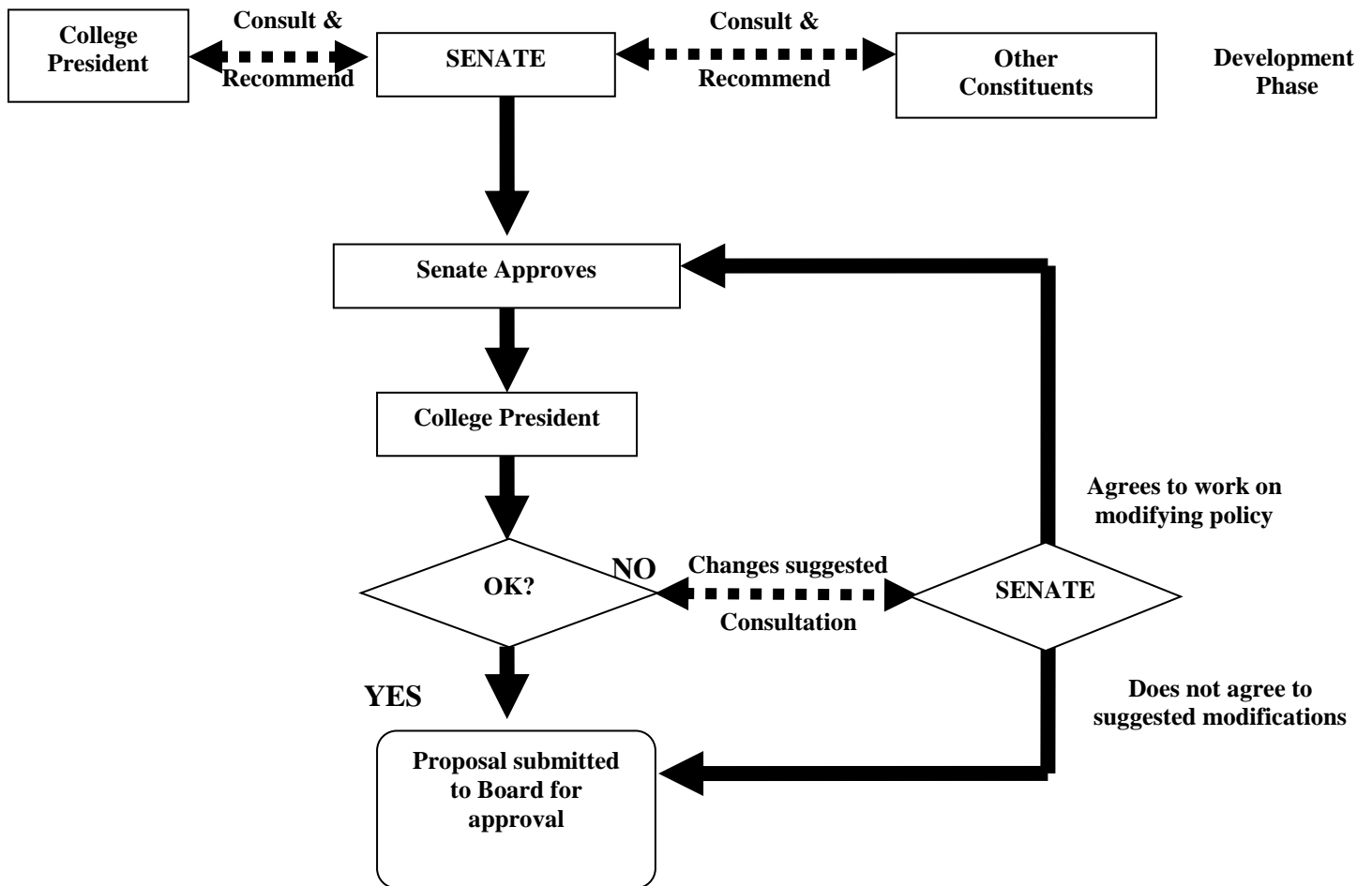
Detailed Decision Making Processes for the 10 Areas

Matters 1 – 9: Rely Primarily Upon

Decision Process: Rely Primarily Upon

Decision making steps:

1. Senate will work with students, staff and administration - those with expertise and those affected - in the development of policies and implementations. Senate President will keep College Superintendent/President informed/apprised.
2. Solution proposed to full Senate for vote
3. Senate President informs College Superintendent/President of Senate approved policy:
 - a. If College Superintendent/President concurs, sent along to Board
 - b. If disagreement, College Superintendent/President suggests changes to the Policy. Senate President takes these suggestions back to the Senate. Senate then decides either that:
 - i. Senate and College Superintendent/President will work together on modifying the solution.
 - ii. Senate always has option of presenting directly to the Board. College Superintendent/President has the option to provide his/her endorsements or comments to the Board



The Board of Trustees will seek to reach mutual agreement with the Senate(s), with respect to the following academic and professional matters:

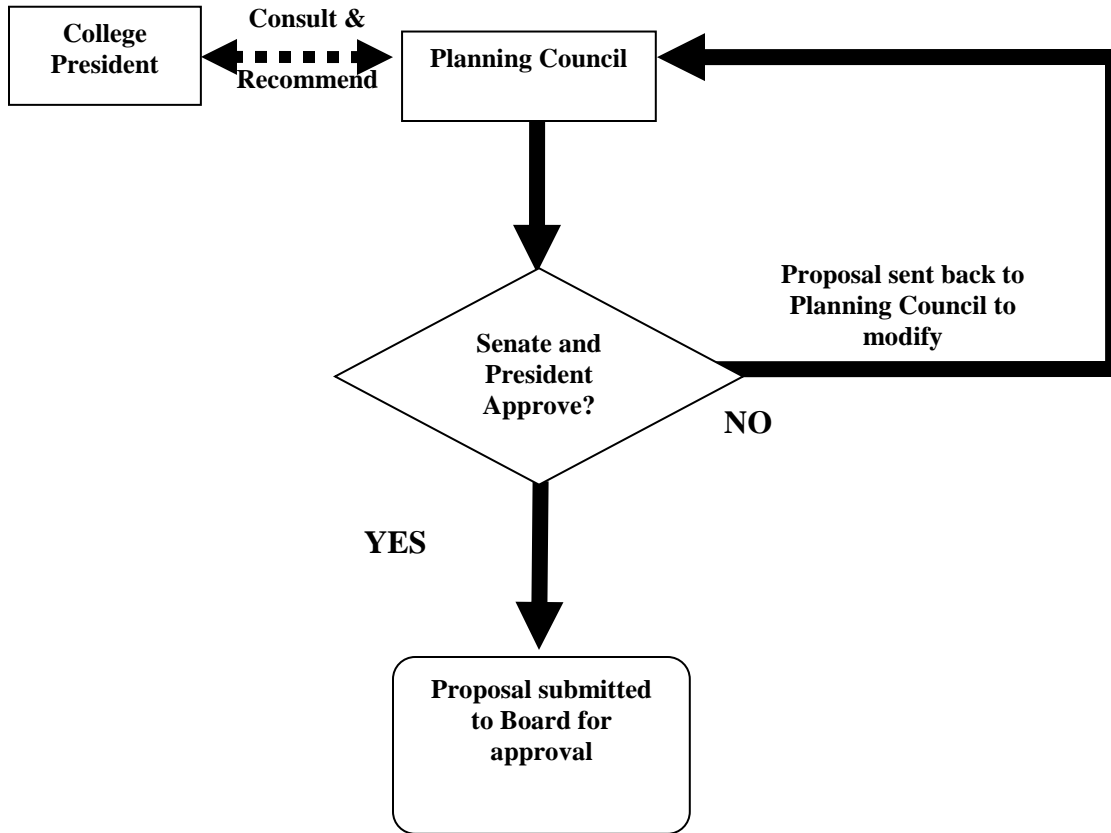
10. Processes for institutional planning and budget development;
11. other academic and professional matters as mutually agreed by the Board of Trustees and the senate(s).

Matter 10 & 11 Mutually Agree

Decision Process: Mutually Agree

Decision making steps:

1. Planning Council will create proposal for modification of existing or creation of new policy, procedure or implementation for planning and budget development. Planning Council will keep College Superintendent/President apprised of proposal
2. Solution proposed to Senate and College Superintendent/President for approval
 - a. If College Superintendent/President and Senate approve, proposal sent to Board for approval
 - b. If College Superintendent/President or Senate do not approve, proposal is sent back to Planning Council for modifications



Action with respect to academic and professional matters pursuant to these provisions may be initiated by any senate or by the Board of Trustees.

Changes to these provisions shall require mutual agreement by the Board of Trustees and the senate.

Reference: *Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7, Accreditation Standard IV.A.2, IV.A.5, College Planning Council Handbook.*

Cabinet Approved: December 7, 2010

College Planning Council Approved: February 25, 2011

Board Information: March 17, 2011

Next Review: March 2016

Executive Cabinet Review: February, 2016

College Planning Council Review/Approval, 1st Reading: March 11, 2016

College Planning Council Review/Approval, 2nd Reading: April 8, 2016

Board of Trustees Review: April 15, 2016

Administrator: Superintendent/President