

Governance Committee Relationship to Academic Senate

(original: Spring 2022 and updated Summer 2022 to new BP numbering)

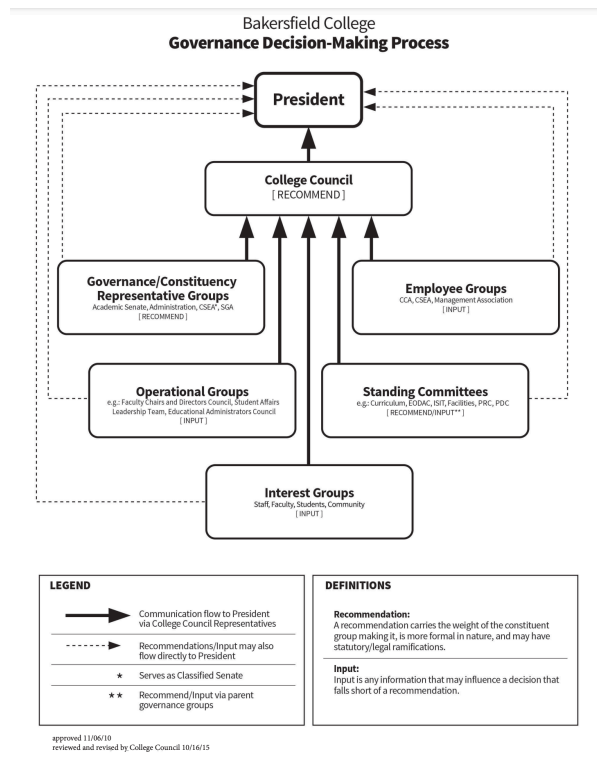
There has recently been some confusion about which committees need to report to the Academic Senate and the approval of committee charges by the Academic Senate before they become officially-recognized charges.

The Decision-Making Document (DMD) describes much of the decision-making processes by the college administration. It was finalized and approved by the Academic Senate and College Council in 2010. The DMD was developed when Greg Chamberlain was College President to explain and clarify the College President's decision-making process. The DMD was not developed to describe the Academic Senate's processes in 10+1 matters because we already had Board Policy, Title 5 regulations, and Education Code to give us guidance on that decision-making process. See the Legal Basis of the Academic Senate document for more background.

Page 2 of the minutes for the October 6, 2010 Academic Senate states: *It was noted that the decision making document outlines the process for the college community to provide information to the President. The chart represents how the recommendations and input make it to the President's desk. It was suggested that a like image that illustrates the Senate's decision making process would help make clear for faculty how their voice and recommendations go to the President. Michael McNellis noted that he provided a narrative of the Senate process that was not included in the document. Michael and John Gerhold will follow up with Dr. Chamberlain. Also noted is that some decisions are not made by the President but by lower level administrators and that process is not covered in this document. The decision making document is meant to explain those decisions that impact the college as a whole.*

Included in the DMD is a graphic that summarizes the decision-making process of the College President and flow of information/consultation to the College President. In academic and professional matters of the 10+1 areas, the Board of Trustees relies primarily upon the advice and judgement of the Academic Senate, not the College President. Those 10+1 areas are listed on the left side of every Senate agenda and in chapter 5 of the KCCD Board Policy. The graphic does not show the flow of 10+1 decisions through the Academic Senate.

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Section 5 of the DMD is about Committees. For the function of Governance Committees, the DMD states: “Have prescribed numbers of representatives from academic, classified and/or administrative staff as well as students. Recommend to College President. Attention to 10 plus 1 items that are to ‘rely primarily on’ the Academic Senate.” The DMD defines 10+1 = “The items of business that Title 5 assigns ‘rely primarily upon’ responsibility to the Academic Senate.” The DMD defines “rely primarily upon” = “Recommendations of the Senate will normally be accepted; only in exceptional circumstances and for compelling reasons will the recommendations not be accepted; if not accepted, the board/designee shall communicate its reason in writing if requested.” Note the level at which a recommendation from the Academic Senate is permitted to not be followed—the Board of Trustees, not a committee.

Any Board Policy dealing with faculty hiring including EEO, job descriptions, search procedures, selection committees is in Chapter 8 of the Board Policy Manual, the entirety of which is “rely primarily upon” the recommendation of the Academic Senate. Chapter 5 also includes Adjunct Employment. Chapter 5 also includes faculty representation on “college or district committees, task forces or other groups dealing with academic and professional matters.” Certain parts of the selection of management personnel process are also under the Senate’s rely primarily upon: parts of BP 7120 and BP 7250 for selection of college and district educational administrator positions.

The following groups are defined in the DMD as a Governance Committee: Accreditation & Institutional Quality (AIQ), Assessment, Budget, Curriculum, Enrollment Management Committee, Equal Opportunity Diversity Advisory Committee (EODAC),

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Facilities & Sustainability, Information Services Instructional Technology (ISIT), Professional Development Committee, and Program Review Committee. In subsequent years we added Bookstore Advisory Committee and Safety Advisory Committee to that list.

As part of the development of the DMD, the Academic Senate and College Council developed the Committee Charge Template document that we use today. That template includes the committee's charge, who they report to, who they communicate with, and the membership structure including who gets to vote. The current process of each committee annually reviewing their charge and having the Academic Senate and College Council approve any changes from that annual review goes back to the development of the DMD (i.e., 2010). Further digging through the archives of minutes from Academic Senate and College Council will need to be done to find out when exactly that process was codified and required.

The Committee Chairs document dated August 25, 2015 on the Committee Chairs website (scroll down to Resources) states that every committee is to review the committee's charge at the first meeting and that faculty co-chairs submit written reports to the Academic Senate and the leaders who were part of the Committee Chairs committee included classified staff, faculty, and administration including the College President, so this was established practice since *at least* that time.

Furthermore, the Senate has been approving committee charges for a LONG time. The Senate By-Laws dated November 2002 (two decades ago!) states that "All Senate appointees to all committees shall receive in writing the composition and duties of said committee, **as approved by the Senate**. In addition, *appointees shall seek advice from the Senate before acting on new, substantive policy decisions.*" Digitized copies of earlier Senate By-Laws are not available. The Senate By-Laws were updated in April 2022 to make the process of changing committee charges and reporting to the Senate more explicit.

We can use our accreditation ISER as a more public and widely vetted record of this process.

In the 2018 accreditation ISER we find the following statements of how BC does things:

a) Page 43: The Academic Senate: Approve all governance committee charges in partnership with College Council

b) Page 53: College Council and Academic Senate: Approves college-level policies; reviews district-level Board policies and provides feedback to college representatives on District Consultation Council, such as the review of proposed BP to the CCLC format (I.C.5-4); Approve all governance committee charges (I.C.5-5)

c) Page 134: College Council and Academic Senate approve college-level policies, review district-level Board Policies (BPs), and give feedback to our college representatives who sit on the District Consultation Council.

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d) Page 139: Through committees in areas such as accreditation, curriculum, assessment, program review, and budget, BC ensures inclusion and consideration of appropriate constituent perspectives (IV.A.5-6; IV.A.5-7; IV.A.5-8; IV.A.5-9; IV.A.5-10). These committees report to College Council (chaired by the college president) and the Academic Senate.

[Note that this statement uses “such as” and it does not list ALL of the committees that report to College Council and Academic Senate]

e) Page 141: Our committees communicate decisions and proposals for institutional improvement via college-wide emails, representative reports back to their constituents, their websites, and reports to College Council and Academic Senate. The representatives on College Council and Academic Senate communicate decisions and proposals back out to their constituents. We have intentionally designed this decision-making communication structure because we have a deeply rooted culture of collegial dialog.

The oldest accreditation ISER on our accreditation website is the 2000 ISER. It notes on page 107 that faculty co-chairs on the following standing governance committees receive reassigned time: Curriculum, Budget and Program Review, Information Systems and Instructional Technology, Staff Development, and Staff Diversity. The faculty co-chairs were part of the Senate Executive Board at that time because those committees in particular reported to the Academic Senate on anything that could relate to “academic and professional matters”.

On page 106, the ISER gives a longer list: “committees that affect college governance are Budget and Program Review, Curriculum, Hiring, Information Services and Instructional Technology, Administrative and Faculty Selection, Matriculation, Staff Development, Staff Diversity, the Accreditation Steering and Standards subcommittees, and the Division Chairs Council.”

On that page, the ISER notes that BC would have each committee review its purpose and authority at the beginning of each academic year, so we know that the annual review of committee charges in the Fall began as far back as the year 2000.