



PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY

Title: Shared Governance

Policy No. 2000

Legal Authority: California Education Code Sections 70901, 70902;
Title 5 Sections 53200-53204; Accreditation Standard IV.A

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It is the policy of the Pasadena Area Community College District to encourage the participative role of faculty, staff, management, and students in District and College governance through an ongoing consultative process. In matters relating to curriculum, academic and professional matters, the Board or its designees shall consult collegially with the Academic Senate. The Board affirms the right of faculty, staff, management, and students to express ideas and opinions at the campus level with the assurance that such opinions will be given respectful consideration.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROCEDURES
For Policy No. 2000**

Title: Faculty Role in Shared Governance

**Procedure No. 2000.10
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1. The Academic Senate of Pasadena City College and of the Pasadena Area Community College District shall represent the faculty of the College and shall develop policy recommendations on academic and professional matters through collegial consultation with the administration of the College and the Governing Board. Academic and professional matters include:
 - a. Curriculum, including establishing prerequisites and placing courses in 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 specified herein
 - g. Faculty roles and involvement in accreditation processes, including self-study and annual reports
 - h. Policies for faculty professional development activities
 - i. Processes for program review
 - j. Processes for institutional planning and budget development
 - k. Other academic and professional matters as mutually agreed upon between the Governing Board or its designee(s) and the Academic Senate
2. In consideration of academic and professional matters identified above, representatives of the Governing Board and of the Academic Senate shall exert their best efforts to reach mutual agreement. Such agreements shall be recommended to the Governing Board or its designee(s).
3. While in the process of consulting, the Academic Senate, through the Senate President, shall retain the right to appear before the Governing Board with respect to the views, recommendations, or proposals of the Senate. After consultation with the administration of the College, the Academic Senate may present its views and recommendations to the Governing Board.
4. If, in the consultation process, agreement has not been reached, existing policy shall remain in effect. As provided for in Title 5 Regulations, Section 53203(d)(2), "the Governing Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons."
5. The appointment of faculty members to serve on College committees, task forces, or other groups dealing with academic and professional matters shall be made by the Academic Senate after consultation with the President of the College or his or her designee. The collective bargaining agent may seek to add unit members to campus committees.
6. Nothing in this procedure shall be construed to impinge upon the due process rights of faculty nor to detract from any negotiated agreements between the collective bargaining representative and the District Governing Board.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
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Title: Student Role in Shared Governance

**Procedure No. 2000.20
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1. The Associated Students of Pasadena City College and of the Pasadena Area Community College District shall represent the students of the College and shall make recommendations to the administration of the College and to the Governing Board of the District with respect to policies and procedures that have or will have "significant effect on students" which include the following:
 - 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 or College policy, procedure, or related matter that the District Governing Board determines will have a significant effect on students.
2. While in the process of consulting, the Associated Students, through its President, shall retain the right to appear before the Governing Board with respect to the views, recommendations, or proposals of the Associated Students. After consultation with the administration of the College, the Associated Students may present its views and recommendations to the Governing Board.
3. The appointment of student members to serve on College committees, task forces, or other groups dealing with matters having a significant effect on students shall be made by the Associated Students after consultation with the President of the College, or his or her designee.
4. Nothing in this procedure shall be construed to impinge upon the due process rights of students.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
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Title: Classified Role in Shared Governance

**Procedure No. 2000.30
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1. The Classified Senate of Pasadena City College and of the Pasadena Area Community College District shall represent the staff of the College and shall make recommendations to the administration of the college and to the Governing Board of the District with respect to policies and procedures that affect or will affect staff in the following areas:
 - a. District and College governance structures related to staff
 - b. Staff roles and involvement in the accreditation process including self-study and annual reports
 - c. Policies for staff professional development activities
 - d. Institutional planning and budget development processes.

2. As provided for in Title 5 Regulations, Section 51023.5(a) (5), "except in unforeseeable, emergency situations, the Governing Board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing Board" or its designee(s).

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
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Title: Management Role in Shared Governance

**Procedure No. 2000.40
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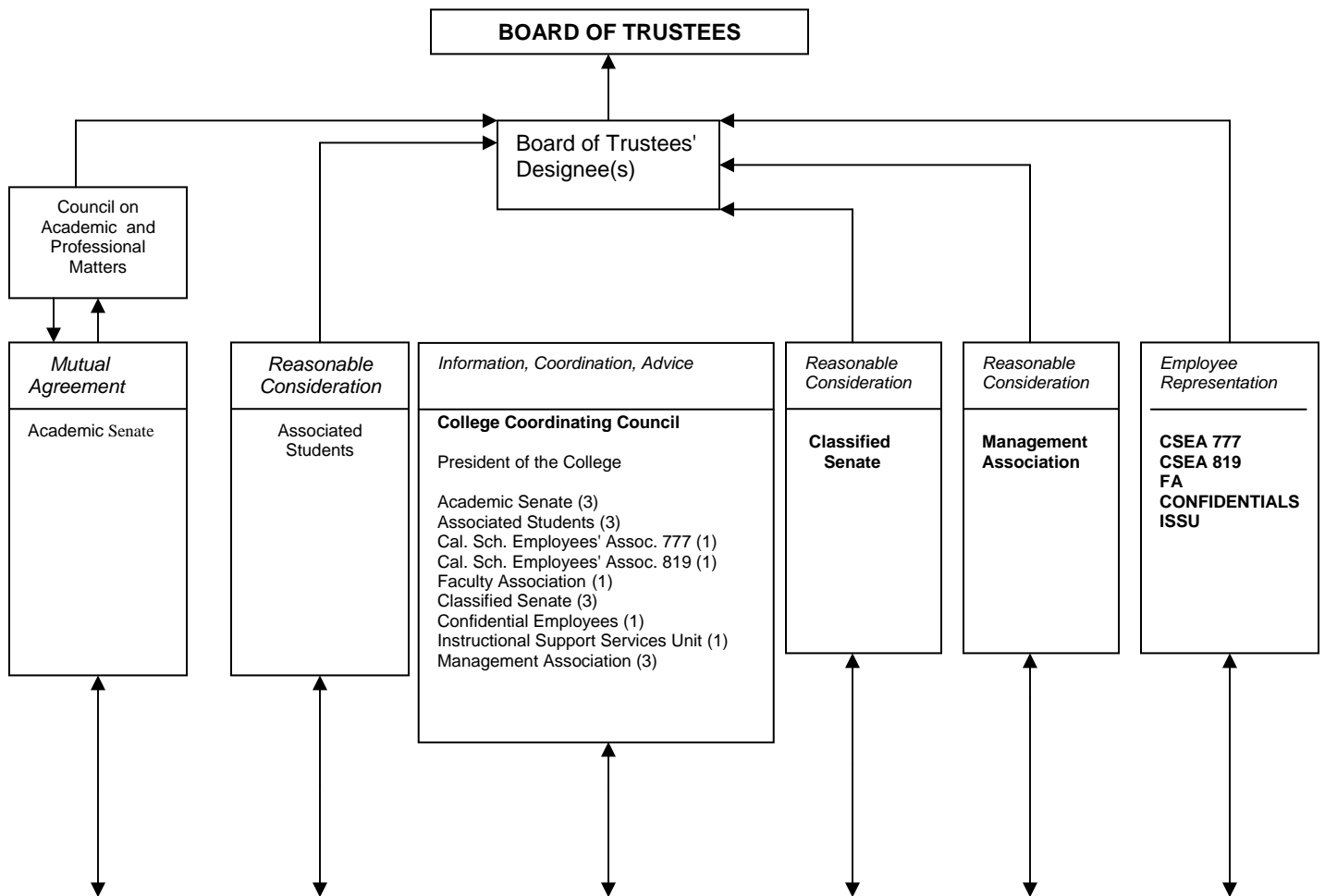
1. The Management Association of Pasadena City College and the Pasadena Area Community College District shall represent the managers and supervisors of the College.
2. Beyond their responsibilities as representatives of the District Governing Board, managers have the right to consult with the designee of the District Governing Board in the following areas:
 - a. Management professional development activities
 - b. Management evaluation procedures
 - c. Management hiring procedures
 - d. Management wages, hours, and conditions of employment.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
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Title: Role of the College Coordinating Council

**Procedure No. 2000.50
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1. The College Coordinating Council shall provide a forum where representatives from all segments of the college will bring issues of college-wide interest. The accompanying diagram, which is part of this document, delineates the members of the College Coordinating Council, and outlines the way in which the governance process works.



2. The functions of the College Coordinating Council shall be as follows:
 - a. To discuss all issues brought to it.
 - b. For matters reserved to the respective consultative groups by AB1725, Title 5 regulations, and/or the Pasadena Area Community College District Board of Trustees' Policy 2000. Such matters will be discussed for informational purposes only.
 - c. For collective bargaining issues, these will likewise be discussed for informational purposes only.
 - d. For matters not covered in b and c above, the College Coordinating Council will

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determine which college organization, committee, and/or administrator will be responsible for the matter. Should no such means exist for handling an issue, the College Coordinating Council may set up an ad-hoc committee with representatives from groups whose domain is affected.

- (1) The recommendations of the ad-hoc committee will be brought back to the College Coordinating Committee for information only.
 - (2) The recommendations will be sent back to the groups affected for possible action.
- e. To advise the College president on the implementation of college policy on matters that are neither collective bargaining nor academic and professional matters.

3. Membership of the College Coordinating Council shall be as follows:

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|----|--|--------------------|
| a. | President of the College | Chair |
| b. | Academic Senate | 3 representatives |
| c. | Associated Students | 3 representatives |
| d. | California School Employees' Association 777 | 1 representative |
| e. | California School Employees' Association 819 | 1 representative |
| f. | Faculty Association | 1 representative |
| g. | Classified Senate | 3 representatives |
| h. | Confidential Employees | 1 representative |
| i. | Instructional Support Services Unit | 1 representative |
| j. | Management Association | 3 representatives. |

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
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Title: The Role of the Council on Academic and Professional Matters

**Procedure No. 2000.60
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1. The Council on Academic and Professional Matters attempts to achieve mutual agreement between the Academic Senate and the Board of Trustees, or its designee(s), on academic and professional matters. In defining academic and professional matters, the parties will adhere to Title 5 Regulations, Subchapter 2, Academic Senates, Sections 53200 through 53204. These regulations came about as a result of the directives in AB 1725.*
2. The functions of the Council on Academic and Professional Matters shall be as follows:
 - a. To identify and maintain a list of those matters, within the scope of Title 5, Sections 53200 through 53204, which are considered to be *academic and professional* by the Pasadena Area Community College District.
 - b. To review the College Coordinating Council agenda to identify those matters that are of an academic and professional nature and to refer such matters to the Academic Senate Board.
 - c. To reach mutual agreement on recommendations from the Academic Senate Board on proposed policy relating to academic and professional matters.
 - d. To ratify agreement on the above academic and professional matters by having both the Board's designee(s) and the Academic Senate Board representatives sign off on those issues where mutual agreement has been achieved. (Before signing off, Academic Senate representatives will obtain approval of such mutual agreement from the Academic Senate Board.)
 - e. To transmit in writing to the Board of Trustees, those recommendations which are proposed to become District policy, having been mutually agreed to by the Academic Senate Board and the Board of Trustees or its designee(s).
3. Membership of the Council on Academic and Professional Matters shall be as follows:
 - a. Designee of the Board of Trustees
 - b. Administrative representative
 - c. Academic Senate representative
 - d. Academic Senate representative
 - e. Academic Senate representative.

**It is understood that any academic and professional matters designated by the Board of Trustees as "rely primarily" will be handled outside of this Council.*