

## General Institution

**AP 3260 PARTICIPATION IN LOCAL DECISION-MAKING****References:**

Education Code Section 70902(b)(7);  
Title 5 Sections 51023.5, 51023.7, and 53200 et seq.;  
ACCJC Accreditation Standards IV.A.2 and IV.A.5

**Constituent Group Representation**

The District recognizes the following constituent groups as participants in matters related to participatory governance:

**Academic Senate**

In matters related to participatory governance, the Academic Senate represents academic instructional personnel including credit, non-credit, full and part-time faculty, which includes instructors, counselors, college nurse(s) and librarians. The faculty elects fifteen members to the Academic Senate.

**Classified Senate**

In matters related to participatory governance, the Classified Senate represents staff other than academic and management.

**Student Senate**

In matters related to participatory governance, the Student Senate represents all registered credit and non-credit students. The Student Senate consists of the Senate President (elected by the student body) and students appointed by each student association.

**Other Components:****Board of Trustees**

The Marin Community College District Board of Trustees is an elected board which as a unit sets the policy direction that defines the educational, legal, ethical, and prudent standards for college operations, institutional performance, fiscal health, and stability. The Superintendent/President works under the direction of the Board.

**President's Cabinet**

The Cabinet is advisory to the Superintendent/President in all matters related to college operations, student learning, and the implementation of Board Policies. The Cabinet is composed of administrators who report directly to the Superintendent/President.

### **Management Council**

The Management Council is comprised of appointed administrators to various units, departments or divisions. All Management Council meetings are staff meetings where Board Policies, Administrative Procedures, and operational matters may be discussed. Managers are appointed to college governance committees by the Superintendent/ President.

### **Participatory Governance System Committees and Councils**

Participatory Governance System committees and councils support the Board Policy on District Governance to ensure effective participation in decision-making. PGS committees and councils are composed of faculty, staff, students and administrators. Participatory Governance System operating guidelines and committee charges and responsibilities are outlined in the PGS Plan which is posted on the Participatory Governance Page of the College website.

### **Legally Defined Areas of Participation in Title 5 And Other Codes**

#### **Academic Senate**

For the purposes of this Section, the term "academic and professional matters" means the following policy development and implementation matters:

1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational program development
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. process for program review
10. process for institutional planning and budget development
11. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

Other code sections that legally require participation by faculty:

1. Education Code Section 66450 - distribution of academic presentations
2. Education Code Section 87458 - administrative retreat rights
3. Education Code Section 87359 - equivalencies to minimum qualifications
4. Education Code Section 87360 - faculty hiring
5. Education Code Section 87663 - faculty evaluation
6. Education Code Section 87610.6 1 - faculty tenure
7. Education Code Section 87743.2 - faculty service areas
8. Title 5, Section 55022 - curriculum committees
9. Title 5, Section 53204 - academic senate/union agreements

#### **Staff** (Education Code Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of Board Policies and Administrative Procedures, and in those processes for jointly developing recommendations

for action by the Board of Trustees, that the Board reasonably determines, in consultation with staff, have or will have a significant effect on staff. Including:

1. District and College governance structures, as related to staff roles
2. processes for institutional planning and budget development
3. staff roles and involvement in accreditation process, including self study and annual reports
4. policies for staff professional development activities
5. any other Board Policy, Administrative Procedure or related matter that the district Board of Trustees determines will have significant effect on staff.

Other code sections that legally pertain to participation by staff:

1. Education Code Section 70901.2 - appointment of classified staff representatives by exclusive bargaining unit representative

**Students** (Education Code Section 51023.7)

Students shall be provided with opportunities to participate in the formulation and development of Board Policies and Administrative Procedures, and in those processes for jointly developing recommendations for action by the Board of Trustees, that the Board reasonably determines, in consultation with staff, have or will have a significant effect on students. Including:

1. grading policies
2. codes of student conduct
3. academic disciplinary policies
4. curriculum development
5. courses or programs which should be initiated or discontinued
6. processes for institutional planning and budget development
7. standards and policies regarding student preparation and success
8. student services planning and development
9. student fees within the authority of the District to adopt
10. any other Board Policy, Administrative Procedure or related matter that the district Board of Trustees determines will have significant effect on students.

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**Date Approved:** June 28, 2011

*(Replaces College of Marin Procedure 7.0007)*