SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY ON SHARED GOVERNANCE (2_07)
For consideration by 12/13 Group

I. General Policy

A. The Board of Trustees embraces the concept of shared governance as a fundamental policy of the college, while retaining its own rights and responsibilities as the ultimate authority in all areas defined by State laws and regulations. Each constituency with responsibility and expertise in a particular area shall participate in the formulation of policies and regulations related to that area.

B. The Board of Trustees has delegated responsibility and authority to the Chancellor to establish the Governance Council, the college’s shared governance system, in consultation with, and majority approval of, appropriate college constituencies, subject to Board approval.

C. The Board of Trustees acknowledges the right of faculty, staff and students to participate in planning for the future as well as in developing policies, regulations, and recommendations under which the college is governed and administered. Effort will be made to elicit opinions from affected constituent groups, and opinions will be given every reasonable consideration in the process of governing the college.

D. Committees shall be structured to include appropriate representation by faculty, administration, classified staff, and students, when matters being considered are within their purview. The Chancellor shall appoint one administrator to chair each committee, and that administrator shall be empowered to design and conduct the business of the committee. General procedures, including membership composition guidelines, are described in the Shared Governance Handbook, and are subject to regular continuous quality improvement reviews and adjustments.

E. Regular evaluation and review of outcomes is a valued concept at City College. As such, all committees are expected to review their progress regularly, set continuous quality improvement plans, and to post reports of these activities.

F. Additional guidance is provided in the Shared Governance Handbook.

II. Governance Council
The Governance Council provides governing guidance to City College in two parts: (A) Rely Primarily (Collegial - Academic Senate) and (B) Advisory Group.

A. Rely Primarily
The Board of Trustees, and its official representative, the Chancellor, shall rely primarily upon the advice and judgment of the Executive Council of the Academic Senate in the areas defined by Title 5, Section 53200. The Academic Senate is empowered to design, review and modify its committees and reporting structure within itself to provide its legally-mandated guidance.
B. **Budget, Planning and Policy Advisory Group** ("Advisory Group")  
The Advisory Group coordinates policy and budgeting development and provides advisory recommendations directly to the Chancellor on matters pertaining to institutional priorities, policies, planning and budgeting issues. It does not advise on areas under the “rely primarily” leadership of the Academic Senate. The Group has three standing ("voting") committees: Diversity, Planning / Budgeting, and Facilities Review.

The standing committees may establish ad hoc and/or trade/community sub-committees as necessary provided each sub-committee is directly responsible to the standing committee and has a specific mission and time frame. Sub-committee membership is not limited to members of the standing committee.

The Chancellor appoints one administrator as chair to each standing committee in consultation with the Academic Senate president and the president of SEIU 1021. Chairs are directly responsible to the Chancellor for committee operations, including the timely publication of notes, agendas, minutes, minority reports, and continuous quality improvement measures.

Rotation of leadership foster diversity and cooperation throughout the college, enriching much more than a select few, and these values are deeply rooted in the spirit of shared governance. To this end, the Board of Trustees recommends respect for term limits throughout the committee structure, but leaves procedures for this to the committees themselves. General guidance may be found in the Shared Governance Handbook.
Consider these adjustments/additions to the handbook:

I. **Authority, Responsibility and Process**

   A. Policy recommendations from the Academic Senate, collegial academic committees, or ad hoc committees with collegial standing, shall go to the Vice Chancellor of Academic Affairs (and the Academic Senate if not coming from there), then to the Chancellor. Recommendations from the non-collegial standing committees shall go to the Chancellor.

   B. The Chancellor determines whether or not to take matters to the Board of Trustees. The Academic Senate and the Chancellor are committed to finding appropriate remedies and resolutions to all academic and professional matters in which there may be a disagreement.

   C. Policy suggestions and proposals may originate from any individual, groups of individuals or organization in the college. The Chancellor’s Office shall receive all policy proposals which do not originate in a committee and shall designate the appropriate committee to examine the proposal with a timeline for reporting its deliberations to either the Chancellor or the Vice Chancellor of Academic Affairs.

   D. All committees shall have timely published agendas and printed, available, approved minutes, including minority reports on final recommendations. Chairs are held accountable for compliance.

   E. Each committee is responsible for continuous quality improvement. Annual self evaluation is crucial to continued operation of each committee, and Chairs will be held accountable for doing so.

II. **ADVISORY GROUP GUIDELINES**

A. **COLLEGE DIVERSITY COMMITTEE**

   **Purpose & Scope**

   Diversity is one of our primarily organizational goals. As such, this committee explores and identifies key diversity-related issues and advises the following groups/committees on the related specific diversity-related policy matters:

   1. Advises the Curriculum Committee on curriculum/across-the-curriculum issues
   2. Advises the Staff Development Committee on faculty and staff development issues, and ideas and training opportunities
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
SHARED GOVERNANCE HANDBOOK
For consideration in 12/13 Group

3. Advises the Chancellor directly on organizational and institutional climate issues as well as potential resources that can be utilized to assist the district in achieving its goals and objectives related to diversity

4. Advises the Student Preparation/Student Success Committee on diversity issues that impact negatively on student success and retention.

Membership
- Four (4) faculty appointed by the Academic Senate for two years terms
- Four (4) administrators appointed by the Chancellor for two years terms
- Three (3) classified staff appointed by SEIU 1021 for two years terms
- One (1) classified staff not represented by SEIU for a two years term
- Four (4) students appointed by student government for one year terms

Issues to Consider
- As this is a very cross-functional discussion group, it makes sense that the Chancellor would chair it. However, does this really leave room for the independent input we value as a diverse organization?
- When the Chancellor is chair, to who are minutes, notes and minority reports reported? Is due process short-circuited? Posting of meeting records were ceased around the time of the Dr. Day issues.
- Can we move the considerations of Collegial-related issues to that system of Shared Governance

B. PLANNING & BUDGETING

Purpose
This committee does the following:
- Provides guidance in the overall planning system for CCSF
- Participates in the development of plans (including the strategic and annual plans)
- Reviews and recommends the annual budget (including unit plans and budgets)
- Participates in the semi-annual assessment of accomplishments and outcomes
- Provides recommendations directly to the Chancellor, and the Chancellor makes decisions on final plans and budget to be recommended to the Board of Trustees for adoption
- May also make recommendations on overall policies and procedures for the development of plans and budgets at CCSF.

Membership
- Chair: Chancellor or his/her selected representative
- Four (4) faculty appointed by the Academic Senate for two years terms.
- Two (2) members of the Department Chairs Council (DCC) appointed by the DCC for two year terms
- One (1) faculty appointed by the AFT 2121 for two years terms.
- Four (4) administrators appointed by the Chancellor for two years terms.
2. INFORMATION TECHNOLOGY POLICY COMMITTEE

**Reporting Structure:** This committee is a volunteer advisory committee which reports and is directly responsible to the Chief Technology Officer.

**Purpose:** This is an advisory committee to the CTO in order to provide subject/area expertise for administrative and academic technology issues.

**Membership** Can we leave this to the committee to determine? Flexibility may help to get the best advice.

3. COUNCIL OF ADMINISTRATIVE DIRECTORS/DEANS

**Purpose:** Develops recommendations on appropriate college issues and operations. Coordinates the operation of the Administrative Services of the college.

**Membership:** Consists of all the administrators in the college’s administrative services division. The Chair of the Council shall be the Vice Chancellor for Administration and Finance.

**Issues to Consider:** If it is the stated job on our administrators to meet regularly with the Chancellor, then this is not shared governance, this is them doing their jobs. Can we remove this section?

4. COUNCIL OF ACADEMIC DEANS ("Deans Meeting" or "VCAA Meeting")

**Purpose:** Develops recommendations on appropriate college issues and operations. Coordinates the operation of the college’s academic services.

**Membership:** Consists of all the academic deans. The VCAA chairs the meetings of the deans.

**Issues to Consider:** It seems obviously that a Dean would be required to meet regularly with the VCAA. This isn’t really the spirit of shared governance. Can we remove this section?
C. FACILITIES REVIEW COMMITTEE

Purpose

The Facilities Committee makes recommendations on both-range and short-range facilities plans for all college campus based upon the college’s priorities. The Chancellor shall reserve the right to act upon short-range facilities issues when exigent circumstances exist. The Chancellor shall also reserve the right to set deadlines for a committee advisory recommendation. The committee shall report recommendations to the Chancellor.

Membership

* Four (4) faculty appointed by the Academic Senate for two years terms.
* Four (4) administrators appointed by the Chancellor for two years terms.
* Three (3) classified staff appointed by SEIU 1021 for two years terms.
* Two (2) students appointed by student government for one year terms.

Issues to Consider:

This committee needs to be redesigned so every building we build it designed ONLY after consultation with all the relevant parties. For example, BEMA and/or A/V should have been consulted when they built the MUB, because they should have put players and speakers in every room. Adding them after the fact has been really challenging. I have heard of other issues like this from Maya Novelli. Please consider talking with her when reviewing the purpose and direction of this committee.

Since the Health and Safety is a subcommittee, why is it in this document? Subcommittees are the responsibility of the committee responsible, so we can remove Health and Safety from the policy manual and leave it to the chair of Facilities Review to handle.
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
SHARED GOVERNANCE HANDBOOK
For consideration in 12/13 Group

HEALTH AND SAFETY COMMITTEE
(Subcommittee of Facilities Review)

Purpose: Recommends policies pertaining to the safety of student and college employees. This committee is established through collective bargaining agreements with SEIU 1021 and AFT 2121

Membership
* Two (2) faculty appointed by AFT 2121 for two years terms.
* Two (2) administrators appointed by the Chancellor for two years terms.
* Two (2) classified staff appointed by SEIU 1021 for two years terms.
* Two (2) students appointed by student government for one year terms.

Issues:
If this is a subcommittee, then it does not belong in the policy manual.

III Other Committees

Just some ideas for the 12/13 Group to consider...

The Advisory Committees of Communications and Information Technology Policy were under College Advisory, but they are now directly under the control of the related administrator and are no longer a part of the Governance Council, though they are still “shared governance” style committees charged with solicitation of input from all constituent groups and due process of concerns and ideas.

Likewise, the former “Council of Administrative Director/Deans” (also known as the Administrators’ meeting) and the “Council of Academic Deans” (also known as the Deans’ meeting with the VCAA) are no longer listed as part of the Governance Council. These meetings are considered to be part of the job descriptions of deans and administrators and as such are bound by the ideals of shared governance and respect and encouragement of divergence opinion.

1. COMMUNICATIONS COMMITTEE

Reporting Structure: This volunteer committee advises the VC of Marketing and Public Information.

Purpose: Recommends policies related to college communications; publications, website; radio, television, and other media. Procedures and methods are left to the PIO.

Membership: Can we leave this to the committee to determine? Flexibility may help to get the best advice.