

ADOPTED BY SFCCD BOARD OF TRUSTEES (SEPTEMBER 23, 1993)  
CITY COLLEGE OF SAN FRANCISCO  
SHARED GOVERNANCE SYSTEM  
(Revised on October 29, 1998)

**I. General Statements**

- 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.
- B. The Board of Trustees shall establish procedures to ensure faculty, staff, and students;
  - 1. the opportunity to express their opinions and to ensure that these opinions shall be given every reasonable consideration; and,
  - 2. the right to participate effectively in college governance.
- C. Appropriate members of the college shall participate in planning for the future, and in developing policies, regulations, and recommendations under which the college is governed and administered.
- D. Each constituency of the college which has the responsibility and expertise in a particular area shall participate in the formulation of policies and regulations related to that area. Such participation will bring together multiple segments of the college in instances where policies and regulations affect staff across schools and departments.
- E. College standing and ad hoc committees shall be structured to include appropriate representation by faculty, administration, classified staff, and students, when matters being considered are within their purview.
- F. The Board of Trustees delegates responsibility and authority to the Chancellor to establish a college shared governance system in consultation with and approval of appropriate college constituencies, subject to Board approval.

- I. The Board of Trustees, and its official representative, the Chancellor, shall rely primarily upon the advice and judgment of the Academic Senate in the following areas as defined by Title 5, Section 53200:
  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. Processes for program review
  10. Processes for institutional planning and budget development
  11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

## **II. College Governance Structures**

The college shall be governed by three governance systems:

1. Collegial governance system in which the college shall rely primarily upon the advice and judgment of the Academic Senate and its representatives;
2. The college advisory governance system in which standing committees, ad hoc committees, and trade advisory/community advisory committees may provide advisory recommendations to the College advisory Council for review and action;
3. Budget and planning governance system, which is advisory directly to the Chancellor on all matters pertaining to institutional priorities, planning and Budget issues.

A **Collegial Governance System**

1. It is the responsibility and obligation of members of the faculty, administration and Board to participate in the collegial process. The collegial governance system comprises four institutional bodies. They are:
  - a) Academic Policies
  - b) Curriculum
  - c) Student Preparation/Student Success
  - d) Staff development (as it relates to faculty)
2. See Appendix A for a description of each standing committee. Subcommittees may be established to address specific sub areas within these four areas. These subcommittees may address policy and/or implementation issues.
3. Each committee shall elect its own chair.
4. Each committee and subcommittee shall have a chair authorized to be responsible for the operations of the committee and an appropriate administrator on the committee shall be designated to ensure that the agreed upon mandate of the committees/subcommittees is carried out according to the agreed upon timelines.
5. Policy recommendations from the committees go directly to the Academic Provost and the Academic Senate for review and then (in consultation with the Vice Chancellor for Administration and Finance, where appropriate) to the Chancellor who will make his/her policy recommendations to the Board subject to Section IV.H below.

6. Where special circumstances dictate or special issues arise in academic and professional matters as defined in Title 5 regulations, the Chancellor, in consultation with the Academic Senate, may establish an ad hoc committee to develop recommendations. The Academic Senate shall appoint faculty and the Chancellor shall appoint administrators to the ad hoc committee. The committee shall report to the appropriate collegial governance committee and the Academic Senate and then to the Chancellor.

**B. College Advisory Governance System**

1. The Chancellor shall establish a College Advisory Council, which will coordinate policy development and make recommendations in areas not under the leadership of the Academic Senate. The Council shall consist of the following representatives from each of the following constituencies:
  - a) Faculty (three representatives chosen by the Academic Senate including one from AFT 2121, and one from Department Chairs Council)
  - b) Classified staff (three representatives appointed by SEIU 790 including one from group not represented by SEIU);
  - c) Administrators (three representatives appointed by the Chancellor)
  - d) Students (two representatives appointed by the Associated Students Government for one year terms)

Appointments of faculty, classified staff and administrators shall be for two years.

2. The advisory governance system shall be comprised of three types of three types of committees:
  - a) Standing Advisory Committees

Standing advisory committees report to the College Advisory Council (see Appendix B for list of standing committees).

- b) Ad Hoc Committees

Where special circumstances dictate or special issues arise, the Chancellor may establish ad hoc committees to develop recommendation. Representatives from each constituency shall be appointed by the appropriate organizations.

- c) Trade advisor/Community Advisory Committees

Where appropriate, committees may be established to advise college programs. All recommendations are advisory to the administrator responsible for the program.

3. The College Advisory Council shall receive and review all recommendations from the college standing committees. The Council's recommendations shall be forwarded to the Chancellor who shall make final recommendations to the Board of Trustees.

The Council chair shall be the Chancellor or his/her designee.

**C. Budget and Planning Governance System**

1. The purpose of the Planning and Budgeting Council is to serve as a standing committee within the CCSF Shared Governance System with the specific charge to provide guidance in the overall planning system for CCSF, participate in the development of plans (including the strategic plan and annual plans), review and recommend the annual budget (including unit plans and budgets), and participate in the semi-annual assessment of accomplishments and outcomes. The council makes planning and budget recommendations directly to the Chancellor, who makes decisions on final plans and budget to be recommended to the Board of Trustees for adoption. The council also may make recommendations on the overall policies and procedures for the development of plans and budgets at CCSF.
2. Committees may be established by the Council with appointments to be made by the chairperson. Members of committees may or may not be members of the standing Council. Descriptions of the committees, their function and their membership appear in the Appendix to the CCSF Shared Governance Policy.
3. The Chancellor will serve as chairperson of the Planning and Budgeting Council. In the absence of the Chancellor, a deputy chairperson may be named by the Chancellor to serve in this capacity.

**III. The role of the Academic Senate Regarding Recommendations to the Board of Trustees**

- A. The Board of Trustees or the Chancellor, may receive policy recommendations from the faculty in respect to academic and professional matters in three modes:
  - 1. From the Academic Senate directly, conditional upon the procedures set forth in Section IV. Subsection H.
  - 2. From collegial governance committees which rely primarily upon the advice and leadership of the Academic Senate and its representatives; and
  - 3. From college committees, which may take up issues, which overlap with the areas, listed in Title 5, Section 53200.
- B. For recommendations directly from the Academic Senate or from collegial governance committees relying primarily upon the advice of the Academic Senate, the Board and the Chancellor, agree that the Board is relying primarily upon the advice and judgment of the Senate.
- C. For recommendations from college committees not under the leadership of the leadership of the Academic Senate on issues which may overlap with the areas listed in Title 5, Section 53200, the Board of Trustees or its designee, the Chancellor, shall make every effort to reach agreement with the Academic Senate.

**IV. Authority, Responsibility and Process**

- A. Policy recommendations from collegial academic committees or ad hoc committees with collegial standing shall go to the Academic Provost and the Academic Senate, then to the Chancellor and then to the Chancellor and then the Board.
- B. Policy recommendations from the Academic Senate shall go the Academic Provost, then to the Chancellor and then the Board subject to the conditions of Section H below.
- C. Recommendations from the Budget and Planning Committee shall go to the Chancellor and then to the Board.

- D. Recommendations from standing advisory committees shall go to the College Advisory Council, then to the Chancellor and the Board.
- E. Recommendations from the ad hoc committees not pertaining to academic and professional matters shall go to College Advisory Council and then to the Chancellor or his/her designee, and then the Board.
- F. Policy suggestions and proposals may originate from any individual, groups of individuals or organization in the college. The College advisory Council shall receive all policy proposals, which do not originate in a committee. The Council shall designate the appropriate committee to examine the proposal with a timeline for reporting its deliberations to either the Council or the Provost if appropriate.
- G. The appointment of faculty members to serve on college committees, task forces or other bodies dealing with academic and professional matters, shall be made by the Academic Senate, after consultation with the Chancellor or his/her designee. The Academic Senate shall make every effort to rotate membership in committees in keeping with democratic and participatory principles.
- H. 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.
  - 1. If the Academic Senate Executive Council or the Provost disagree with a policy recommendation from one of the collegial academic governance committees. The matter shall be referred back to the originating committee with written comments or recommendations so that issues raised by the Academic Senate Executive council or the Provost may be addressed. The academic Senate Executive Council and the Provost will then review the policy issue and/or the committee's recommendations and report its decision to the Chancellor.
  - 2. If the Chancellor disagrees with a policy recommendation from the Academic Senate Executive Council, the matter shall be referred back to the Academic Senate Executive Council, the matter shall be referred back to the Academic Senate Executive Council with written comments or recommendations so that issues raised by the Chancellor may be addressed. The Academic Senate Executive Council will the review the policy issues and report its decision to the Chancellor.
  - 3. If no resolution or remedy id found, the Academic Senate shall present its position directly to the Board for review and action. If the Board rejects the Academic Senate recommendation, it shall do so with a written explanation to the academic Senate.

- I. All committees shall have timely published agendas and printed, available, approved minutes.
- J. Each constituent group – students, classified staff, administration and faculty – shall evaluate the effectiveness and operation of the entire governance system every two years beginning in 1995. A summary report and recommendation, based upon the reports/recommendations of each constituent group, shall be developed by the College Advisory Council and forwarded to the Chancellor who shall make a report to the Board of Trustees with recommendations for improvements and change (if needed) in the governance system.
- K. The appendices to the Shared Governance System shall contain the name of each standing committee, function and purpose, membership composition, and reporting responsibility. The appendices shall be considered to be part of the college's administrative regulations.
- L. During November, 1994 this agreement shall be reviewed by each party and each such party shall use its best efforts to address any and all issues raised by the other party.

**October 29, 1998**

## PURPOSE AND FUNCTION OF THE APPENDIX

The appendices shall describe the purpose and function of the college governance committees including membership composition and reporting responsibility.

Additions, deletions and modifications of committees as described in these appendices may take place without Board resolution.

Modifications of the collegial governance committees may take place by mutual agreement between the Academic Senate and the Chancellor.

Modifications of all other committees may take place by action of the Chancellor with concurrent agreement from the presidents of SEIU 790, Academic Senate and Associated Students.

Collective bargaining agreements as they affect governance committees may be modified through the collective bargaining process.

## APPENDIX A

### COLLEGIAL GOVERNANCE SYSTEM

- \* Collegial governance committees shall elect their own chair who shall be responsible for the operations of the committee.
- \* An appropriate administrator shall be designated by the Chancellor for each committee to ensure that the mandate of the committee is carried out according to agree upon timelines.
- \* Each committee may establish subcommittees whose membership may or may not be members of the main committee. Faculty members shall be appointed by the Academic Senate.
- \* College policy recommendations go directly to the Academic Provost and the Academic Senate for review and then to the Chancellor who will make his/her policy recommendations to the Board subject to Section IV. H in the Shared Governance Policy document.

The following standing committees comprise the Collegial Governance System:

#### 1. ACADEMIC POLICIES COMMITTEE

##### **Purpose**

Recommends policies related to degree and certificate requirements; development of new instructional programs including vocational education, contract education, community services, international education; grading; articulation agreements between City College and other educational institutions, CSU-UC breadth requirements; graduation requirements; telecourses and distance learning; and other academic and professional issues not directly within the purpose and function of the Curriculum Committee; Staff Development Committee; or the Student Preparation/Success Committees;

##### **Membership**

- \*Nine (9) faculty appointed by the Academic Senate for two year terms.
- \*Five (5) administrators appointed by the Chancellor for two year terms.
- \*Two (2) classified appointed by the SEUI 790 for two years terms.
- \*Two (2) students appointed by the student government for one year terms.

## 2. CURRICULUM COMMITTEE

### **Purpose**

Recommends new course and program offerings and revisions in title, prerequisites, student units, descriptions of existing courses.

### **Membership**

- \* Eighteen (18) faculty appointed by the Academic Senate for three year terms.
- \* Six (6) administrators (minimum of four education administrators) appointed by the Chancellor for three year terms.
- \* Two (2) students appointed by student government for on year terms.
- \* One (1) classified staff appointed by SEIU 790 for a two year term.

## 3. STAFF DEVELOPMENT COMMITTEE

### **Purpose**

Develops guidelines for the appropriate expenditure of monies allocated to the committee for the staff development needs of all segments of the college. Solicits input regarding content of flex day program, helps plan program, and recommends flex calendar policies. Develops and recommends collegewide staff development plan.

### **Membership**

- \* Four (4) faculty appointed by the Academic Senate for two year terms.
- \* Four (4) administrators appointed by the Chancellor for two year terms.
- \* Four (4) classified staff appointed by the SEIU 790 for two year terms. (one not represented by SEIU)
- \* One (1) non-voting student.

#### 4. STUDENT PREPARATION/STUDENT SUCCESS COMMITTEE

##### **Purpose**

Recommend policies regarding college matriculation, counseling, and other student support services including Transfer Center; EOPS; and DSPS. Also receives regular reports from Student Grade and File Review on its activities (but not the content of its recommendations).

##### **Membership**

- \* Seven (7) faculty appointed by the Academic Senate for two year terms.
- \* Four (4) administrators appointed by the Chancellor for two year terms.
- \* Two (2) classified staff appointed by SEIU 790 for two year terms.
- \* Two (2) students appointed by student government for one year terms.

## APPENDIX B

### CCSF COLLEGE ADVISORY GOVERNANCE SYSTEM

\* The College Advisory Governance System shall be comprised of standing committees and the College Advisory Council which will coordinate and make recommendations in areas not under the leadership of the Academic Senate.

\* Policy recommendations from the standing advisory committees; ad hoc committees; and trade/community advisory committees shall go the appropriate administrator and the College Advisory Council.

\* The Chancellor shall designate an administrator to ensure that the work of the committee is carried on within the agreed upon timelines.

\* The following standing committees comprise the College Advisory Governance System:

#### 1. COMMUNICATIONS COMMITTEE

##### **Purpose**

Recommends policies related to college communications; publications and other media including Channel 27.

##### **Membership**

\* Two (2) faculty appointed by the Academic Senate for two years terms.

\* Two (2) administrators appointed by the Chancellor for two years terms.

\* Two (2) classified staff appointed by SEIU 790 for two years terms.

\* Two (2) students appointed by student government for one year terms.

## 2. COLLEGE DIVERSITY COMMITTEE

### **Purpose**

The exploration and identification of key curriculum/across-the-curriculum issues that relate to the issue of diversity and advise the Curriculum Committee accordingly. Identify key faculty and staff development issues, ideas and training opportunities related to diversity and advise the Staff Development Committee accordingly. Identify organizational and institutional climate issues that impact on diversity goals and objectives. Identify potential resources that can be utilized to assist the district in achieving its goals and objectives related to diversity. Identify diversity issues that impact negatively on student success and retention and advise the Student Preparation/Student Success Committee accordingly.

### **Membership**

- \* Four (4) faculty appointed by the Academic Senate for two years terms.
- \* Four (4) administrators appointed by the Chancellor for two years terms.
- \* Four (4) classified staff appointed by SEIU 790 for two years terms. (one not represented by SEIU)
- \* Four (4) students appointed by student government for one year terms.

## 3. INFORMATION TECHNOLOGY POLICY COMMITTEE

### **Purpose**

The Information Technology Policy Committee is the central planning and policy coordination committee, established within the framework of the Collegial Governance System and serving as the focal point for administrative and academic technology issues.

### **Membership**

- \* Three (3) faculty appointed by the Academic Senate for two years terms.
- \* Three (3) administrators appointed by the Chancellor for two years terms.
- \* Three (3) classified staff appointed by SEIU 790 for two years terms.
- \* Two (2) students appointed by student government for one year terms.

#### 4. COUNCIL OF ADMISNISTRATIVE 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.

#### 5. COUNCIL OF ACADEMIC DEANS

##### **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 Chair of the Council shall be the Academic Provost.

## APPENDIX C

### CCSF BUDGET AND PLANNING GOVERNANCE SYSTEM

- \* The Budget and Planning Governance System develops recommendations, which are advisory to the Chancellor who will forward his/her final recommendations to the Board of Trustees.
- \* The Chancellor shall designate the chairs of the standing committees in consultation with the Academic Senate president and the president of SEIU 790.
- \* Each committee shall establish sub-committees whose membership may or may not be members of the committee.
- \* The following standing committees comprise the Budget and Planning Governance System:

#### 1. PLANNING & BUDGETING COUNCIL

##### **Purpose**

The purpose of the Planning and Budgeting Council is to serve as a standing committee within the CCSF Shared Governance System with the specific charge to provide guidance in the overall planning system for CCSF, participate in the development of plans (including the strategic plan and annual plans), review and recommend the annual budget (including unit plans and budgets), and participate in the semi-annual assessment of accomplishments and outcomes. The council makes planning and budget to be recommended to the Board of Trustees for adoption. The council also may make recommendations on the overall policies and procedures for the development of plans and budgets at CCSF.

##### **Membership**

- \* 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.
- \* Four (4) classified staff appointed by SEIU 790 for two years terms.
- \* Four (4) students appointed by the Associated Students for one or two year terms.

The Chancellor may request that specific resource personnel attend meetings and provide support for the work of the Council.

## 2. 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 790 for two years terms.
- \* Two (2) students appointed by student government for one year terms.

Note: Committee recommendations shall be determined by a majority vote of the members of the committee. In the event of a tie or in the event that only administrators are in the majority or that no administrators are in the majority, no recommendation shall be sent to the Chancellor. The results of the vote shall be forwarded to the Chancellor.

## 3. HEALTH AND SAFETY COMMITTEE (Subcommittee of the Facilities Review Committee)

### **Purpose**

Recommends policies pertaining to the safety of student and college employees. This committee is established through collective bargaining agreements with SEIU 790 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 790 for two years terms.
- \* Two (2) students appointed by student government for one year terms.