

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: CITY COLLEGE OF SAN FRANCISCO METHODS FOR COLLEGIAL CONSULTATION	Number: AP 2.08
Legal Authority: California Education Code Section 70902 and California Code of Regulations Title 5, Sections 53200 and 53203	

The Board of Trustees recognizes the Academic Senate as the official representative of the faculty in academic and professional matters and will consult collegially with it on those matters as listed below. The primary function of the Academic Senate, as representative of the faculty, is to make recommendations to the Chancellor (the official representative of the Board) and to the Board of Trustees.

Per Board Policy 2.08, the Board of Trustees and its official representative, the Chancellor, shall rely primarily upon and normally accept the advice and judgment of the Academic Senate in academic and professional matters. This document describes the procedures that the Academic Senate and the Administration will use to provide advice and judgment to the Chancellor and the Board in these areas:

1. Curriculum, including establishing prerequisites
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

PLUS 1. Other academic and professional matters as mutually agreed upon between the Board and the academic senate.

I. Definitions

"Faculty" means those academic employees of the District who are employed in positions that are not designated as supervisory or management for the purposes of the Educational Employment Relations Act, encompassed in Government Code section 3540 et seq., and for which minimum qualifications for hire are specified by the Board of Governors for the California Community Colleges.

"Academic Senate" means the Academic Senate of City College of San Francisco

"The Board" means the Board of Trustees of City College of San Francisco.

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"The District" means the San Francisco Community College District.

"Academic and professional matters" means the policy development and implementation matters listed above.

"Consult collegially" means that the Board shall develop policies on academic and professional matters by relying primarily upon the advice and judgment of the Academic Senate as provided in title 5 section 53203(d)(1).

"Collegial consultation process" or "consultation process" means an exchange of information through meetings or written documents between the officers of the Academic Senate and the Chancellor or designee that foster shared understanding and identification of areas of agreement and areas of disagreement regarding the issue at hand.

II. Commitment to Collegial Consultation Process

1. The Academic Senate Officers will meet with the Chancellor or designee on a regular basis;
2. Additional meetings may be scheduled upon agreement of the Academic Senate and the Chancellor.
3. The appointment of faculty members to serve on committees, task forces, or other college-wide groups is made by the Academic Senate unless the matter falls under the purview of the collective bargaining agent. [Title 5 Sec 53203(f)]
4. Consultation takes place at multiple levels both informally and through formal structures and all parties make a good faith effort to reach mutual understanding through consultation.
5. The Academic Senate brings recommendations, policies, etc. related to academic and professional matters to the collegial consultation process. In addition, the Administration has a responsibility to seek collegial consultation with the Academic Senate regarding academic and professional matters.
6. Issues identified in the participatory process by the Academic Senate as academic and professional matters are taken to the collegial consultation process for discussion and decision.

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III. Recommendations of the Academic Senate

Formal recommendations from the Academic Senate to the Board shall be presented to the Chancellor in the collegial consultation process. If a collegial consultation process results in concurrence between the Chancellor (or designee) and the Academic Senate, then the Chancellor presents the recommendation to the Board of Trustees. If the Board does not accept the recommendation of both the Chancellor and the Academic Senate, the Chancellor (as Board's designee) may reinitiate the collegial consultation process for resolution.

If a collegial consultation process does not result in concurrence between the Chancellor (or designee) and the Academic Senate, then the Academic Senate may choose to modify or withdraw its recommendation, or the Academic Senate may choose to go forward with its recommendation, exercising its right to meet with or to appear before the Board with respect to the views, recommendations, or proposals of the Academic Senate.

The Board may accept the recommendation of the Senate. In either case if the Board chooses not to accept the recommendation of the Academic Senate concerning academic and professional matters "due to exceptional circumstances and for compelling reasons," the Board or its representative must provide the Academic Senate within seven calendar days a written explanation of its reasoning.

The collegial consultation process will be used for all areas of collegial consultation. In every area, Academic Senate recommendations and District actions shall conform to Federal law and regulation, California law and regulation, and accreditation standards, and shall be informed by guidelines provided by the California Community Colleges Chancellor's Office and the by Academic Senate for the California Community Colleges.

IV. Interface Between Participatory and Collegial Governance

The participatory and collegial governance systems work together to create a collaborative decision-making structure that includes opportunities for all constituents to provide feedback during the development of policies, procedures, plans, and other action items that affect them, while relying on appropriate expertise for decision-making and implementation.

The CCSF Board of Trustees relies primarily on the recommendations of the Academic Senate

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for all academic and professional matters (identified above). In order to facilitate the development of policies, procedures, plans, and other action items by participatory governance committees, task forces, workgroups, etc. the following steps shall be taken when those policies, procedures, and plans include academic and professional matters:

10+1 Process for Participatory Committees, task forces, workgroups, etc.

There are situations where the standing committees/taskforces/workgroups of the PGC are discussing items that contain A&P/10+1 content. To ensure the primacy of the Academic Senate the following steps serve as a process. The non-A&P/10+1 portions of the item move forward while the A&P/10+1 portions are under consideration by the Academic Senate Executive Council.

1. The Chairs of the Participatory Governance committees will allocate a minimum of 5 weeks to review all material (excluding days when classes are not in session and excluding summer session) for Academic Senate Executive Council recommendation when appropriate. The Academic Senate recognizes that, in certain situations, decision making may need to be expedited when facing time-sensitive or otherwise urgent issues. In these cases, the Academic Senate will maintain the general flow of decision making but may adjust the amount of time to ensure the College's ability to meet required deadlines.
2. Faculty representatives on Participatory Governance committees represent the will of the Academic Senate and make decisions on behalf of the Academic Senate on non-A&P/10+1 items. However, A&P/10+1 portions of any item are voted on by the Executive Council of the Academic Senate to create a formal recommendation. Faculty representatives must report back to and receive direction from the Academic Senate Executive Council.
3. If the Participatory Governance committee concurs with the Academic Senate's formal recommendation on A&P/10+1 items and portions of items, the item moves forward as is.

If the Participatory Governance committee does not concur with the Academic Senate's formal recommendation on A&P/10+1 items or portions of items, that item, or portion of the item, goes into consultation with the Chancellor as described above.

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4. In consultation, if the Academic Senate and the Chancellor reach agreement on A&P/10+1 items or A&P/10+1 portions of items, the item moves forward to the PGC with the A&P/10+1 items clearly delineated as information only.
5. If the Academic Senate and the Chancellor cannot reach agreement in consultation, the two recommendations are clearly identified and move forward through the Participatory Governance Council. The Academic Senate recommendation regarding A&P/10+1 items goes to PGC as information only.
6. After the PGC makes a recommendation to the Chancellor regarding the non-A&P/10+1 portion of an item, and if the Academic Senate and the Chancellor are still not in agreement regarding the A&P/10+1 portion, they will re-engage in consultation.
7. On the rare occasion that the Chancellor and Academic Senate still cannot reach agreement on the A&P/10+1 portion of an item, both recommendations move forward to the Board of Trustees.

The goal is to come to a common understanding while maintaining the “rely primarily” relationship with the Academic Senate on 10+1 items. Therefore, these committee processes flow into the Participatory Governance Council. When the Academic Senate has already made a formal recommendation, the specific A&P/10+1 content is for information only.

V. Policy and Regulation

The bases for the collegial consultation process at City College of San Francisco are:

- San Francisco Community College District Board Policy 2.08,
- Title 5 CCR § 53200
- Title 5 CCR § 53203.

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