

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Participation in Local Decision Making

**Adoption Date:** October 7, 2008

**Revision Date:** January 24, 2012; January 20, 2015; February 24, 2015;  
April 26, 2016

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** BP 2510, Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq, 51023.5 and 51023.7; ACCJC Accreditation Standard IV.A and IV.D.7

It is the policy of the Board of Trustees, in the spirit of collegial consultation, to ensure the District provides for timely communication between the Board of Trustees, administrators, faculty, staff, and students. Further, the Board of Trustees, while retaining ultimate authority as defined by federal and state law and local regulation, seeks to give reasonable consideration to the concerns and opinions of constituent groups at the campus level and to share information with these groups. The Board of Trustees delegates to the Superintendent/President responsibility and authority for developing policy recommendations for Board consideration and for implementation of Board decisions.

- I. The decisions of the Board, acting as a unit, are binding as specified in statute.
- II. Standing advisory groups to the Superintendent/President are established to provide Campus input to matters of campus concern prior to Board consideration. All constituent groups are represented in the advisory groups. Representatives to advisory groups will be appointed by the constituent groups.
- III. Standing committees of each unit or area will be consulted as appropriate and an attempt to reach consensus will be made before advancing a recommendation to the Superintendent/President and then to the Board.
- IV. Academic Senate:  
The Board of Trustees, through its designated representative and with representatives of the Academic Senate, shall have the obligation to consult collegially with the Academic Senate and develop policies on academic and professional matters through either or both of the following:
  - Rely primarily upon the advice and judgment of the Academic Senate;
  - Reach mutual agreement with the Academic Senate by written resolution, regulation or policy.

If agreement cannot be reached, existing policy will remain in effect unless continuing with such policy or action exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

- A. The Academic Senate has primary responsibility in the areas of academic and professional matters. The areas for development of policy recommendations are:
  - 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 report
  - 8. Policies for faculty 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 governing board and the academic senate
  
- B. The Academic Senate representative sits at the Board table with Board Members and is available to explain faculty recommendations and differences of opinion.
  
- V. Administration:  
Administrators will be represented on the Campus advisory groups and the Board of Trustees table through the participation of senior administrators as designated by the Superintendent/President. Senior Administrators will establish whatever review or advisory groups they deem necessary to accomplish the functions for which they have responsibility.
  
- VI. Administrative Support Management(ASM)Group:  
The ASM Group is represented in the advisory groups and at the Board table to ensure this group has the opportunity to make recommendations, promote communication, and present their opinions on matters affecting the conduct, welfare, and growth of the College.
  
- VII. Associated Student Body  
Student representation on the Board table is assured through the elected student trustee and representation on the advisory committees by representatives appointed through the Associated Student Board.

- VIII. Classified (CSEA):  
Classified staff are represented by CSEA on the advisory groups and at the Board table to ensure they have the opportunity to make recommendations, promote communication, and present their opinions on matters affecting the conduct, welfare, and growth of the College. CSEA functions as the Classified Senate.
- IX. Faculty Association/CCA/CTA/NEA:  
The Faculty Association/CCA/CTA/NEA is a membership organization with primary interest in faculty working conditions and compensation.
- X. Contents of this document shall not be construed to infringe upon the due process requests of faculty, supervisory/confidential employees, or negotiated agreements with bargaining units.
- XI. The Board minutes will reflect the reasons why the Board takes action contrary to the recommendation made in the participatory governance process.
- XII. Each individual group will establish procedures to ensure the timely and efficient implementation of this procedure.
- XIII. Institutional processes are contained in the Governance Model document.