



# **ECC Academic Senate Handbook**

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Academic Senate President, 2010-2014

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**Academic Senate of El Camino College**

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# **ECC ACADEMIC SENATE HANDBOOK**

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## **THE ECC ACADEMIC SENATE: PURPOSE AND PURVIEW**

**The purpose of the ECC Academic Senate** is to provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5, Subchapter 2, Sections 53200-53206 of the *California Code of Regulations*. In addition, the Academic Senate facilitates communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees. As outlined in Board Policy 2510, the Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview. If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C - COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

### **THE “10+1” PURVIEW OF THE ACADEMIC SENATE**

- 1. Curriculum, including establishing prerequisites and placing courses within disciplines**
- 2. Degree and certificate requirements**
- 3. Grading policies**
- 4. Educational program development**
- 5. Standards and 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. Processes for institutional planning and budget development, and**
- 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.**

## **Overview of California Community College Academic Senates**

Portions of the following description are directly quoted from the “Local Senates Handbook,” The Academic Senate for California Community Colleges,” 2015: pp. 7-26.

[https://www.asccc.org/sites/default/files/local\\_senates\\_handbook2015-web.pdf](https://www.asccc.org/sites/default/files/local_senates_handbook2015-web.pdf).

In 1988, California State legislation AB1725 uncoupled the California community colleges from K-12 schools and gave community colleges status as institutions of higher education. “The legislature instituted tenure review for new hires and peer evaluation of tenured faculty, lengthened the tenure period, and strengthened the role of the local academic senates as central to the effort of institutional development.” At this time, local and state Academic Senates were given legal recognition and a specific purview in academic and professional matters.

### **The Legal Foundation of Academic Senates**

The roles and responsibilities of local senates and their faculty are spelled out on the state level in Education Code and Title 5.

**Education Code.** These laws are the result of legislation—and can be modified only by subsequent legislative action. Section 70902 (B)(7) of the Education Code asserts that “the governing board of each district shall establish procedures to ensure... the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.” Other sections of the Education Code grant senates purview in the areas of minimum qualifications; equivalencies; hiring criteria; policies and procedures; administrative retreat rights; tenure evaluation procedures; faculty evaluation procedures; and faculty service areas.

**Title 5.** Title 5 policies and regulations created by the Board of Governors interpret and create strategies for the implementation of Education Code. Title 5 regulations are published as part of the California Code of Regulation and have the force of law. They lay out the 10+1 purview of the Senate.

### **Collegial Consultation**

**The Senate and the Board of Trustees.** Title 5 requires that Boards of Trustees consult collegially with academic senates on matters that are academic and professional in nature. While consulting collegially, the academic senate shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the academic senate may present its recommendations directly to the governing board. Administrators often serve as designees of the Board. Designees represent the Board in much of the consultation process, but according to Title 5 academic senates maintain a direct relationship with the Board and may bring items directly to the Board.

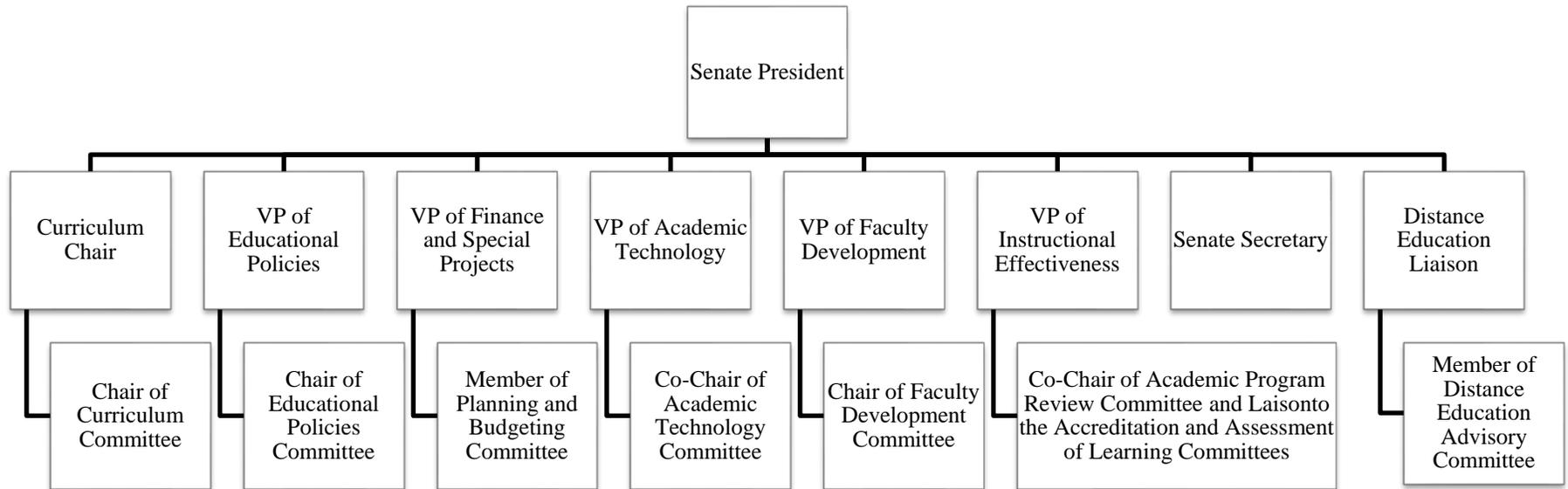
**Mutual Agreement.** There are two methods by which senates engage in collegial consultation, “rely primarily” and “mutual agreement.” When the board elects to provide for mutual agreement with the academic senate and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. At ECC, Board Policy 2510 Participation in Local Decision Making, determines that the Board will normally accept the recommendations of the Senate but in the event of disagreement we must reach mutual agreement. BP 2510 states that if the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.

### **Senates and Unions**

Academic senates and unions across California Community Colleges work together for the benefit of the faculty, but questions often arise concerning the roles of the respective organizations. Put in its simplest terms, the academic senate represents the faculty in academic and professional matters, and the collective bargaining agent represents the faculty in working condition matters.

More specifically, the academic senate represents the faculty in the eleven areas defined by Title 5. In addition, the Education Code assigns myriad additional responsibilities to academic senates, such as minimum qualifications and equivalency processes, faculty hiring, faculty evaluation and tenure review, administrative retreat rights, and faculty service areas. The collective bargaining agent represents the faculty in such areas as workload, assignment, working hours, academic calendar, and salary and benefits.

At El Camino College, the Academic Senate and ECC Federation of Teachers share an MOU that lays out the relationship between the two organizations. A copy of that MOU is contained in this handbook.



### **Senate Officers**

- Two year terms
- May be nominated and serve independently or as co-officers
- Elected by the Senate body

### **Subcommittees of the Senate**

- Academic Program Review Committee
- Academic Technology Committee
- College Curriculum Committee
- Distance Education Advisory Committee
- Educational Policies Committee
- Faculty Development Committee

### **Senate Membership**

- Voting members of the Senate are elected from the faculty in each division as per the Senate Constitution
- Full-time Senators are elected for three-year terms
- Two adjunct members are elected from the adjunct faculty body for a one-year term

# Constitution of the El Camino College Academic Senate

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## **El Camino College Academic Senate Constitution**

**PREAMBLE** In order to have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, we, the faculty of the El Camino Community College District, do hereby establish a representative organization, known as the Academic Senate of El Camino College. The Academic Senate shall be fully empowered to act as the representative and executive arm of the faculty, acting for all the members of the faculty on an elected basis.

### **ARTICLE I Name and Definitions**

#### Section 1. Name

1.1 The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate.

#### Section 2. Definitions

2.1 The term “days,” when used in this constitution, shall mean weekdays when classes are in session at the college.

2.2 The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement.

2.3 The term “part-time faculty” shall mean faculty members employed by the District as an instructor for 67% or less of a full-time teaching load.

2.4 The term “senator” shall mean any member of the faculty elected to the Senate.

2.5 The term “division senator” is the individual who is elected by the full-time faculty of a division or unit to represent such unit.

2.6 The term “senior senator” shall mean the division senator with the longest continuous service on the Senate.

2.7 The term “FTEF” shall mean Full-Time Equivalent Faculty.

2.8 The term “ex-officio member” shall mean a non-voting member of the Senate who may be invited by the Senate president to serve as a resource person, advisor, and/or communication link with other campus decision-making bodies.

**ARTICLE II      Purposes**

Section 1.      Purpose

- 1.1      To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the “Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
1. Curriculum, including establishing prerequisites and placing courses within disciplines,
  2. Degree and certificate requirements,
  3. Grading policies,
  4. Educational program development,
  5. Standards and policies regarding student preparation and success,
  6. District and college governance structures, as related to faculty roles,
  7. Faculty roles and involvement in accreditation process, 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, and
  11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”
- 1.2      To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

**ARTICLE III      Senate Membership**

Section 1.      Senators

- 1.1      The senators shall be elected from the faculty in each division. The Library Learning Resources shall be treated as a division.
- 1.2      The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Part-time faculty shall have two members-at-large and up to two alternates on the Senate, to be elected by the part-time faculty of that campus/center.

- 1.3 Divisions having FTEF shall be entitled to senate members on the following basis:
  - 1 through 24 - two (2) members
  - 25 through 36 - three (3) members
  - 37 through 48 - four (4) members
  - 49 or more - five (5) members
- 1.4 The computation of the number of faculty members in each division in any given year shall be based on the total FTEF for each division as determined by averaging division FTEF data from the most recent spring and fall semesters.
- 1.5 Eligibility of Senators
  - 1.5.1 Voting members of the Senate shall be the elected senators.
  - 1.5.2 The tenure of office for a senator shall cease when the senator no longer is a faculty member at El Camino College, or has been recalled or removed (see Bylaws Article III, Sections 4-5). In the event that a division decreases in size, each senator serves out the remainder of his or her term. No further division elections will be held until the number of division senators is in line with the current division FTEF figures.
- 1.6 Election of Full-Time Senators – See Bylaws Article III, Section 1.
- 1.7 Election of Part-Time Senators – See Bylaws Article III, Section 2
- 1.8 Full-Time Senator – Term of Office
  - 1.8.1 Full-time senators shall be elected for a term of three years. Also, see Bylaws Article III.
  - 1.8.2 The division represented may exercise recall of a full-time senator at any time. See Bylaws Article III.
  - 1.8.3 If a full-time senator cannot or does not choose to complete the term of office, the Senate president may, after consultation with the remaining senators from that division, appoint a replacement or hold a special election under the procedures of Article III, Section 1 of the Bylaws.
  - 1.8.4 The appointment shall be made within one month of the vacancy, or a special election shall be held as soon as possible after notification of the vacancy, and the term of office for the replacement shall be for the remainder of the vacating senator's term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

1.9 Part-Time Senator – Term of Office

1.9.1 The term of office for part-time senators shall be one year unless the senator no longer meets the requirements of Article III, Section 1.5.

1.9.2 If a part-time senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the term.

1.10 A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

Section 2 Ex-Officio Senate Members

2.1 Designation of Ex-Officio Members of the Senate

2.1.1 One member of the El Camino College Board of Trustees, to be designated by the Board, shall be an ex-officio member of the Senate.

2.1.2 The college president, Vice President of Academic Affairs, and Vice President for Student Services (or designees) shall be ex-officio members of the Senate.

2.1.3 The ECCFT president (or designee) shall be an ex-officio member of the Senate.

2.1.4 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate.

2.1.5 The president of the Associated Student Organization, or designee, shall be an ex-officio member of the Senate.

**ARTICLE IV      Officers**

Section 1      Officers. The Senate shall elect from among its members:

1.1      President;

1.2      President Elect, who may also hold another senate office, until beginning his or her term as president;

1.3      Vice Presidents: Vice President of Educational Policies, Vice President of Instructional Effectiveness, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Academic Technology;

1.4      Secretary;

1.5      Distance Education Liaison;

1.6      Other Officers: The president may appoint people to serve in positions such as legislative liaison, newsletter editor, parliamentarian, sergeant-at-arms, and others as deemed necessary;

1.7      Elected Officers. The elected officers shall be members of the Senate Executive Committee.

Section 2.      Election of Officers – See Bylaws Article IV.

Section 3.      Terms of Office

3.1      The term of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president. In addition, co-officers may be nominated and elected at the discretion of the Senate and may serve either jointly for 2 years or in staggered terms.

3.2      An officer may be removed from office if there is a violation of the standards of Article XI, Section 2, and a motion to impeach is passed by a two-thirds majority of the Senate.

3.3      If an officer, other than the president, cannot or does not complete the term of office, the Senate president may appoint a replacement for the remainder of the term.

3.4      If the president cannot or does not complete the term of office, the president-elect shall serve as president. If there is no president-elect, the Senate Executive Committee shall elect from its members a replacement

for the remainder of the term.

Section 4. Duties of Officers and Other. It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

- 4.1 Senate President: The president shall chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Committee, and campus committees; in consultation with Executive Committee, set agendas and prepare and post meeting materials in accordance with the Brown Act; preside over meetings of the Senate as outlined in *Robert's Rules of Order*; oversee the Senate's responsibilities as a collegial consultation committee as outlined in Making Decisions at El Camino College; and appoint a legislative liaison, newsletter editor, parliamentarian, and sergeant-at-arms, as deemed necessary.
- 4.2 President-Elect: The president-elect shall become familiar with the duties of the Senate president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend College Council, relevant ASCCC meetings (such as Area C meetings, plenary sessions, and Faculty Leadership Institute), and the El Camino College Academic Senate Executive Committee meetings.
- 4.3 Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.
  - 4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and success, and minimum qualifications. Chair Educational Policies Committee.
  - 4.3.2 Vice President of Instructional Effectiveness shall monitor and report on the actions of, represent the senate on, and serve as the senate's voting member for the following campus-wide or district-wide committees and task forces: Student Learning Outcomes (SLO) and Assessment of Learning Committee, Academic Program Review Committee, instruction-related accreditation standards, and any campus-wide committees devoted to faculty

evaluation processes or procedures. Co-chair Assessment of Learning and Program Review Committees.

- 4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budgeting Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and handle special projects as assigned by the Senate president.
- 4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs and the Professional Development and Learning Department, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate. Chair Faculty Development Committee.
- 4.3.5 Vice President of Academic Technology shall be the Senate's voting member in the College Technology Committee (CTC) and the Academic Technology Committee (ATC); report on the actions of the CTC and the ATC; represent the senate position; monitor and propose action for academic technology; and handle special projects as assigned by the senate president. Co-chair Academic Technology Committee.
- 4.4 Secretary: Keep a record (minutes) of all proceedings of the Senate; keep a record of the membership of the Senate and all committees of the Senate; maintain the attendance records of senators; transmit the meeting minutes to the president for publication; communicate with college administration the results of resolutions and other Senate matters; and see that the Senate website is updated.
- 4.5 Distance Education Liaison: Monitor and report on the actions, represent the Senate on and be the Senate's voting member for the Distance Education Advisory Committee.
- 4.6 Legislative Liaison: Monitor legislative issues and advise president, officers, committees, and members on matters of legislation relevant to the Senate purview.
- 4.7 Newsletter Editor: Edit and publish the Senate newsletter and maintain the Senate website.
- 4.8 Parliamentarian: Advise the president, officers, committees and members on matters of parliamentary procedure.

- 4.9 Sergeant-at-Arms: Assist in preserving order as the president may direct.

**ARTICLE V Meetings**

- Section 1. Regular Meetings. The Senate shall hold regular meetings throughout the academic year.
- Section 2. Additional Meetings. With the consent of the Senate, the Senate president may call additional meetings.
- Section 3. Faculty Meetings. Meetings of the faculty may be called by either a majority vote of the Senate or by a petition signed by one-fourth of the faculty. The Senate president shall notify the faculty at least five days in advance of a faculty meeting.
- Section 4. Executive Session
- 4.1 In personnel matters, the Senate shall have the right to hold executive sessions at which only senators shall be present in accordance with the Brown Act.
- 4.2 Executive sessions may be called by the Senate president or by a majority vote of the Senate.
- 4.3 Any decision made by executive session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.

**ARTICLE VI Executive Committee**

- Section 1. Voting Members: president, vice-presidents, and secretary.
- Ex-Officio Members: past president, president-elect, distance education liaison, legislative liaison, newsletter editor, parliamentarian, sergeant-at-arms, and others, as appointed.
- Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by

a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.

## **ARTICLE VII      Committees**

### Section 1.      Committees

- 1.1      Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)
  - a) College Curriculum
  - b) Educational Policies
  - c) Faculty Development
  - d) Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budgeting Committee)
  - e) Academic Technology Committee
  - f) Distance Education Advisory Committee
- 1.2      Special Committees: Short-term in nature and dealing with topical issues. Members are appointed and charge is determined by Senate president.
- 1.3      Election Committee: This committee conducts elections of Senate officers in compliance with the Constitution and Bylaws. The president shall appoint the chair. No member of the Election Committee may be a candidate for an elected office.
- 1.4      Campus-wide Committees: The Senate president shall appoint, with the approval of the college president, delegates to represent the Academic Senate on various campus-wide committees. Each representative shall report back to the Senate. Typical committees may include:
  - a) Calendar Committee
  - b) Accreditation Committee
  - c) Facilities Steering Committee.

## **ARTICLE VIII      College Curriculum Committee**

Sections 1.3, 2.1, 2.4, 2.5, 5.2.2 (b), 5.2.3 and any Senate Bylaw referring to the same sections are subject to mutual agreement between the Senate and the Board of Trustees or its designee.

### Section 1.      College Curriculum Committee

- 1.1      Operating Policy: The CCC will operate under its Bylaws, relevant Board policies, and this Constitution and its Bylaws.

- 1.2 CCC Operational Procedures: All operational procedures not addressed in this Constitution are to be specified in the CCC Bylaws. Operational procedures do not include curriculum procedures addressed in Sections 5.2 of this Article.
- 1.3 Approval of CCC Bylaws: CCC Bylaws are subject to approval by the Academic Senate, according to standards of Article XI, Section 2.

Section 2. Chair of College Curriculum Committee

- 2.1 Chair: The CCC shall elect the Chair of the CCC from its membership, subject to approval by the Senate, according to Article XI, Section 2.
- 2.2 Chair as Member of the Senate: In the event the Chair of the CCC is not a member of the Senate, the Chair of the CCC shall be an ex-officio member of the Senate.
- 2.3 Term of Office: Term of office for the Chair of the CCC shall be two (2) years.
- 2.4 Duties of Chair: The Chair of the CCC shall preside at all meetings of the CCC and attend all meetings of the Senate to report all actions of the CCC, as well as perform all the duties specified in the Bylaws of the CCC.
- 2.5 Removal of the Chair: Following a simple majority vote of the CCC membership, the Senate may remove the CCC Chair following the same process for removing Senate officers. See Article IV, Section 3.2.

Section 3. CCC Representatives

3.1 Membership

- 3.1.1 Faculty – The faculty shall elect the representatives to the CCC. The senior senator or designee in consultation with the appropriate dean or director shall initiate an election process for division representation in accordance with the CCC Bylaws.
  - 3.1.2 Other Voting Members – The Vice-President of Academic Affairs or a designee shall be a member of the CCC. The Council of Academic Deans and Directors may select representation to the CCC in accordance with CCC Bylaws.
  - 3.1.3 Ex-Officio Members – The CCC may designate others as ex-officio members.
- 3.2 Term of Office: The term of office for CCC representatives shall be set in

the CCC Bylaws.

Section 4. Responsibility of the College Curriculum Committee

- 4.1 Curriculum Review: The CCC shall review all curriculum proposals to assure compliance with all Board policy requirements and Title 5 regulations. Approved proposals shall be sent to the college president via the Vice President of Academic Affairs for submission to the Board as specified in Board Policy 6123. Aspects of curriculum falling under the authority of the CCC include the establishment and revision of course outlines of record, conditions of enrollment, programs, degree and certificate requirements, CSU or UC transfer and articulation agreements; the inactivation of courses, certificates and programs; and other areas of curriculum as mutually agreed upon by the Senate and the Board or its designee. Other areas of CCC responsibility include scheduling the periodic review of both courses and conditions of enrollment. These areas of responsibility will be subject to the oversight provisions of Section 5 of this Article.
- 4.2 Review Procedures: The CCC shall develop curriculum review procedures, subject to the oversight provisions of Section 5 of this article.

Section 5. Curriculum Responsibility and Authority of the Senate

- 5.1 Oversight Responsibilities: As per Title 5 and Board Policy 2510, the Senate has primary responsibility for reviewing and recommending to the Board curriculum policies and procedures.
- 5.2 Review of Curriculum Procedures:
- 5.2.1 Any curriculum procedure is subject to immediate review upon the filing of a written request by a member of the student body, faculty, administration, staff or the community.
- 5.2.2 Review requests shall, at a minimum:
- a) Describe the procedure(s) to be reviewed and any associated form(s), and
  - b) Provide written documentation that the procedure violates one of the standards of Article XI, Section 2 or infringes on other areas, as defined in the Senate Bylaws and agreed to by the Board or its designee.
- 5.2.3 A Senate committee together with the Vice President of Academic Affairs or designee and the Chair of the CCC or designee shall determine, in a timely manner, whether the review request is valid under Section 5.2.2, and

- a) If found invalid, the request shall be denied in writing, or
- b) If found valid, the committee shall consult with the CCC, the filer and other appropriate parties in order to eliminate the objection documented under Section 5.2.2. (b) and, if that is not possible, the procedure shall be rescinded.

5.3 Review of Curriculum Decisions: Any curriculum decision of the CCC may be referred to the Senate for review, in accordance with the procedures in the CCC Bylaws. Following a review, the Senate may make recommendations to the CCC. However, only the CCC can approve curriculum proposals for recommendation to the Board.

## **ARTICLE IX Bylaws and Rules of Order**

### Section 1. Bylaws and Rules of Order

- 1.1 The Senate may adopt bylaws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.
- 1.2 Bylaws drawn up by the Senate shall be approved by majority vote of the Senate.

### Section 2. Rules of Order

- 2.1 Unless provided in this Constitution, in the bylaws, or standing rules, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings and the conduct of meetings of the Senate and its committees.

## **ARTICLE X Amendments to the Constitution**

### Section 1. Amendments of the Constitution

- 1.1 Amendments to the Constitution may be proposed by:
  - a) A motion approved by a majority vote of the Senate, or
  - b) A petition signed by one-quarter of the facultyThe motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.
- 1.2 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.
- 1.3 If the Senate approves the proposal for amendment, it is put to a ratification

vote by the faculty. The Election Committee chair shall conduct the vote by mail or other secure means including internet, phone, or other technology.

- 1.4 Proposed amendments of the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

Section 2. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

## **ARTICLE XI Professional Standards and Ethics**

### Section 1. Professional Standards and Ethics

- 1.1 The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns. The Senate may also consider such other matters that concern the academic well-being and management of the institution.
- 1.2 The Senate may, upon its findings, pass:
  - a) Resolutions of Commendation
  - b) Resolutions of Confidence
  - c) Resolutions of No Confidence, or
  - d) Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

### Section 2. Standards of Operation and Conduct of the Senate, its Committees and its Officers

The operation and conduct of the Senate, its committees and its officers may not

- a) Violate state law, or
- b) Violate ECC Board of Trustees policies, or
- c) Violate ECCFT agreement, or
- d) Subject the district to serious legal or fiscal liability, or
- e) Overzealously interpret state regulations and/or ECC Board of Trustees policies, or
- f) Violate any provision of this Constitution or its Bylaws.

## **ARTICLE XII Delegate to Academic Senate for California Community Colleges**

### Delegate

- 1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.

1.2 The delegate shall be the president of the Senate. If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

**Amendments and Revisions**

Revised	June 1982
Revised	June 1988
Revised	April 1989
Revised	March 16, 1990
Revised	December 1992
Revised	March 22, 1993
Revised	August 29, 1998
Ratified	May 1, 2000
Ratified	July 1, 2002
Ratified	Nov. 4, 2011
Ratified	June 9, 2017
Ratified	June 3, 2019

## **El Camino College Academic Senate Bylaws**

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## EL CAMINO COLLEGE ACADEMIC SENATE BYLAWS

PREAMBLE Nothing stated in these Bylaws shall be construed to contradict any provisions of the Academic Senate Constitution, hereinafter referred to as the Constitution.

ARTICLE I **Name:** The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate, as stated in the Constitution.

ARTICLE II **Purpose:** Refer to Article II, Section 1 of the Constitution.

### ARTICLE III **Membership**

#### Section 1. Election of Full-Time Senators

- 1.1 **Nominations:** Before the last Senate meeting of the spring semester, the senior senator in each division shall issue a call for nominations in writing to obtain candidates for any unfilled senator positions or positions expiring on the last day of the spring term of the academic year. The senior senator shall verify the eligibility of all nominees in accordance with Article III, Section 1.5 of the Constitution. When a vacancy occurs prior to expiration of the term, the vacancy shall be filled according to Article III, Section 1.8.3 of the Constitution.
- 1.2 **Conducting Elections:** Within one month after nominations, the senior senator from each division shall conduct elections following a process approved by the division faculty.
- 1.3 **Qualified Voters:** Only full-time faculty may vote for full-time senators.
- 1.4 **Announcement of Election Results:** The senior senator of each division shall announce the election results. The results will be forwarded to the Senate president.

#### Section 2. Election of Part-Time Senators

- 2.1 **Nominations:** Notice of Election and Call for Nominations are to be mailed or sent via other secure means including internet, phone, or other technology.
- 2.2 **Qualified Voters:** Only part-time faculty may vote for part-time senators.
- 2.3 **Ballot Distribution and Counting:** Before the last Senate meeting of the spring semester, the ballots shall be distributed to all part-time faculty by mail or other secure means including internet, phone, or other technology.
- 2.4 **Announcement of Election Results:** Results of the election may be distributed to the senior senator of each campus division to post. Invitations are extended by the Senate president to the successful candidates to attend the next Senate meeting. Current part-time senators will continue to serve until the new senators take office.

#### Section 3. Full-Time Senator: Terms of Office

- 3.1 The terms of office of the representatives shall be staggered insofar as possible.

The effective date of the terms of office of newly elected senators shall be the last day of the spring term of the academic year in which they are elected.

- 3.2 Recall procedures may be initiated by a petition to the Senate president signed by one-third of the faculty members of the division. Upon receipt of a valid petition, the Senate president shall initiate a recall election within one month. Recall shall require a two-thirds majority vote of the full-time faculty members of the division. In the event of recall, a special divisional election shall be held within one month under the procedure of Article III, Section 1 of these Bylaws.

Section 4. Attendance

If a senator is unable to attend, the president or secretary shall be notified no later than the meeting date so that the senator may be excused. A Senator who fails to attend two consecutive regular Senate meetings without being excused may be removed if, in the opinion of the Executive Committee, no justifiable reason has been given. A replacement shall be appointed in accordance with Article III, Sections 1.8.4 or 1.9.2 of the Constitution.

ARTICLE IV Officers

Section 1. Election of Officers

- 1.1 Nominations: At the first meeting in November, or when a vacancy occurs, the chair of the Senate Election Committee shall issue a call for nominations and distribute nomination forms for Senate officers. Nominees must be members of the Senate. The Election Committee is responsible for processing nominations and for verifying the eligibility of each nominee.
- 1.2 Ballot Presentation of Candidates: At the second meeting in November, the nominations received by the Election Committee shall be presented to the Senate. The Senate president shall call for nominations from the floor to be added to the ballot. Upon receipt of the ballots, write-in candidates are handled according to *Roberts Rules of Order*.
- 1.3 Ballot Distribution: The chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed or sent via other secure means including internet, phone or other technology.
- 1.4 Ballot Count: All ballots must be received by the Election Committee within 10 business days of distribution. The Election Committee shall count the ballots immediately. The candidate receiving the majority of the votes shall be the winner. In case of a tie vote, a special runoff election shall be held at the next scheduled Senate meeting. In the event of no candidate receiving a majority vote, a run-off election shall occur for the top two candidates.
- 1.5 Announcement of Election Results: The Election Committee Chair shall report the election results to the Senate president immediately and to the body of the Senate at the next scheduled meeting.

ARTICLE V Meetings

Section 1. Quorum

- 1.1 A quorum for a Senate meeting shall consist of a majority of the regular

membership. In the event of a vote, if a quorum is called for and is deemed not to be present by the secretary, issues may be discussed, but any voting must be postponed to a subsequent meeting.

- 1.2 A quorum for a faculty meeting shall consist of one-third of the faculty members. If a quorum is not present at a faculty meeting, issues may be discussed, but any voting will take place only by mail ballot, the time for return of ballots to be determined by the president, but should not be less than one week. The decision is to be determined by simple majority of the ballots received within the specified time.

Section 2. Order of Business

- 2.1 The general order of business at a regularly scheduled meeting of the Senate shall be as follows:
  - a. Approval of the minutes of the previous meeting
  - b. Reports of officers and standing committees
  - c. Reports of special committees
  - d. Unfinished business
  - e. New business
  - f. Agenda items for next meeting
- 2.2 The Senate President may suspend the general order of business at the Senate meeting as long as all business is addressed during the meeting, unless a motion to preserve the general order of business (as listed above) is approved by a majority of the Senate.

Section 3. Speakers

Persons may speak at Senate meetings either on agenda items or on other matters that are within the purview of the Academic Senate. Persons wishing to speak on matters not on the agenda shall do so at the time designated at the meeting for public comment. The Senate President may determine that speakers may be allowed a maximum of three minutes per topic.

ARTICLE VI **Executive Committee**

Section 1. Meetings: The Executive Committee shall hold meetings as deemed necessary by the Senate President and the officers.

Section 2. Quorum: A quorum is a majority of the Executive Committee regular membership.

## Educational Policies Committee

The Educational Policies Committee is a subcommittee of the Academic Senate chaired by the Senate Vice President of Educational Policy. It works with the Vice President of Academic Affairs and Deans, and sometimes the ECC Federation of Teachers, to develop drafts and revisions of Board Policies and Academic Procedures in the areas of Senate purview in academic and professional matters.

### What are Board Policies (BP) and Administrative Procedures (AP)?

**Board policies** are broad statements of how a college and district is organized and functions. They are approved by the Board of Trustees and posted on the college website:

<http://www.elcamino.edu/administration/board/policies.asp>.

**Administrative procedures** are longer statements that explain how Board policies are implemented. Often, they explain the process to complete the work described in the Board policy without including excessive operational details. Often there is a related Academic Procedure for a Board Policy, but not always. For instance, BP 4050 Articulation has a related AP, whereas BP 4030 Academic Freedom does not. There are some AP's that are not linked to a BP, such as AP 4150 Distance Education.

BPs and APs are divided into seven series that are numbered in the thousands. Most, but not all, of the BPs and APs that fall into the Senate purview are in the 4000 series.

- 1000s The District
- 2000s Board of Trustees
- 3000s General Institution
- 4000s Academic Affairs**
- 5000s Student Services
- 6000s Business and Fiscal
- 7000s Human Resources

### What is the role of the Academic Senate in developing and revising BPs and APs?

By California law, Academic Senates are given the primary responsibility for making recommendations in academic and professional matters described as the "10+1". The Board will "normally accept" the recommendations of the Academic Senate in these areas. The Academic Senate works primarily with the BP/APs in the 4000 series, although sometimes other BP/APs fall into the Senate purview. The Senate works in "mutual agreement" with our Board of Trustees, meaning that the Senate and the designee of the Board (usually the Vice President of Academic Affairs) must both agree before change may be implemented (unless there is an urgent fiscal or legal matter). In addition, the Senate consults in College Council on BPs/APs outside the 10+1 purview, but the Board does not need to rely primarily or mutually agree with the Senate outside the 10+1.

## **How are BPs/APs in the 4000 series developed and revised?**

The Senate works with the Vice President of Academic Affairs and the Deans to develop and revise BPs/APs. Sometimes work begins in one group, like the Educational Policies Committee or the Council of Deans, and is then taken to the other group for feedback and discussion. A policy may go back and forth several times before agreement is reached. Other times, a joint task force of Deans and Senators will begin the process of development and revision so that there is mutual agreement on the large issues before writing or revision begins. BP/APs involving curriculum, degrees, and certificates will typically go through the Curriculum Committee as well and those involving professional development will be tracked through the Faculty Development Committee.

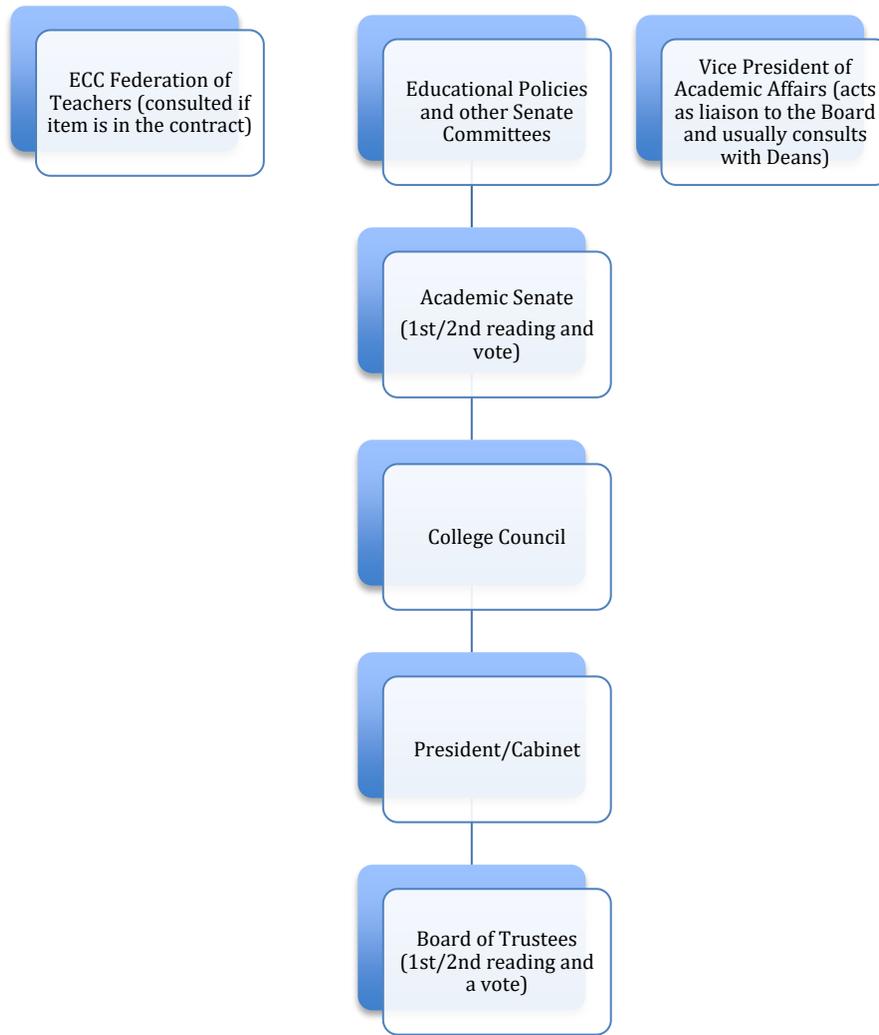
Any ECC BP or AP must abide by state and federal laws and regulations and must take into account accreditation requirements. The following considerations inform the writing and revision of BPs and APs:

- Federal Law (Department of Education)
- State Law and Regulation (Education Code and Title 5)
- Accreditation Requirements (ACCJC)
- Negotiable Items (ECCFT contract)
- Local Processes, Practice and Culture
- Student Success

Once the Educational Policies Committee determines that a BP/AP is ready and it has the support of the Vice President of Academic Affairs, it is presented to the Academic Senate for at least two readings and a vote. By law, the Academic Senate is bound to the requirements of the Brown Act which regulates the conduct of public meetings to ensure that the public is given a full opportunity to participate. Consequently, there is always a “first reading” of a BP/AP in which any general questions are answered and issues are raised. Senators are directed to bring it back to their divisions for discussion. Any necessary revisions are made to the BP/AP and it is brought back to the Senate for a “second reading,” further discussion and potentially a vote. A BP/AP may need more than two readings before the Senate is ready to vote.

Once a BP/AP has passed through the Senate and has the agreement of the VPAA it is brought to College Council and the President’s Cabinet for final consideration and potential revision. If the revisions are substantive, the BP/AP needs to go back to the Senate for further discussion and a second vote. Once the Senate and VPAA are in agreement, the BP/AP is brought to the Board for consideration. The Board is also held to the requirements of the Brown Act and must hold at least two readings and hear any public input before voting.

## Process for Developing and Revising BP/APs



The Senate is sometimes asked to consult on policies and procedures that do not fall within its 10+1 purview or are negotiable items in the 10+1 purview.

### Negotiable Items

- In the contract.
- Union purview
- If falls in 10+1 union consults with the Senate and then negotiates.
- If in 10+1 may have 1<sup>st</sup> & 2<sup>nd</sup> reading and a vote.

### 10+1

- Decisions made in mutual agreement with the Board (or designee)
- Senate has first and second readings and always votes.
- Will go to a subcommittee first (Ed Policies, Curriculum, etc.)
- Usually policies in the 4000 series.

### Collegial Consultation

- Outside the 10+1 and not in contract.
- Campus constituencies are asked to provide feedback in College Council.
- Information item in Senate.
- May or may not vote.

## Academic Program Review Committee and Processes

Academic program review falls fully within the purview of the Academic Senate and is overseen by the Academic Program Review Committee, which is Co-Chaired by the Senate VP of Instructional Effectiveness and the Associate Dean of Academic Affairs. Program materials and processes are developed and revised by the Academic Program Review Committee and substantive changes must be voted on and approved by the Senate.

Program Review is an opportunity for faculty to reflect on the successes and challenges of their academic program; to develop a future direction for the program; and to consider how they can improve their program to enhance student learning and success. In addition, program review provides a vital link between student learning in our classroom and the operation of the college through planning and budgeting. The funding requests in the recommendation of program review enter into the campus planning and budgeting process.

After considering a variety of quantitative and qualitative data, including SLO assessment results, program review identifies changes to improve student learning and success in the program and its courses. These changes are sometimes instructional and can be directly implemented by faculty in the classroom without additional cost. Other times, faculty recommends changes to curriculum or degrees and certificates, which are proposed to the Division and College Curriculum Committees.

### Inputs

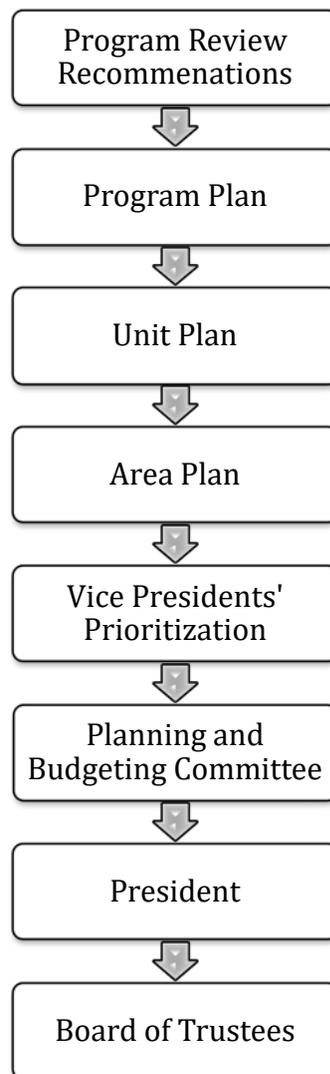
### Outputs

<b>Institutional Research Data</b> (success, retention, grade distribution, fill rates, etc.)	<h1>Your Program Review</h1>	<b>Future Vision for your program.</b>
<b>Curriculum</b> (review, distance education, degrees, certificates, etc.)		<b>Instructional Changes</b>
<b>SLO and PLO Assessments</b> (data and recommendations from assessment)		<b>Curriculum or Program Changes</b>
<b>Operational Issues</b> (facilities, equipment, technology, staffing)		<b>Operational Funding Requests</b> (facilities, equipment, technology, staffing)
<b>Conditions in the Academic Field or Industry</b>		<b>Prioritized List of Recommendations</b>

In program review, recommendations that incur a cost are carefully prioritized and connected to one or more of the College's strategic initiatives. Program review recommendations are entered into the program Annual Plan. Deans and Division Councils consider the recommendations from each program and create a prioritized list for their division. This is included in a Unit Plan. The Vice President of Academic Affairs reviews the priorities in each of Unit Plans and determines the top priorities in the area, creating an Area Plan for academic affairs. All five Vice Presidents work

together to consider and prioritize all the requests in the area plans to determine the College's top priorities. These prioritized funding requests are then presented to the Planning and Budgeting Committee, which reviews them to ensure they align with the college mission and strategic initiatives. The funding requests are incorporated into the college budget and are forwarded to the President and the Board for their approval.

**Budgetary Process for Consideration of Program Review Recommendations**



## **Faculty Development Committee Mission and Purpose**

**Collegial Consultation Related to Faculty Development:** Board Policy 2510, Participation in Local Decision Making, indicates that the El Camino College Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters, including “policies for faculty professional development activities.” If the Board disagrees with the recommendation of the Academic Senate, representatives of the Academic Senate and the Board of Trustees must reach “mutual agreement,” without which no changes can be made.

**Mission Statement:** The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.

**Purpose:** The Academic Senate’s Faculty Development Committee represents the faculty regarding policies for faculty professional development activities. FDC responsibilities include:

### **1. Identify faculty professional development needs and develop objectives to effectively meet faculty needs.**

*For example:*

- Collaborate with the Professional Development and Learning Department to design, organize and implement mandatory professional development events (e.g., Professional Development Days in Fall and Spring semesters).
- Encourage ongoing and integrated faculty learning opportunities (e.g., Informed & Inspired and goal-setting, newsletters, and other follow-up events related to Professional Development Days).
- Assist in the development, implementation and interpretation of faculty professional development needs assessments.

### **2. Participate actively in the collegial consultative process regarding policies and procedures related to professional development and flex credit.**

*For example:*

- Through the Faculty Development Committee Flex Subcommittee, consult on appropriate professional development activities for which faculty earn flex credit.

### **3. Promote instructional excellence and innovation through faculty collaboration.**

*For example:*

- Each year, implement Outstanding Adjunct Faculty Award with a cash award funded through an endowment.
- In collaboration with the President’s Office and Academic Affairs, coordinate the annual Tenure Reception to honor newly tenured faculty.
- Create opportunities for faculty to participate in innovations such as The Great Teacher’s Seminar and the Faculty Inquiry Partnership Program.
- Encourage scholarship through initiatives such as the Faculty Book Club and the Writing Club.

**4. Represent faculty interests regarding professional development related to campus-wide initiatives.**

*For example:*

- Participate in planning process for Student Success and Support Programs (SSSP) and Student Equity Program (SEP).
- Develop strategies and programs to support campus-wide initiatives (communications to faculty, events, and resources).

**5. Support Academic Senate initiatives, especially those related to faculty professional development.**

*For example:*

- Review Academic Rank structure and, each year, recognize faculty experience and training.
- Support morale of all faculty, including adjuncts with events such as the Getting the Job workshop series.

*Academic Senate Faculty Development Committee, 8.18*

**EL CAMINO COLLEGE**  
**COUNCIL OF THE ACADEMIC SENATE & FEDERATION OF**  
**TEACHERS**

An agreement between the El Camino College  
Federation of Teachers and Academic Senate  
respecting the implementation of AB 1725  
shared governance mandates

The Federation of Teachers is the exclusive bargaining agent for certificated faculty members.

The Academic Senate is chartered to provide the faculty with a formal and effective procedure for participating in the formation of District policies on academic and professional matters.

Title 5, California Code of Regulations, Section 53200, et seq., indicates a minimum of ten (10) specific areas of academic and professional matters in which the Academic Senate shall consult collegially with the Board of Trustees or their designee. The primary function of the Academic Senate is to participate in the development of policies regarding these specific areas and or other areas that have been mutually agreed upon.

Many of the academic and professional matters identified in Title 5 are also within the jurisdiction of the current collective bargaining Agreement between the Federation and the District.

In those areas of academic and professional matters which appear to be both within the jurisdiction of the Academic Senate as per Title 5 and within the jurisdiction of the Federation as per the contract, both organizations agree to consult with one another prior to submitting any proposals.

Title 5 provides that nothing contained therein shall be construed to detract from any negotiated agreement between collective bargaining representatives and District Governing Board.

It is the stated intent of Title 5, Section 53204, that all parties will respect agreements between the Academic Senate and the Federation as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate pursuant to Title 5.

The Academic Senate of El Camino College and The Federation of Teachers desire to enter this Agreement in order to avoid future misunderstandings and to clarify their respective roles relating to the implementation of AB 1725 Shared Governance mandates contained in Title 5.

The Federation of Teachers and the Academic Senate of El Camino College agree to the following:

1. The Federation agrees that the President of the Academic Senate or designee shall serve as a member-at-large on the Federation's Contract Writing Committee. Whoever serves must be a member in good standing of the Federation. A copy of the final negotiating package adopted by the Federation's Executive Committee shall be provided to the President of the Academic Senate.
2. The Presidents of the Academic Senate and the Federation shall consult collaboratively prior to making appointments to campus wide committees, whether those appointments are within the exclusive jurisdiction of either organization or shared by both.
3. The Executive Committees of the Senate and Federation shall meet jointly at least once each semester to discuss matters of mutual interest and concern.
4. It is the intent of the parties that changes to this Agreement shall be arrived at through a process of collaborative discussions. Modifications shall be subject to the approval of the Academic Senate Council and the Federation's Executive Committee.

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President, Academic Senate

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President, Federation of Teachers

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Date

## Robert's Rules of Order: A Brief Overview

(Quoted from [www.robertsrules.org](http://www.robertsrules.org)).

### **What Is Parliamentary Procedure?**

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

### **Why is Parliamentary Procedure Important?**

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order is the primary mode of operation for most clubs, organizations and other groups.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers' reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## How are Motions Presented?

1. Obtaining the floor
  - A. Wait until the last speaker has finished.
  - B. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - C. Wait until the Chairman recognizes you.
2. Make Your Motion
  - A. Speak in a clear and concise manner.
  - B. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - C. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - A. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - B. The membership then either debates your motion, or may move directly to a vote.
  - C. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - A. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - B. The mover is always allowed to speak first.
  - C. All comments and debate must be directed to the chairman.
  - D. Keep to the time limit for speaking that has been established.
  - E. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - A. The Chairman asks, "Are you ready to vote on the question?"
  - B. If there is no more discussion, a vote is taken.
  - C. On a motion to move the previous question may be adapted.

## **Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*.



# Making Decisions at El Camino College

2015-2020



*Making Decisions at El Camino College, 2015-2020<sup>1</sup>*

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<sup>1</sup> The overall structure and some specific language in this document have been drawn from the following two sources: *Making Decisions at Orange Coast College, 2012-2014* (March 2012) and *Making Decisions at Moorpark College, 2008-2010*.

## Section I

### **Introduction – A Message from College Council**

In an effort to improve our understanding of the collegial consultation process at El Camino College, a special Board of Trustees meeting was held on April 3, 2012. Representatives from the Community College League of California (CCLC) and the Academic Senate of California Community Colleges were invited to provide an informational session on collegial consultation to members of the college community and the Board of Trustees. Throughout the summer, College Council met to review the presentation and to engage in dialogue regarding collegial consultation at El Camino College. It was a catalyst for a candid discussion regarding our perspectives on how decisions are made at El Camino College.

A Task Force was charged to write *Making Decisions at El Camino College*, a document that explains to the college community our structures, relationships and philosophy for making inclusive, data-driven and well-communicated decisions through collegial consultation committees. *Making Decisions* also describes how committee recommendations move forward to the Superintendent/President and, where appropriate, are considered by the Board.

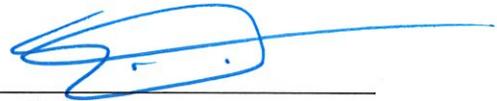
*Making Decisions at El Camino College* was created as part of an effort by College Council to evaluate itself, to recommend improvements and to redesign processes to make decision-making efficient and effective. It is the result of collegial consultation between representatives of faculty, staff, students and administrators, and it has been presented to these groups for feedback. We believe that it represents the united voice of all campus constituents, and we are committed to adhering to its precepts.

It is our desire that this document will build the goodwill and trust that are essential for an effective consultation process.

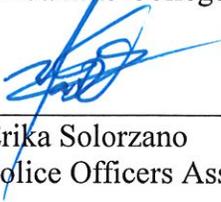
**Signatures of College Council members:**



Dena P. Maloney, Ed.D.  
El Camino College Superintendent/President



Eman Dalili  
Associated Students Organization President



Erika Solorzano  
Police Officers Association



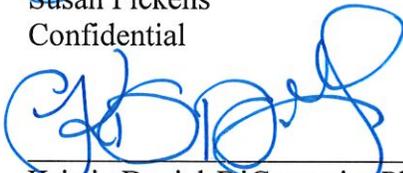
Jeanie Nishime, Ed.D.  
Vice President, Student & Community  
Advancement



Susan Pickens  
Confidential



Jean Shankweiler, Ph.D.  
Vice President, Academic Affairs



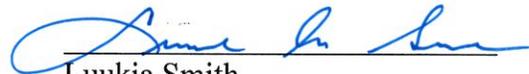
Kristie Daniel-DiGregorio, Ph.D.  
President, Academic Senate



Jo Ann Higdon  
Vice President, Administrative Services



Irene Graff  
Director, Research & Planning



Luukia Smith  
El Camino Classified Employees



Christopher Halligan  
Compton Center



Chris Jeffries  
El Camino College Federation of Teachers

## Section 2

### **Collegial Consultation Philosophy Statement**

El Camino College is committed to including staff, faculty, students and administrators in the development of recommendations that impact their constituent groups, as required by California state law and regulation. By including campus constituents in decision-making, “there is a greater understanding and acceptance of decisions, a greater commitment to their implementation, and an understanding of and commitment to the goals and objectives of the organization. Shared decision-making promotes trust, cooperation, a team identity, and coordination of efforts.”<sup>2</sup> In addition, the decision-making process is strengthened by the unique talents and knowledge of each constituent group. In other words, our campus and students benefit when we cooperate to make jointly agreed upon decisions that we work together to implement.

The following points describe the philosophy and practices El Camino College strives to attain during the decision-making process. While the main focus of this document relates to collegial consultation committees, our approach to decision-making could be applied to other College committees and processes.

#### **Collegial Consultation**

In a spirit of problem solving and with the goal of institutional improvement, members of collegial consultation committees come together to resolve issues and strategize for the future. When applicable, the decision-making process begins in consultation committees and the President makes a final decision or recommendation to the Board after fully considering the input of the consultation committee.

To ensure trust and goodwill, campus members engaged in collegial consultation must treat each other respectfully and recognize the unique perspectives, skills, and abilities of our colleagues and students. All committee members will be given the opportunity to speak and to express their constituent’s point of view without insult or reprisal. We approach the issues with an open mind united by our ultimate prioritization of the El Camino College mission for the benefit of students and their success.

When consensus or majority opinion is reached, the committee’s recommendation (including a full rationale for the recommendation) will be forwarded to the Superintendent/President by the committee chair. In the event that a recommendation of a consultation committee is not accepted, the Superintendent/President or his/her designee will provide a written response in a timely manner. Written responses demonstrate that the recommendation was carefully considered by administration and explain why another alternative was chosen. If appropriate, the Superintendent/President will forward his/her recommendation

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<sup>2</sup> Community College League of California, *Trustee Handbook* (2012), p. 114.

to the Board of Trustees whose decisions are final. All committee members will respect the final decision, regardless of whether or not they agree with the decision. That decision will not be revisited unless compelling statutory, fiscal, organizational, or educational reasons exist to do so.

### **Inclusiveness and Communication**

Every constituency that will be affected by a collegial consultation committee recommendation is invited to participate in the process. With participation comes the responsibility to keep an open mind, respect differing opinions, strive for consensus, and support the final outcome. Consultation committee members act as conscientious representatives of their group and keep their colleagues informed.

The main vehicle for intra-campus communication is committee minutes which are posted on the web (<http://www.elcamino.edu/administration/campus-committees/>). The website is used to document and make all committee materials accessible to the campus community. Currently, all committees have their Purpose Statement, membership, and minutes posted.

In addition, e-mails, Senate meetings, ASO meetings, division meetings and paper memos distributed in mail boxes are consistently used as additional vehicles of communication to keep the ECC community involved and updated.

### **Evidence and Planning**

The College utilizes evidence to support decisions. Sources of evidence include institutional data, including those found in program review and planning documents; student learning outcomes and academic performance assessments; state and local demographic and economic trends; and a variety of educational research. Robust research data is made available to the college community via the Institutional Research & Planning web page (<http://www.elcamino.edu/administration/ir/>) among other sources. While many decisions must be made to ensure compliance with State and Federal policy and regulations, we strive to link our recommendations to existing evidence whenever possible.

All committee members are expected to review the evidence provided in advance of the meeting in order to contribute a well-informed, campus-wide point-of-view to the dialogue.

### **Student Success**

We are united by our ultimate prioritization of El Camino College students and their success. Student opinions are invited and respected to ensure that they have a significant impact on the way El Camino College functions. All decisions, whether they involve facilities, academic programs, or student services, must be mindful of the impact on current and future students. We evaluate new policies, procedures, and processes in terms of promoting student success.

### *Section 3*

## **The Role of Students, Faculty, Staff, and Administrators**

### **In the Decision-making Process**

According to ECC Administrative Procedure (AP) 2510, “Consultation at El Camino College involves a collaborative process in which members of major campus constituencies play an appropriate part by making recommendations to the Superintendent/President in accordance with the Education Code, Assembly Bill 1725, Title 5 and policies adopted by the El Camino Community College Board of Trustees.” The role and function of each constituent group is outlined below.

#### **Role of Students**

Students are key stakeholders in the collegial consultation process and their participation is highly valued. The Associated Students Organization is the representative of the students in the formulation and development of District and College policies and procedures. Student committee members are selected by the Associated Students Organization.

Students have the right to participate in processes for jointly developing recommendations to the Board, especially those which have a significant impact on students. Decisions that have a significant impact on students include, but are not limited to:

1. Grading
2. Codes of student conduct
3. Student discipline
4. Curriculum development
5. Courses or programs to be initiated or discontinued
6. Instructional planning and budget development
7. Student preparation and success
8. Student services planning and development
9. Student fees
10. Any other policy or procedure that the Board determines has a significant impact on students

Except in emergency situations, the Board shall not take action on a matter that has significant impact on students until it has provided students a reasonable opportunity to participate in the formulation of the policy or procedure, or in the joint development of recommendations to the Board.

## **Role of Faculty**

At El Camino College, faculty members play an integral role in the collegial consultation process contributing specialized knowledge of education and instruction. Title 5 determines that the Academic Senate, as the elected body that represents faculty, takes primary responsibility for decision-making in the following areas:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and college governance structures as related to faculty roles;
7. Faculty roles and involvement in the accreditation process, including self-evaluation and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.<sup>3</sup>

At El Camino College, the Academic Senate works in mutual agreement with the Board of Trustees and its designees in the 10+1 areas listed above. This means that the Academic Senate and the designees of the Board of Trustees will work together in good faith to reach agreement on academic and professional matters. Our senate and board are typically able to easily reach agreement. However, Board Policy 2510, *Participation in Local Decision Making*, stipulates that “if the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.” If the Board and the Senate cannot agree, things remain status quo and no changes can be made. Only under exceptional and demonstrated conditions of substantial fiscal hardship or exposure to legal liability may the Board move forward with a change in the 10+1 areas without Academic Senate agreement.

For the purposes of collective bargaining, ECC faculty is represented by the El Camino College Federation of Teachers. The federation’s purview includes salary, benefits and working conditions. There are some areas of overlap in responsibilities between the Academic Senate and the Federation. These two groups operate under a Memorandum of Understanding which explains how the groups will consult on these overlapping responsibilities.

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<sup>3</sup>California Administrative Code, Title 5, Sub-Chapter 2, section 53200.

Faculty members also sit on campus-wide consultation committees alongside students, classified staff and administrators. Faculty members who sit on consultation committees typically are appointed by either the Academic Senate or the Federation.

### **Role of Staff**

Classified and confidential staff are valued for the critical role that they play in providing support to the other constituency groups (i.e., faculty, administration, and students). They are expected to have a strong voice in governance matters because of their unique perspectives, their experience, and their commitment to the overall success and well-being of the college. Staff participation in the collegial consultation process shall include the following:

1. Staff representation and participation on college committees;
2. Recognition of the need for all college constituencies to participate in the decision-making process;
3. Opportunities for staff to participate in the formulation and development of college policies and procedures and, in those processes, for jointly developing recommendations for action by the governing board that have or will have a significant effect on staff;
4. College encouragement and support of staff to participate in the collegial consultation process made possible by support from supervisors that allows and encourages staff participation by considering:
  - a. Adjusting workloads, exercising flexibility and substitution when possible;
  - b. Providing release time, compensatory time and/or overtime pay;
5. Classified committee members selected by El Camino Classified Employees (ECCE); Police representatives selected by the POA.

### **Role of Administrators**

El Camino College's administrative staff includes senior administrators (vice presidents), deans, associate deans, directors, assistant directors, and supervisors (classified managers). ECC's organizational charts highlight the general scope of responsibility for each position. As contributors to the collegial consultation process, administrators should:

1. Anticipate and plan for the future direction of college programs and services;
2. Plan, organize, direct and evaluate the activities of the college pursuant to district and college mission, strategic initiatives, and comprehensive planning;
3. Accept educational and fiscal accountability and responsibility for college programs and services;
4. Remain current on law and regulations governing community colleges;

5. Promote the interest of students and student success while considering the wellbeing of employees;
6. Ensure that the college's educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, district policies, contractual agreements, and articulation agreements;
7. Guide and collaborate with faculty and staff in developing, coordinating, and evaluating the college's programs and services;
8. Serve as a resource to the Superintendent/President, the Board of Trustees, and college faculty and staff for the integrity of the college's programs and services;
9. Represent the interests of managers and supervisors while privileging the interests of the college as a whole; and
10. Promote the appropriate inclusion of students, faculty, and staff in collegial consultation processes.

## *Section 4*

### **Role of Board of Trustees, Superintendent/President and Cabinet**

#### **In the Decision-Making Process**

##### **Role of the Board of Trustees** (BoT)

The BoT of the El Camino Community College District are comprised of five individuals who represent the constituencies of five areas within the District. According to the Community College League Trustee Handbook,

Trustees are elected to a board that is responsible to represent the general citizenry for whom they hold the college in trust... Trustees have authority only when they are meeting as a board. The board as a whole is the legal governing unit... The most important board responsibility is to make good policy, which then provides guidance for college staff. (p. 24)

The Chief Executive Officer (CEO) is the only employee hired by the BoT. The CEO is responsible for preparing meeting agendas and for the recommendations that are brought to the BoT. Recommendations that require Board approval typically include changes to policy, curriculum, calendar, budget, and hiring. According to BP2510, the BoT designates the Vice President-Academic Affairs as the liaison to the Academic Senate for all academic and professional matters. The Board makes the final decision in those areas assigned to it by state and federal laws and regulations.

##### **Role of Superintendent/President** (President)

The President is the CEO of the District and is responsible to the Board for the implementation of its policies. The President is also responsible for assuring that the academic and student services programs are responsive to the needs of the community and meet all accreditation standards, for the fiscal integrity of the district, the hiring of all faculty and staff and for maintaining a positive relationship with the community. S/he determines which recommendations from consultation to accept, reject, or return for more discussion and information. Some recommendations from committees (whether consultation, advisory or operational) only require the President's approval to move forward. Other recommendations are brought forward to the BoT by the President for their approval.

##### **Role of Cabinet**

Cabinet is comprised of the vice presidents and designees appointed by the President and serves to advise him/her on operational and consultative matters. Recommendations arising from consultation are discussed by the vice presidents, data and information are reviewed and then the item is agendaized by the vice presidents for Cabinet. Discussion ensues in Cabinet to ensure that the President is able to make an informed decision. In addition, operational issues in regards to accreditation, education and enrollment services, planning and budget, facilities, staffing, and the Compton Center are routinely discussed as part of the Cabinet agenda.

## Section 5

### **ECC Consultation, Operational and Advisory Committees**

The decision-making process at El Camino College is grounded in respect for the roles and scope of authority of each of the college's constituencies. Groups that contribute recommendations to the decision-making processes are organized into three categories: consultation, advisory, and operational committees. The membership of each committee crafts a brief purpose statement that describes its purpose and scope. The purpose statement appears below and on the agenda of each meeting. Collegial consultation agendas also list committee members and the groups they represent.

#### **Collegial Consultation Committees**

Consultation committees provide input into College initiatives, policies and procedures when appropriate. Recommendations developed in collegial consultation committees emerge from discussion and input from all major college constituencies. The Superintendent/President reviews the recommendations and supporting rationale and accepts, rejects or returns the recommendation for further consideration. If a recommendation is rejected, a written explanation is provided that demonstrates that the recommendation was carefully considered and explains why an alternative decision was made.

Annually, chairs of consultation committees should perform the following:

1. Provide an orientation for members,
2. Review the committee's purpose statement, purview and goals,
3. Conduct a self evaluation to determine the committee's effectiveness, and
4. Review the *Making Decisions at El Camino College* document.

#### **College Council**

To facilitate communication and serve as a forum to exchange information that affects the college community.

#### **Facilities Steering Committee**

To provide program planning input, review and make recommendations for the Facilities plans, and disseminate information to constituents represented by the members.

#### **Academic Senate**

To provide an organization through which the faculty will have the means for full participation in the formulation of policies and procedures on academic and professional matters relating to the college. (Subcommittees that advise the Senate include the College Curriculum Committee, the Academic Technology Committee, the Faculty Development Committee, the Educational Policies Committee and ad hoc task forces.)

### **Planning & Budgeting Committee (PBC)**

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that planning and budgeting are integrated and evaluated while driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports committee activities to campus constituencies.

### **Calendar Committee**

To develop and recommend the El Camino Community College District School Year Calendar.

### **ECC Technology Committee**

The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan.

## **Area and Division Councils**

College Council is supported by four Area Councils and their respective Division Councils which coordinate and fulfill operational, procedural and policy implementation at the college. The purpose of these committees is to provide an opportunity for faculty, staff, students, and managers to share information and to identify issues that require resolution. Issues not resolvable within a Division Council may be brought forward to its Area Council, and likewise Area Council issues may be brought forward to College Council for discussion and resolution.

### **Area Councils**

#### **Administrative Services**

To solicit input from Administrative Services staff members that will assist in developing District policy and to disseminate information to constituents represented by the members.

#### **Student & Community Advancement**

To facilitate communication between the Vice President and the divisions represented by Student & Community Advancement.

#### **Academic Affairs**

To facilitate communication vertically and horizontally throughout the college to agreed upon constituencies.

#### **Human Resources**

To solicit input from staff of Human Resources that will assist in developing District policy and to disseminate information to all staff.

## **Division Councils**

All Division Councils solicit input and recommendations on issues of concern in that division. Each of the following areas has a Division Council:

- Behavioral and Social Sciences
- Business
- Campus Police Services
- Community Advancement
- Counseling
- Enrollment Services
- Fine Arts
- Health Sciences and Athletics
- Humanities
- Industry and Technology
- Information Technology Services
- Learning Resources Unit
- Mathematical Sciences
- Natural Sciences
- Purchasing and Business Services

## **Advisory Committees**

Advisory committees perform specific functions that benefit the college community or respond to issues of importance to college constituencies. Recommendations from these committees are made to the appropriate manager and, when applicable, brought to Cabinet by the area Vice President for consideration. Periodically, task forces or ad hoc committees are formed to address specific issues needing immediate resolution.

## **Council of Deans**

To solicit input and recommendations on policy matters from Academic Affairs and Student & Community Advancement deans, directors and staff, from managers from other areas, and the Academic Senate and Associated Students Organization through their designated liaisons, and to disseminate information to the campus.

## **Career Technical Education Act (CTEA)**

To plan the usage of CTEA funds received from the Chancellor`s Office.

## **Distance Education Advisory Committee**

The Distance Education Advisory Committee (DEAC) has responsibility for developing guidelines, policies, and procedures for distance education courses that comply with local, state and federal guidelines and regulations and recommending program goals. The objectives are to

ensure commitment to quality assurance and continuous improvement of the distance education program.

### **Emergency Planning**

To develop and implement hazard analysis and capability assessment, the District's Emergency Operations Plan, Emergency Operations Center, Emergency Training Exercises according to NIMS, ICS and FEMA standards, and the Hazard Mitigation Plan required by the State in order to be prepared when a Disaster strikes.

### **Enrollment Management**

To plan and create a responsive, flexible, educationally sound, research-based approach to enrollment management.

### **Insurance Benefits**

The Insurance Benefits Committee (formerly Health Benefits Committee) is responsible for the design and implementation of a health benefits package which is cost-effective and which provides quality benefits for El Camino College employees.

### **Parking and Traffic Advisory Council**

To discuss issues related to parking and traffic and make recommendations to resolve matters and improve parking and traffic services.

### **Student Success Advisory Committee**

The purpose of the Student Success Advisory Committee is to increase college student access, success, and completion through an equity-minded, comprehensive, and integrated delivery of services.

## **Operational Committees**

Operational committees function to assure that each department provides quality services to students, the community and college constituencies. Formation of operational committees is up to each manager based upon the needs of the department or division.

Section 6

**ECC Mission and Strategic Plan 2015-2020**

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

Strategic Initiatives

In order to fulfill the mission and make progress toward the vision, El Camino College will focus on the following strategic initiatives.

**A - STUDENT LEARNING**

Support student learning using a variety of effective instructional methods, educational technologies, and college resources.

**B - STUDENT SUCCESS & SUPPORT**

Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy.

**C - COLLABORATION**

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

**D - COMMUNITY RESPONSIVENESS**

Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.

**E - INSTITUTIONAL EFFECTIVENESS**

Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation.

**F - MODERNIZATION**

Modernize infrastructure and technological resources to facilitate a positive learning and working environment.

## Section 7

### **Consultation in ECC Planning and Budgeting Processes**

The College's five-year Strategic Plan (see Board Policy 1200<sup>4</sup>) includes the College Mission, Vision, Statement of Values, Institutional Effectiveness Outcomes, and Strategic Initiatives (areas of focused improvement). The Mission and Strategic Initiatives (see Section 6) guide planning, decision-making, and resource allocations for the College. Measurable Objectives for each Strategic Initiative determine how well the College achieves these initiatives, with the overall goal of greater college improvement through the progress on Institutional Effectiveness Outcomes (student achievement targets). These are detailed in BP 1200. In the current Strategic Plan, review of the *Making Decisions* document is an objective of Strategic Initiative C (Collaboration), ensuring that this document remains current for the period (2015-2020).

The Strategic Plan is developed through a College-wide collegial consultation and planning process that includes work by the Strategic Planning Committee (SPC) and College-wide Planning Summits. SPC membership and Planning Summit attendees consist of Area Vice Presidents, and representatives from faculty, Classified staff, management, students, and Division leadership. In addition, the planning summit brings together stakeholders from ECC and Compton Center to evaluate the institution's progress on strategic initiatives and institutional effectiveness outcomes.

The Comprehensive Master Plan (CMP) is a detailed five-year plan developed to implement the College's Strategic Plan, prepare for enrollment changes, and address emerging needs. It is founded on the mission, directed by the strategic initiatives, and informed by both internal and external reviews and assessments. The CMP is composed of integrated Facilities, Staffing, and Technology plans that support a strategic Educational Plan. Separate annual Fiscal Plans are informed by both external trends and priorities of the CMP. College constituents provide input into the development of the Comprehensive Master Plan, by way of participation on the Strategic Planning Committee, Technology Committee, Facilities Steering Committee, and Planning & Budgeting Committee (PBC).

Finally, PBC provides oversight in planning and budgeting. Among its many responsibilities, PBC ensures that budgetary decisions support the college mission, strategic initiatives, and long-term plans. Members of PBC also review the funding recommendations to affirm that the process for prioritization of requests follows the college's established planning procedures.

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<sup>4</sup> <http://www.elcamino.edu/administration/ir/docs/planning/DistrictMissionandStrategicPlan2015.pdf>

**Planning Model and Calendar**

Institutional effectiveness involves the College’s efforts toward continuous improvement in institutional quality, student success, and fulfillment of the College Mission. The College’s integrated assessment, evaluation, and planning processes are put into practice with the vision of Institutional Effectiveness as its ultimate outcome—*more students from our diverse community attain educational success and achieve their academic and life goals.*



## Annual Planning & Prioritization

The following is adapted from Administrative Procedure 3250 (Institutional Planning).<sup>5</sup>

Annual planning is a process of strategically supporting improvements at every level of the institution to make progress on strategic initiatives, respond to changing needs, and ultimately, fulfill the mission and achieve greater student learning and success. This is achieved through a hierarchy of plans and set of processes that integrate with longer-term planning. The annual planning and prioritization process culminates in the development of the Final Budget, the College's Financial and Operational Plan.

### 1. Annual Plans

Annual plans contain prioritized planning and resource allocation recommendations for all programs, units, and areas. Recommendations are based on Program Review, College-wide plans and priorities, emerging needs, or outcomes assessments, where applicable. Recommendations at all levels are linked to strategic initiatives to ensure that planning prioritizes the College mission and carries out the Strategic Plan. Resources are allocated through the mechanism of the annual plan.

There are four levels of plans: Program (or department), Unit, Area, and College-wide. Program plans are developed based on a program or department's Program Review recommendations, outcomes assessment, or recently-emerging needs. Units with programs (e.g., Divisions) develop plans from prioritized program recommendations and unit-level evaluation, where applicable. Units without programs develop annual plans similar to programs. Areas, under each vice president, develop plans from prioritized recommendations of unit-level plans or from area-level evaluations, where applicable. The College Plan consists of a final set of annual funding priorities developed jointly by Area VPs (see 2. below). Other college-wide plans include those described in BP/AP 3250 (Institutional Planning).

Requests for funding are divided into permanent (staffing), enhancement requests (ongoing), and one-time augmentation requests. More detail of planning and budgeting activities is shared college-wide in the *Planning and Budgeting Calendar* (see below). The College's online Program Review and Planning (PRP) system records all annual plans and the integration of processes described in AP 3250.

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<sup>5</sup> <http://www.elcamino.edu/administration/board/boarddocs/3250%20Institutional%20Planning.pdf>

## **2. Plan and Budget Development Process**

Fiscal year plans begin development the previous fall semester (September-November) when departments review, update, and input prioritized recommendations into Program Plans. Each Division then reviews and prioritizes Program (or additional unit) recommendations to develop a Unit plan (February-March). Vice Presidents meet with Division or Unit managers to review and prioritize Unit plan recommendations to create prioritized Area plans ( March-April). All Vice Presidents then develop a College Plan, a single list of final recommendations to be funded in the next fiscal year, utilizing criteria described under 3. below. Prioritization is based on the following factors considered as a whole: 1) Health and Safety; 2) support for Strategic Initiatives and other college-wide priorities; 3) State and Federal compliance; and 4) accreditation requirements.

Vice Presidents present the proposed list of funded recommendations to College and Center PBCs for discussion and funding endorsement (May). Each PBC submits a list of endorsed funding requests to the President/Superintendent for consideration (May). Approved and allocated funding requests are incorporated into the College Budget (see Financial and Operational Plan below). The Board of Trustees adopts the Tentative Budget in June and the Final Budget in September.

## **3. Financial and Operational Plan (Annual Budget)**

The College's Final Budget represents a starting point annual budget that is referenced, adjusted, and evaluated throughout the fiscal year. It is, with all available information reviewed and all input weighed, presented as a record of the District's annual financial and operational plan. The budget is developed according to the Planning and Budgeting Calendar (see below).

Costs for operational necessities such as utilities, insurance, regular payroll (including step and column and other negotiable items) are budgeted and funded prior to identifying moneys for priorities developed through the planning process.

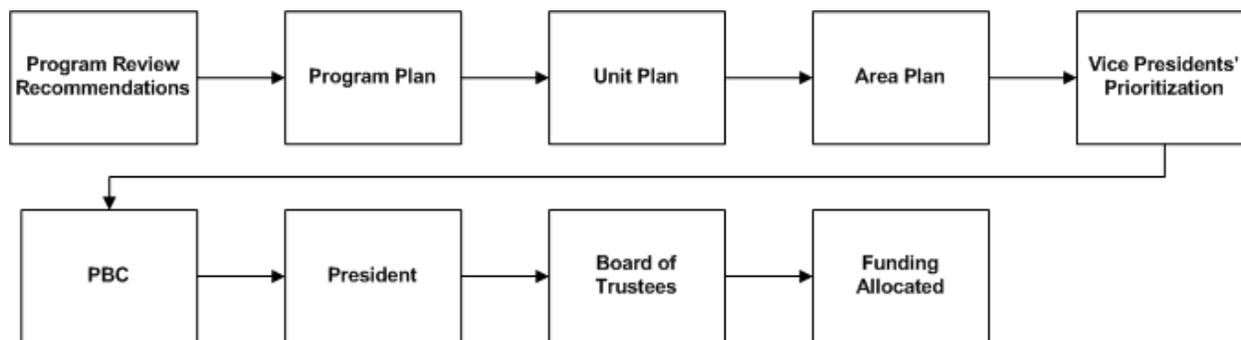
Resources are allocated based on established criteria and budget assumptions described below and in the Final Budget ("Budget Book") for each fiscal year. Budget recommendations are funded using one or more of the following guidelines:

1. Maintain current level of revenue produced for the District, i.e., achieving FTES target, outreach activities, grant development.
2. Directly impacting institutional effectiveness outcomes.
3. Maintain the integrity of a program.
4. Fulfill legal mandate requirements.
5. Recognize District employees as valued professionals.

Fiscal Services develops the Annual Budget under the guidance of the VP-AS. A Tentative Budget is reviewed by the PBC in May and by the Board of Trustees in June. The Final Budget is reviewed again by the PBC in August and adopted by Board of Trustees in September.

The annual Final Budget reflects the collegial and consultation efforts of the Superintendent/President, Vice Presidents, PBC, division managers, faculty, and department staff to develop a strategic and meaningful financial plan.

The chart below illustrates the steps of the annual planning process.



### Planning and Budgeting Calendar

<b>Annual Planning Process</b>	<b>Month</b>	<b>Annual Budget Process</b>
College Plan discussion and development (Vice Presidents)	<b>September</b>	Final Budget submitted to Board of Trustees for discussion and approval (Early September meeting)
College Plan published. PBC review & endorsement of College Plan.	<b>October</b>	College Plan finalized and budgeted
Program plans finalized for the next fiscal year (November 1st) Unit plan (next fiscal year) development commences.	<b>November</b>	
Unit plan (next fiscal year) development	<b>December</b>	
Mid-year updates and evaluations of previous years program/unit/area plans.	<b>January</b>	Governors State Budget Update
Unit plan (next fiscal year) finalization	<b>February</b>	

Unit plans finalized for the next fiscal year (March 1st) Area plan development	<b>March</b>	
Area plans finalized for the next fiscal year (April 15 <sup>th</sup> )	<b>April</b>	Determine enrollment targets, sections to be taught, and full- and part-time FTEF. Faculty Obligation Number (FON) Vice Presidents jointly determine ongoing operational costs including: 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets for Operational Areas.
College Plans finalized for next fiscal year (May 15 <sup>th</sup> )	<b>May</b>	May Revise Tentative budget for PBC review, discussion and recommendation
	<b>June</b>	Tentative Budget is presented to the Board.
Final updates and evaluation of annual plan recommendations	<b>July</b>	Tentative Budget is rolled into active status (purchasing can begin)
	<b>August</b>	Final revenue and expenditure adjustments made to budget Final Budget 1 <sup>st</sup> and 2 <sup>nd</sup> review and discussion

**Board Policy 2510                      Participation in Local Decision Making**

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board will normally accept the recommendations of the Academic Senate on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, 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, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Board of Trustees designates the Vice President-Academic Affairs as the liaison to the Academic Senate for the items listed above.

If the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.

Nothing in this policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between the Federation of Teachers and the District. Written notification shall be given to the El Camino College Federation of Teachers by the District at the beginning of discussions between the Academic Senate and the District on academic and professional matters.

Staff (Title 5, Section 51023.5)

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Police Officers Association (POA), El Camino Classified Employees (ECCE) and confidential groups will be given every reasonable consideration.

Students (Title 5, Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

The Board of Trustees shall recognize the Associated Student Organization as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of the College and to the Board of Trustees with regard to District policies and procedures that have or will have a significant effect on students. The District policies and procedures that have or will have a “significant effect on students” include the following:

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; and
10. Any other District and College policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Reference:

Education Code Section 70902(b)(7);

Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students),

Accreditation Standard IV.A and IV.D.7

Replaces Board Policy 3605

El Camino College

Adopted: 7/15/02

Amended: 11/19/07, 1/15/15

**I. Purpose**

The College Consultation Procedure functions within the mandates of AB 1725, the Education Code and Title 5 regulations; collective bargaining agreements, and policies of the El Camino Community College District Board of Trustees. The process allows for recommendations to the Superintendent/President through a defined structure.

**II. Statement**

Consultation at El Camino College involves a collaborative process in which members of major campus constituencies play an appropriate part by making recommendations to the Superintendent/President in accordance with the Education Code, Assembly Bill 1725, Title 5 and policies adopted by the El Camino Community College District Board of Trustees. It also provides an opportunity to resolve issues having campus-wide impact.

A. Faculty. In accordance with Title 5 and approved Board of Trustees policy, the process assigns primary recommendation responsibility for academic and professional matters to the Academic Senate. The process welcomes ideas and suggestions from all faculty members. Recommendations from the Academic Senate are shared with the College Council.

B. Classified, Confidential, Administrative. The consultation process involves forwarding ideas and recommendations having campus-wide impact from consultation and advisory committees, councils and task forces to College Council for review and/or information through the appropriate Vice President. This provides effective participation in the development of recommendations that ultimately may result in policy.

C. Students. The consultation process promotes ways through which students may have a significant impact on the way El Camino College functions. Students are encouraged to participate in campus-wide activities and organizations. Students select their representative to all consultation committees. That representative has an equal standing with the representatives from other campus-wide constituencies.

D. Background.

1. Education Code Section 70902(b) (7) authorizes the Board of Governors to:
  - a. Ensure faculty, staff and students the right to participate effectively

- in district and college governance;
  - b. Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
2. Assembly Bill 1725 authorizes:
    - a. Responsibility for faculty members in duties that are incidental to their primary professional duties;
    - b. Faculty involvement in institutional governance and decision making;
    - c. Staff development among college groups to facilitate collegial consultation awareness, roles and responsibilities.
  3. Title 5 states the requirements for governing boards to:
    - a. Require effective participation of students and staff in development of recommendations to the governing board;
    - b. Consult collegially with the Academic Senate on academic and professional matters.

### **III. Role and Functions of the College Council**

The role of the College Council is to bring together all constituent groups to facilitate development and understanding of college-wide recommendations.

Through representatives from campus constituencies, the College Council:

1. Reviews recommendations from collegial consultation, and other standing and ad-hoc committees;
2. Serves as the primary, non-bargaining source for discussion and communications regarding campus-wide issues and policies;
3. Provides feedback to the Superintendent/President regarding such issues as planning, policy development and coordination, campus and council priorities;
4. Focuses on broad issues, not day-to-day administration of the College;
5. Operates on a consensus-building basis or a majority vote in an advisory capacity;
6. Supports and abides by areas governed by collective bargaining agreements;
7. Supports and abides by areas involving professional activities legally delegated to the Academic Senate;
8. Ensures that major recommendations of the College are consistent with the educational mission of the College;
9. At all times focuses on students.

#### **IV. Membership and Process of College Council**

College Council membership consists of the one representative each from the Associated Student Body, Academic Senate, El Camino College Federation of Teachers, El Camino Classified Employees, Police Officers Association, Confidential employees and Management. Each member has one vote should voting become necessary. The four vice presidents complete the College Council and have one vote among them.

The Superintendent/President of El Camino College serves as Chair of the College Council, facilitates the meetings, determines whether consensus exists, and receives recommendations of the council. The agenda is published before each meeting. All actions and recommendations are communicated to the Area and Division Councils, committees, and constituencies through the representational membership.

\*In addition, there will be one faculty representative from the El Camino College Compton Education Center during the partnership.

#### **V. Collegial Consultation Groups**

Collegial consultation groups shall include the College Council, Academic Senate, Planning and Budgeting Committee, Calendar Committee, El Camino College Technology Committee, and Facilities Steering Committee.

Collegial consultation groups are created to make recommendations to the Superintendent/President or to decide issues within their purview.

The Academic Senate makes recommendations regarding academic and professional matters as specified in AB 1725 and El Camino Community College District board policy, and shares those recommendations with the College Council.

The Planning and Budgeting Committee makes recommendations on all planning and budgeting issues. The Calendar Committee recommends the El Camino Community College District School Year Calendar. The El Camino College Technology Committee coordinates all aspects of information technology through the campus. The Facilities Steering Committee reviews and makes recommendations for the facilities plans.

The College Council is supported by four Area Councils – Academic Affairs, Student and Community Advancement, Human Resources, and Administrative Services. These are in turn supported by their respective Division Councils, departments and committees.

From time-to-time other committees or task forces may be created by the President and designated as collegial consultation or advisory groups.

## **VI. Committee Appointments**

The Academic Senate, after consulting with the Superintendent/President or designee, shall appoint faculty members to serve on committees, task forces or other groups dealing with academic and professional matters as specified in AB 1725 and El Camino Community College District board policy. Unless specified in a contractual agreement, other committee appointments are made by the Superintendent/President or designee in consultation with constituent organizations.

## **VII. Communication**

The College Council, the Academic Senate and all other designated collegial consultation committees, councils, advisory committees and task forces will communicate with College constituents through the promulgation of widely distributed minutes.

A link to all consultation committees with current minutes and membership is available on the El Camino College Administration webpage at: [http://www.elcamino.edu/cnte\\_minutes/display.asp](http://www.elcamino.edu/cnte_minutes/display.asp). All collegial consultation committees will review and evaluate its operations annually.

### Reference:

Education Code Section 70902(b)(7);  
Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students);  
Accreditation Standard IV.A.2, IV.A.5

Revised: 7-17-14, 7-1-15