

ADMINISTRATIVE REGULATIONS  
ON PARTICIPATION IN GOVERNANCE

2006.

2006.1 The Superintendent-President shall administer these regulations.

2006.2 The Long Beach Community College District defines participation in governance as a collaborative college-wide process dependent on trust and open communication. Participation in college governance, as provided for in Title 5 of the California Code of Regulations and college policies and administrative regulations acknowledge the special roles of faculty, classified staff, and students. Nothing in this regulation impinges upon collective bargaining units participating per their individual contracts. The essential activities of the college decision-making process are policy and regulation development and college planning, implementation, and review. College planning is used to determine college commitments and the annual budget. The results of the college decision-making processes are regularly reviewed.

2006.3 Each college group involved in the shared governance process is responsible for communication. Communication entails providing rationales for proposals made and reporting to constituents. These college groups are accountable for communicating their proposals for input prior to finalization.

2006.4 Participation in governance is predicated upon the sincere commitment of all participants. Participation in governance is made a reality through the process that includes shared planning, justified and thoughtful recommendations, and delegating responsibilities to appropriate areas, realizing the Board has final decision-making authority and ultimate legal responsibility.

2006.5 The Board recognizes the Academic Senate as the body which represents the faculty in collegial governance relating to academic and professional matters as defined in Title 5 of the California Code of Regulations.

The Board recognizes the Associated Student Body as the body which represents students in collegial governance relating to student matters as defined in Title 5 of the California Code of Regulations.

The Associated Student Body Cabinet or designee shall retain the responsibility of appointing student participants to serve on committees where shared governance is involved.

The Board recognizes the Classified Senate as the constituent group in collegial governance. The Board recognizes the Classified Union as the group representing classified staff in all issues related to contract and working conditions.

Administrators, managers, and confidentials are represented by individuals appointed from the President's Cabinet.

2006.6      The Long Beach Community College District Structure for Participation in Governance

A.    President's Leadership Council (PLC)

1. Is composed of one representative of each recognized college group including:

- Superintendent-President
- Academic Senate President or designee
- LBCCFA President or designee
- Classified Senate President or designee
- AFT President or designee
- CHI President or designee
- Academic Administrator employee representative
- Classified Manager/Supervisor employee representative
- Confidential employee representative
- Associated Student Body President

And two (2) members of the Senior Leadership Team (*selected by the Superintendent-President*)

And the following representative(s):  
Executive Director, Foundation

2. Is a primary advisory body to the Superintendent-President for the purpose of reviewing proposed new or changes to existing policies/regulations (The President's Leadership Council does not write or make changes to policies/regulations. Proposed new or revised policies/regulations are written and submitted to the President's Leadership Council for review by the area of responsibility). Council members review new policies/regulations or changes to existing policies/regulations. If a major issue is found during review, consultation will take place in order to resolve the conflict before the recommendation is sent to the Board (See Regulation 1001).
3. Will serve as a consultative body for the Superintendent-President on issues of college leadership and matters of college-wide importance, other than those which are subject to consultation with the Academic Senate as academic and professional matters and with the bargaining units as contractual matters.

4. Council members are responsible for reviewing policies and regulations as requested and for consulting with and keeping their constituencies informed on issues discussed by the PLC. The PLC assists in communicating to and discussing policies/regulations with various college constituencies.

B. Planning Process and Planning Committee Structure

1. Planning Structure

The college's planning structure is comprised of the College Planning Committee and other specified planning committees and task forces.

2. Planning Process

The college's planning process is coordinated by the College Planning Committee (CPC) which is the directive body for the college's planning efforts. The CPC establishes yearly institutional priorities through review of planning documents developed through participation in the college's multi-level program planning and review process. The college's planning process is reviewed annually and information about the structure, process and content of planning is published for ready access by the campus community.

3. Purpose

Planning committees are the principal committees that formulate and implement institutional planning, budgeting and progress review necessary to ensure institutional effectiveness. The purpose of the planning committees is to coordinate college planning efforts in fulfillment of the college's mission. College Planning Committee, in coordination with the other planning committees, conducts and oversees at regular intervals the process of updating the college's Strategic Plan. The College Planning Committee also designs and oversees the process to monitor progress towards achieving the goals of the Strategic Plan.

4. College Planning Committee Membership

The College Planning Committee is tri-chaired by the Academic Senate President, Classified Senate President and the Superintendent-President. All members of the President's Cabinet, including the Superintendent-President, and all members of the Academic Senate Executive Committee serve on the College

Planning Committee. In addition, there is one representative from each of the following groups:

- A representative from the instructional deans (appointed by the Vice President of Academic Affairs)
- A representative from the student services deans (appointed by the Vice President of Student Support Services)
- A representative appointed by the Classified Senate
- Two representatives appointed by ASB
- A representative appointed by LBCCFA
- A representative appointed by CHI
- A representatives appointed by AFT
- SLO Coordinator
- A management representative appointed by the Superintendent-President
- Department Planning and Program Review Subcommittee Chair

Resources: 1. Dean, Institutional Effectiveness  
2. Planning Systems Analyst I

#### 5. Review of Committee Charges and Memberships

The College Planning Committee charge and membership are reviewed annually. The list of other planning committees, their charges, and memberships are reviewed annually by College Planning Committee as part of its coordination role for planning.

### C. College Self-Evaluation Process

#### 1. Purpose

The Accreditation Steering Committee oversees the college's self-evaluation process. The Standards Committees conduct an in-depth review of the college in accordance with the accreditation guidelines. Each committee's responsibility is to ensure accurate description of the area being reviewed, assess its effectiveness using the accreditation standards, and recommend any major improvements necessary to ensure institutional effectiveness.

#### 2. Committee Membership

The Accreditation Steering Committee is composed of the co-chairs of each Standard Committee and the presidents of each college group. The Committee is tri-chaired by a faculty member

appointed by the Academic Senate President after consultation with the Superintendent-President, a classified member appointed by the Classified Senate after consultation with the Superintendent-President, and the Accreditation Liaison Officer and is subject to ratification by the Academic Senate and Classified Senate.

- (a) The faculty and classified tri-chairs shall complete accreditation professional development training.

Each Standard Committee is tri-chaired by a faculty member appointed by the Academic Senate, a classified member appointed by the Classified Senate, and an appointee by the Superintendent-President. Members include representatives of the college and community members where appropriate. There is a balance on each committee between members who work within the committee's area of responsibility and people who are outside the area.

D. College Operational Committees

Operational committees and short-term task-forces are responsible for making recommendations and decisions according to their charge.

Appointments to these committees/task-forces are made by the appropriate groups.

2006.7      Related Policies

Policies and Administrative Regulations provide the framework upon which the District is governed and operated.

- A. The Policy on Policies (1001) outlines the Administrative Regulations for the initiation, development, dissemination of information, and recommendation of policies to the Board of Trustees for approval.
- B. The Policy on the Board of Trustees (2000) sets forth the powers, duties, and other matters pertaining to the responsibilities and activities of the Board of Trustees in governing the college.

2006.8      Academic and Professional Matters on which the Board of Trustees will Rely Primarily Upon the Advice and Judgment of the Academic Senate

The Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senate on the following academic and professional matters:

- A. Curriculum, including prerequisites and placing courses within disciplines. The Committee on Curriculum and Instruction is charged

with the development of policies and regulations pertaining to curricular issues, which will then be sent to the President's Leadership Council to allow for discussion.

- B. Degree and certificate requirements
- C. Grading policies
- D. Standards or policies regarding student preparation and success
- E. Policies for faculty professional development activities

Recommendations shall be presented to the Board of Trustees using the established format and numbering system for policies. The Academic Senate President shall work with the Superintendent-President ~~or~~ and the appropriate Vice President for placement of items on the Board of Trustees agenda. The Academic Senate President shall present these recommendations to the Board of Trustees for information and action.

The recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.

If a Senate recommendation in these areas is not accepted by the Board of Trustees, the Board of Trustees or the Superintendent-President or designee shall promptly communicate the reasons in writing to the Academic Senate upon request.

2006.9      Academic and Professional Matters on which the Board of Trustees will Reach Mutual Agreement with the Academic Senate

The Board of Trustees or its designee(s) and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation or policy on the following academic and professional matters:

- A. Processes for program review
- B. Educational program development
- C. District and college governance structures and accreditation as related to faculty roles
- D. Faculty roles and involvement in accreditation processes, including self-study and annual reports

E. Processes for institutional planning and budget development

In instances where the Board of Trustees elects to provide for mutual agreement with the Academic Senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

2006.10      Other Academic and Professional Matters as Mutually Agreed Upon Between the Governing Board and the Academic Senate as Specified in AB 1725

If an academic and professional matter arises which is not enumerated in 2006.8 and 2006.9, the Board of Trustees or designee and the Academic Senate shall mutually agree whether the Board shall rely primarily upon the advice and judgment of the Academic Senate or shall reach mutual agreement with the Academic Senate with regard to that matter.

If it is unclear as to whether or not an item is an academic and professional matter, the Superintendent-President or designee and the Academic Senate President shall mutually agree to identify the appropriate committee to which the matter should be referred or the establishment and constitution of an ad hoc committee to resolve the question.

2006.11      The Academic Senate's Right to Communicate with the Board of Trustees

In a case where the Board of Trustees and the Academic Senate are unable to reach mutual agreement or a substantial delay in the consultation process occurs, the Academic Senate reserves the right to submit written comments and to appear before the Board of Trustees to present the views and recommendations of the Academic Senate on academic and professional matters.

2006.12      Appointment of Faculty and Administrative Representatives to Committees

The appointment of faculty members to serve on college-wide committees, task forces, or other groups that deal with academic and professional matters, shall be made by the Academic Senate President after consultation with the Superintendent-President or designee and be subject to ratification by the Academic Senate. Administrative representatives shall be appointed by the Superintendent-President after consultation with the Academic Senate President. Both parties agree to make timely appointments and communicate these appointments in writing.

2006.13      Areas in which the Board of Trustees will Provide the Opportunity for Students to Participate

At the discretion of the Board of Trustees, the administration will provide opportunity for students to participate in the formation and development of policies and procedures that have or will have a significant effect on students as outlined in Title 5 of the California Code of Regulations. The intent of this participation is to allow students to provide input from the student perspective and to share responsibility in identifying and implementing solutions. Student participants will be responsible for representing the needs and opinions of the general student body, presenting ideas and information that leads to decisions in alignment with the District's mission and Strategic Plan, and communicating the deliberations and the rationale of decisions back to their constituents.

2006.14      Classified and Professional Matters on which the Board of Trustees and the Superintendent-President Shall Provide Participation to Classified Staff

2006.15      Definition: Classified staff as it pertains to this regulation includes all classified bargaining unit members.

2006.16      The Board of Trustees and the Superintendent-President shall provide classified staff the opportunity to participate effectively in college governance. At a minimum, these shall include the following:

- A. Participation in the formulation and development of all District policies and procedures which have or will have a significant impact on classified staff.
- B. Participation in the accreditation process, including self-study.
- C. Participation in the institution strategic planning process.
- D. Any other policy, procedure, or related matter that the Superintendent-President determines will have a significant impact on the classified staff.

2006.17      Appointment of Classified Staff to Committees

Requests for representation of classified staff to serve on college-wide committees, self-study committees, ad hoc committees, councils or task forces shall be filled by appointment of the Classified Senate President. Institutional committee chairs may make recommendations and/or requests for classified staff to serve on committees through the Classified Senate President. The LBCCE/AFT Union shall continue to appoint representation



to committees as established in Article III.I of the LBCCE/AFT Collective Bargaining Contract.

If only one classified staff is requested to serve on a college-wide committee, self-study committee, ad hoc committee, council, or task force, the Classified Senate President will defer the appointment to the Classified Union President.

2006.18 The Board of Trustees shall provide the classified staff with an opportunity to participate in the formulation and development of matters which significantly affect staff through appropriate structures and procedures as determined by the Board of Trustees.

2006.19 Nothing in these regulations shall be construed to impinge upon the due process or rights of classified staff nor to detract from any negotiated agreements between the collective bargaining representatives and the District governing board.

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