

FOLSOM LAKE COLLEGE PARTICIPATORY GOVERNANCE AND COLLEGIAL CONSULTATION AGREEMENT

The overall goal of participatory governance (PG) at Folsom Lake College is to facilitate the success of students and to provide effective decision-making processes for the college. The entire college community—students, faculty, classified staff, and administrators—is encouraged to participate in PG committees, knowing that each individual’s perceptions, expertise, and contributions are valued.

This document serves: to describe the objective, purpose, responsibilities and membership of each of the college’s participatory governance (PG) committees, which include members of the entire college community; to outline the collegial consultation process between the Academic Senate and the College President; and to describe the coordinating council and the process for changing the college participatory governance structure.

PARTICIPATORY GOVERNANCE COMMITTEES

I. Budget and Facilities Planning Committee

A. Objective

- To maintain responsibility for budget allocation and facilities planning.

B. Purpose

- To allocate the College’s budget and development revenue resources (including all discretionary funds and restricted use resources that are not allocated to permanent employee positions or categorical/grant programs) to each of the College’s Areas, Departments, and Operating Units during the annual budget process.
- To oversee processes for facilities planning, resulting from but not limited to, the planned growth of the College, growth of the Centers from enrollment increases as allotted by the State of California, and growth and development generated by new monies from bond measures or other sources.
- To periodically review the budget and facilities planning processes.
- To forward proposals regarding academic and professional matters to the Academic Senate.
- To forward recommendations regarding non-academic and professional matters to the College President.

C. Responsibilities

- To prioritize Equipment Requests, Augmentations to the Annual Operating Budgets, and Temporary Classified and Student Help.
- To contribute to the planning and development of new facilities or the remodeling, renovation, modernization, and/or maintenance of existing facilities.

- To consider Health and Safety issues and direct them to the appropriate individuals or services.
- To Assume responsibility for other academic and professional matters in the areas of budget and institutional facilities planning as mutually agreed upon between Academic Senate President and the College President.
- To Ensure all committee actions comply with the standards set forth by the Education Code and Title V.

D. Membership

- 19 (includes faculty and administrator co-chairs)
- 12 Faculty
 - One (1) faculty co-chair from any Area
 - Two (2) faculty from each Area
 - One (1) additional faculty member from any Area
- 6 Classified
- 2 Students
- 1 Administrative co-chair

E. Standing Subcommittees

Health and Safety
Building Naming

II. Curriculum Committee

A. Objective

- To maintain responsibility for the development, review, renewal, and proposal of curriculum, including courses, programs and curriculum-related policy.

B. Purpose

- To provide guidance, advocacy and oversight for Folsom Lake College's curriculum by ensuring that the curriculum is academically sound, comprehensive and responsive to the evolving needs of our students and the community we serve.
- To maintain a commitment to the college mission, values and goals and to the principles of collegial contact with our colleagues across the Los Rios Community College District.
- To forward proposals regarding academic and professional matters to the Academic Senate.

C. Responsibilities

- To assist in the development of educational programs and grading policies in accordance with the philosophy, policies, and objectives of the department, the college, and the district.
- To encourage creativity, flexibility, and innovation in curriculum development.
- To provide leadership and training for all college personnel in all curricular issues.
- To make proposals to the Academic Senate on all college concerns regarding curriculum and curriculum policies.
- To review proposals for all new and revised credit and noncredit courses.
- To review proposals for all new and revised programs, certificates and degrees.

- To review proposals for deletion of courses/updates of courses (report on periodic review resulting in no changes to catalog data elements).
- To review proposals for approval for distance education courses.
- To review proposals for approval for and validation of Prerequisites and/or Co-requisites and/or Recommended Preparation or Advisories
- To review proposals for new or revised study abroad courses and programs.
- To review proposals for FLC graduation requirements and general education requirements for the A.A. and A.S. degrees, Career Certificates and Certificates of Achievement.
- To assume responsibility for other academic and professional matters in curriculum as mutually agreed upon between Academic Senate President and the College President.
- To ensure all committee actions comply with the standards set forth by the Education Code and Title V.

D. Membership

- 17 (includes faculty chair and administrator liaison)
- 12 Faculty
 - One (1) faculty chair
 - Two (2) faculty from each Area
 - One (1) faculty articulation officer
- 2 Classified
- 2 Students
- 1 Administrative Liaison

E. Standing Subcommittees

- Distance Education
- Educational Technology
- General Education/Baccalaureate
- Multicultural Committee
- Prerequisite/Co-requisite/Advisory
- Program Development Process
- Student Learning Outcomes
- Technical Review

III. Institutional Planning Committee

A. Objective

- To serve as a forum for communication among constituency leaders and develop institutional planning processes.

B. Purpose

- To facilitate communication across constituency groups.
- To provide a forum for hearing and directing non-academic and professional issues to the appropriate subcommittee of the IPC or other PG committees (when it isn't immediately clear where they should go).
- To coordinate processes for institutional planning and development.

- To review institutional processes periodically as specified.
- To forward proposals regarding academic and professional matters to the Academic Senate.
- To forward recommendations regarding non-academic and professional matters to the College President.

(The Institutional Planning Committee is not intended to supplant the operation of the other college participatory governance committees nor the authority of the Academic Senate. It is understood that in regards to academic and professional matters, the College President will continue to rely primarily on recommendations made by the Academic Senate.)

C. Responsibilities:

- To develop, assess, revise, and propose to the Academic Senate institutional planning processes including College Vision, Mission, and Values statements (every three years), and College Strategic Plan (every three years).
- To ensure institutional planning processes are also informed by
 - Program Reviews and Master Plans completed by Instruction, Student Services, and Administration departments/units, and
 - Accreditation Self-Study Planning Agenda Matrix and Commission Recommendations.
- To identify, apply, and assess Key Performance Indicators (annually).
- To facilitate alignment of FLC planning processes with district processes.
- To facilitate coordination of institutional technology with facilities planning (a function of BFPC) and educational technology (subcommittee of Curriculum).
- To facilitate communication among constituency leaders.
- To recommend assignment of non-academic and professional issues to specific participatory governance committees.
- To maintain the Master Calendar.
- To assume responsibility for other academic and professional matters regarding institutional planning as mutually agreed upon between Academic Senate President and the College President.
- To ensure all committee actions comply with the standards set forth by the Education Code and Title V.

D. Membership

- 19 Voting members (includes faculty and administrator co-chairs):
 - 11 Faculty (includes faculty co-chair)
 - Academic Senate President (or designee) as co-chair
 - Three (3) Academic Senate Executive members (or designees)
 - Four (4) faculty, the chairs or co-chairs of the other PG committees (or designees)
 - Three (3) additional faculty members representing Institutional-level interests
 - 1 Classified Supervisor
 - 2 Classified
 - Classified Senate President (or designee)

- One (1) additional Classified Senate member
 - 2 Students
 - Associated Student Government President (or designee)
 - One (1) additional student
 - 3 Administrators (includes administrative co-chair)
 - Vice Presidents of Instruction (or designee)
 - Vice President of Student Services (or designee)
 - Vice President of Administration (or designee)
 - 4 Non-Voting Members:
 - College President
 - 3 Resource Staff
 - Public Information Officer
 - Research Analyst
 - Director of College Advancement
- E. Standing Subcommittees
- Institutional Technology
 - Enrollment Management
 - Accreditation Steering
 - Strategic Planning

IV. Matriculation/Student Success Committee

- A. Objective
- To maintain responsibility for developing standards, policies, and procedures relative to student matriculation including student recruitment, preparation and success.
- B. Purpose
- To address policies, procedures, and practices that will have a significant effect on students. This includes, but is not limited to, student assessment, retention, transfer, and matriculation. Included are plans, services, and student services programs designed to assist students in successfully meeting their educational goals, completing vocational educational programs, and attaining desired skill level improvement.
 - To forward proposals regarding academic and professional matters to the Academic Senate.
 - To forward recommendations regarding non- academic and professional matters to the College President.
- C. Responsibilities
- To arrange in-service training for faculty and staff regarding matriculation programs and services.
 - To review and provide input for public information programs focused on area communities and high schools.
 - To review proposed revisions for matriculation services.
 - Admissions
 - Assessment
 - Orientation

- Counseling
 - Follow-up
 - Research and Evaluation
 - To develop and review proposed revisions for the following College Plans:
 - Matriculation Plan
 - Student Equity Plan
 - To review outreach program proposals and proposed revisions to outreach services.
 - To review proposed revisions of the college's implementation of District Student Grievance and Code of Conduct policies.
 - To review proposed revisions and provide input to the College Student Handbook/Guide.
 - To review proposed revisions leading to improvements in student services.
 - To disseminate information about Assessment/Placement validation to appropriate constituencies.
 - To assume responsibility for other academic and professional matters regarding matriculation and student success as mutually agreed upon between Academic Senate President and the College President.
 - To ensure all committee actions comply with the standards set forth by the Education Code and Title V.
- D. Membership: 24 (including faculty chair and administrator liaison)
- 13 Faculty
 - One (1) faculty chair
 - Two (2) faculty from the following Areas: A, B, D, E
 - Four (4) faculty from Area C: 2 Counseling and 2 Non-Counseling
 - 8 Classified
 - 2 Students
 - 1 Administrative liaison
- E. Standing Subcommittees
- Matriculation
 - Student Equity
 - Enrollment Management
 - Student Success (Achievement)

V. Professional Development Committee

- A. Objective
- To maintain responsibility for providing professional development activities and opportunities to College faculty and staff.
- B. Purpose
- To provide professional development activities and opportunities to FLC faculty and staff, including FLEX days.
 - To allocate funds for faculty and staff for attending professional development activities off campus.
 - To award Sabbatical Leaves for faculty.

- To forward proposals regarding academic and professional matters to the Academic Senate.
 - To forward recommendations regarding non-academic and professional matters to the College President.
- C. Responsibilities
- To plan, publicize and implement Flex Days.
 - To develop, review, propose, and implement the process for allocating funding for faculty and staff to attend professional development activities off campus.
 - To develop, review, and propose the annual budget for the PDC, specifying an amount to be spent on FLEX and/or College-wide activities (not to exceed 20% of the annual budget) with the remainder to be allocated to faculty (75%) and staff (25%).
 - To research and solicit funds for College-wide activities.
 - To develop, review, propose, and implement the process for allocating funding for FLEX and other college-wide development activities.
 - To develop, review, propose, and implement the process for awarding sabbaticals to eligible faculty members.
 - To facilitate training for faculty mentors as identified by the Academic Senate President.
 - To facilitate orientation for new faculty and staff members.
 - To assume responsibility for other academic and professional matters regarding professional development as mutually agreed upon between Academic Senate President and the College President.
 - To ensure all committee actions comply with the standards set forth by the Education Code and Title V.
- D. Membership: 20 (includes faculty co-chair, classified co-chair, and administrator liaison)
- 12 faculty
 - One (1) faculty chair
 - Two (2) faculty from each Area
 - One (1) additional faculty from any Area
 - 5 classified staff (includes classified liaison)
 - 2 students
 - 1 administrative liaison
- E. Standing Subcommittees
- Faculty Development Subcommittee
 - Comprised of 5 faculty
 - Staff Development Subcommittee
 - Comprised of 5 classified staff
 - Sabbatical Leaves subcommittee
 - Comprised of:
 - Faculty chair (Professional Development Chair or designee)
 - 5 faculty from Professional Development Committee, with representation from each instructional area
 - 1 administrator

- 1 LRCFT representative per LRCFT contract

COLLEGIAL CONSULTATION

Title 5 states “that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters” (§53203). Title 5 also states that governing boards may consult collegially in one of two ways: by “relying primarily upon the advice and judgment of the academic senate;” or by reaching mutual agreement (§53200). The LRCCD governing board has decided, per Regulation R-3412, that it will rely primarily on the advice and judgment of the Academic Senates when making decisions on academic and professional matters.

Title 5 defines academic and professional matters as including the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. District and college governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate. (§53200)

Title 5 states that “in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, 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 recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate” (§53203). The Academic Senate herein formally requests such communication whenever its recommendation on academic and professional matters is not accepted by the College President.

Determining and Directing Academic and Professional Matters

1. The College President and the Academic Senate President (or their designees) shall meet each week to discuss matters new to the college and the timelines in which they must be addressed.

2. The Academic Senate President, after consultation with the College President, will assign academic and professional matters to one of the participatory governance committees or to the Academic Senate.
3. The Academic Senate President will then notify the committee chair or the Academic Senate via email of the assigned task, stating the matter, the timeline in which it must be addressed, the participatory governance committee's or the Academic Senate's role and responsibility in developing the proposal, as well as any other pertinent information.
4. Should the participatory governance committee not have a faculty chair, the Senate President will designate a faculty member to chair the meetings until a permanent chair is appointed.
5. Once a matter has been assigned to a participatory governance committee or the Academic Senate, it will become part of that group's charge should the matter need to be addressed again in the future.
6. If a matter is urgent, the College President and the Academic Senate President may themselves consult collegially without directing the matter any further. In such rare instances, the Academic Senate President will notify the faculty via email of the exceptional circumstances and the decision.

Academic and Professional Matters:
The Academic Senate and Participatory Governance Committees

7. As stated in *Participating Effectively in District and College Governance*, which was co-authored by the Community College League of California and The Academic Senate for California Community Colleges, "the work products of participatory governance committees pertaining to academic and professional policies and procedures will be referred to as 'proposals.' These proposals are available for review by college groups as part of the process to assure effective participation of those affected by such proposals. As part of their reporting processes, committees forward these proposals to the academic senate for consideration and refinement. After approval by the senate, the 'proposal' becomes a 'recommendation' of the academic senate" (7).
8. Participatory governance committees, when developing proposals on academic and professional matters, act as agents of the Academic Senate. Participatory governance committees forward all proposals on academic and professional matters to the Academic Senate for consideration and refinement.
9. It is the responsibility of the Academic Senate to ensure that proposals on academic and professional matters are available for review by all college constituencies and considered in open deliberations at participatory governance committee meetings. The Academic Senate delegates this responsibility to the participatory governance committees. When participatory governance committees develop proposals on academic and professional matters, every effort should be made to engage affected parties in the deliberations.
10. After receiving a proposal, the Academic Senate will review the process followed by the participatory governance committee in developing the proposal, in order to verify that the responsibilities described above have been fulfilled.

11. The Academic Senate will normally accept participatory governance proposals and forward them to the College President as recommendations of the Academic Senate. Only in exceptional circumstances and for compelling reasons will the Academic Senate not accept a participatory governance committee's proposals. If a participatory governance committee's proposal is not accepted, the Academic Senate President shall promptly communicate (within 5 working days) the reasons in writing to the participatory governance committee faculty chair. If time allows, the Academic Senate will ask the participatory governance committee to reconsider the proposal in light of the issues that have not been resolved to the Academic Senate's satisfaction or in cases in which the clarity, accuracy or completeness of the proposal needs improvement. If the timeline does not allow for this, then the Academic Senate will assume responsibility for refining the proposal for subsequent recommendation.
12. The Academic Senate will address Curriculum Committee proposals regarding curriculum and programs as "consent consideration" items. If a concern is brought forward, the Senate will determine whether the Curriculum Committee followed the appropriate process. If the appropriate process was followed, the Senate will honor the proposal and forward it to the College President as an Academic Senate recommendation. The Academic Senate will address other proposals from the Curriculum Committee through the normal process involving first and second readings. In the event of an approaching deadline, the Academic Senate Executive Council may elect to act on an item that would otherwise have appeared on the consent agenda. In this case, the Academic Senate President will report this action to the membership at the next regularly scheduled Academic Senate meeting.
13. The Academic Senate will address proposals from the Professional Development Committee regarding faculty conference and travel requests as "consent consideration" items. If a concern regarding a proposal for funding is brought forward, the Academic Senate will determine whether the Professional Development Committee followed the appropriate process. If the appropriate process was followed, the Senate will honor the proposal and forward it to the College President as an Academic Senate recommendation. In the event of an approaching deadline, the Academic Senate Executive Council may elect to act on an item that would otherwise have appeared on the consent agenda. In this case, the Academic Senate President will report this action to the membership at the next regularly scheduled Academic Senate meeting.
14. If a participatory governance committee is unable to develop a proposal regarding an academic and professional matter within the required timeline, the Academic Senate will assume responsibility for developing the proposal and the subsequent recommendation to the College President.

Academic and Professional Matters:
The Academic Senate and the College President

15. The recommendations of the Academic Senate on academic and professional matters will normally be accepted by the College President, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If the Academic Senate's recommendation on academic and professional matters is

not accepted, the College President shall promptly communicate (within 5 working days) the reasons in writing to the Academic Senate President. If time allows, the College President will ask the Academic Senate to reconsider the proposal in light of the issues that have not been resolved to the College President's satisfaction or in cases in which the clarity, accuracy or completeness of the proposal needs improvement.

Terms and Conditions

Proposals and Recommendations: As stated in *Participating Effectively in District and College Governance*, which was co-authored by the Community College League of California and The Academic Senate for California Community Colleges, the work products of participatory governance committees pertaining to academic and professional matters are referred to as "proposals." Participatory governance committees forward proposals to the Academic Senate, where, once approved, they become "recommendations" of the Academic Senate to the College President.

Administrative Liaisons and Co-Chairs: The Curriculum, Matriculation/Student Success, and Professional Development Participatory Governance Committees have administrative "liaisons" because these committees address matters that are usually academic and professional. The administrative liaison's role is to assist the faculty chair in developing the agenda; responsibility for developing the agenda, however, lies primarily with the faculty co-chair. The Budget and Facilities Planning, and the Institutional Planning Participatory Governance Committees, on the other hand, have administrative "co-chairs" because these committees frequently address college-wide matters, in addition to academic and professional matters. The administrative and faculty co-chairs share the role of developing the agenda, which they develop through mutual agreement. Should they not be able to reach mutual agreement when developing an agenda, the matter is referred to the College and Academic Senate Presidents for resolution.

Quorums: Quorums of participatory governance committees, subcommittees, and other workgroups that address academic and professional matters on behalf of the Academic Senate will be consistent with the Academic Senate quorums, as stated in the Academic Senate By-Laws. A quorum is 50 % plus one of the voting faculty members.

Subcommittees: Those subcommittees addressing academic and professional matters will be faculty weighted, meaning a predominantly faculty membership with representation from other constituencies or an all faculty membership. The faculty PG committee chair (or faculty co-chair) in consultation with the Academic Senate President will appoint the faculty subcommittee chairs and faculty members to the subcommittees. Subcommittees will include appointments from the PG committee in which it is housed, but may also include appointments outside the committee as deemed necessary by the PG committee chair.

PG Committee Appointments: The Academic Senate President will appoint all faculty members; the Classified Senate President will appoint all classified members; the Associated

Student Government President will appoint all student representatives; and the College President will appoint administrative co-chairs and liaisons.

Meeting Times: The Academic Senate is the recommending authority regarding the meeting times of participatory governance committees.

Minute Taking: Administration is responsible for taking minutes at participatory governance committee meetings and providing any additional clerical support.

Committee Workload: The college will be sensitive to participatory governance committee workload to ensure that the committees may effectively address academic and professional matters directed to them by the Academic Senate.

THE COORDINATING COUNCIL: PROCESS FOR CHANGE

Purpose

The Coordinating Council meets as needed to address modification of the college participatory governance structure, e.g. committee membership, charge, or name as well as the creation of new committees.

When organizational issues arise that affect academic and professional matters, whether in policy development or implementation (Title 5, 53200), the College President will address the issues through the collegial consultation process.

Membership

- 2 Administrators, one of whom serves as facilitator
- 2 Faculty
- 2 Classified
- 2 Students

The membership shall be appointed directly by the respective constituencies. Two faculty members will be appointed by the Academic Senate President; two students will be appointed by the Associated Student Government President; two administrators (one of whom will be the College President or designee) will be appointed by the College President; and two classified members will be appointed by the Classified Senate President. The Coordinating Council will be facilitated by one of the two administrators.

Process

1. Proposals for change can be initiated by any participatory governance committee or any of the four constituencies as a need is identified.
2. Proposals must be presented in written form and forwarded to the College President.

3. Prior to calling for the meeting of the Coordinating Council, the College President or designee shall forward the proposal(s) to the Academic Senate President, the Classified Senate President, and the Associated Student Government President. They will then appoint 2 members from their constituencies to serve on the Coordinating Council.
4. The administrator identified by the College President as the facilitator of the Coordinating Council will call a meeting at a time when the constituency representatives can attend, and the proposed changes will then be discussed.
5. If a proposal pertains to academic and professional matters, e.g. committee membership, the Coordinating Council will forward its proposal to the Academic Senate for consideration. The proposal must then be mutually agreed upon by the Academic Senate and the College President. Otherwise, the existing college participatory governance structure will remain in effect.
6. If a proposal does not pertain to academic and professional matters, a vote of the Coordinating Council shall be taken. In the event of consensus, the recommendation of the Coordinating Council shall be forwarded to the college president or designee for implementation into the college governance structure.
7. In the event of a) significant disagreement of more than 1/3 of the committee; or b) the submission of a fully developed written minority report by one of the four constituencies, the recommendation along with the disagreement or minority report will be forwarded to the College President or designee for his/her dissemination to the four college constituency representatives for their joint resolution. In the event that there is no resolution, the current college governance structure shall remain in effect.
8. The College President or designee will normally implement the recommendations of the Coordinating Council. Subject to compelling, legal, fiscal or organizational reasons, the College President or designee may act otherwise. In such rare instances the College President or designee will communicate the reasons in writing to the Coordinating Council.
9. The College President or designee shall forward the Coordinating Council minutes to the four constituency representatives and to the participatory governance committee chairs for their information.