



# Berkeley City College Shared Governance Manual



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The Shared Governance Manual, describing BCC committees with the annual list of active committees and the individuals who are members, will be maintained in the Office of the President.

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## Mission

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

## Vision

Berkeley City College is a premier, diverse student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.

## Values

Berkeley City College embraces values which allow all members of our college community to grow and thrive. Our values include:

- *A Focus on Academic Excellence and Student Learning*

We value our students' varied educational and experiential backgrounds and learning styles, as well as educational objectives.

*Strategic Intention:* Berkeley City College faculty use teaching and learning strategies that respond to the many different needs of Berkeley City College students. The college's scheduling and delivery methods are responsive to students' needs for access, convenience, and different learning styles.

- *A Commitment to Multiculturalism and Diversity*

We value diversity, which fosters appreciation of others, depth of understanding, insight, empathy, innovation and creativity, characteristics our institution seeks in its students, faculty, and staff.

*Strategic Intention:* Berkeley City College provides students with an environment that supports diversity in learning and self-expression, and with a curriculum supportive of multiculturalism. Berkeley City College hires faculty and staff that reflect the diversity of its communities and students.

- *A Commitment to Preparing Students for Citizenship in a Diverse and Complex Changing Global Society.*

We value the fact that students live and work in an increasingly complex society and world.

*Strategic Intention:* Berkeley City College faculty members prepare students with learning experiences that help them develop cultural and global perspectives and understanding.

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- *A Commitment to a Quality and Collegial Workplace.*

We value the high quality that characterizes everything we do.

*Strategic Intention:* The college implements review and improvement processes that constantly improve quality. The college develops leadership skills and respectful, close ties among all employee groups, continuously improving the institution.

- *The Importance of Innovation and Flexibility*

We value innovation because it encourages our students to question the typical and expand their thinking in a flexible manner that allows them to understand life's dynamic potential.

*Strategic Intention:* We celebrate the maverick attitude which challenges conventional ways of viewing life.

Berkeley City College's mission statement defines the college's broad educational purposes, emphasizing that the college mission is "to promote student success, to provide our diverse community with educational opportunities, and to transform lives."

## Goals

### **A. Advance Student Access, Equity, and Success**

Improve persistence, retention, and success by 3 percentage points.  
Implement changes to increase fall to fall persistence among major ethnic groups.

### **B. Engage And Leverage Partners**

Strengthen community partnerships to enhance career pathways.

### **C. Build Programs of Distinction**

Incorporate learning outcomes assessment into program review and budget allocation processes and plans.

### **D. Create A Culture of Innovation And Collaboration**

District-wide collaboration and innovation.

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## Participatory Governance

### Student, Staff and Faculty Participation

#### Title 5 70902(b)(7)

The governing board of each community college district shall establish procedures not inconsistent with minimum standards established by the board of governors to **ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance**, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

The concept of "governance" was not invented with the enactment of Title 5. It is as old as human civilization. Simply put "governance" means: **the process of decision-making and the process by which decisions are implemented (or not implemented).**

#### Title 5 §51023.7

. . . requires the governing board to “adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance.” Students are to participate in “formulation and development” of policies and procedures that have a “significant effect” on them. The regulation lists ten areas of such significant effect, most of which are quite similar to the senate’s academic and professional matters. Boards are not to act unless students have had the opportunity to participate, with the exception of “unforeseeable, emergency situations” and shall give positions of the students “reasonable consideration.” The regulation states the intent that boards are to respect the agreements with senates and unions while working with students.

#### Title 5 §51023.5

. . . requires the governing board to “adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance,” However, areas that affect staff are not defined in the regulation but remain matters “that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.”

The role of the exclusive bargaining agents is explicitly protected in Title 5 and is cited in the Educational Employment Relations Act. (See Government Code §3543.2.) The public is granted access to the governing board through the open meeting provisions of the Brown Act. (See Government Code §54950-54962.)

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## Academic Senate Involvement

### **Title 5 70902(b)(7)**

The governing board of each community college district shall establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and **to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.**

### **Cal. Admin. Code Title 5, § 53200**

The intent of the list of academic and professional matters is to state more specifically the breadth of the legal requirement for the academic senate to assume primary responsibility for making recommendations on “curriculum and academic standards” [Education Code§70901(b)(7)]. (For this list, see “Faculty Senate” section of this manual.

#### *Question:*

**One of the eleven areas of academic and professional matters is district and college governance structures, as related to faculty roles. Must the district consult collegially on the administrative organization chart of the district and/or college?**

#### *Answer:*

No. How the administration is organized may be a matter for wide participation by the affected parties but is outside the scope of the district’s responsibility to consult collegially with the senate.

#### *Question:*

**Another one of the eleven areas of academic and professional matters is “processes for institutional planning and budget development.” Does this regulation relate to the institutional plans and budgets themselves, or only to the process by which plans and budgets are developed for presentation to the board?**

#### *Answer*

The regulation relates only to the process. The academic senate is to be consulted collegially in shaping the processes used for developing the plans and budgets to be acted upon by the governing board. The board is not required to either “rely primarily” on the senate’s recommendations or reach mutual agreement with the senate on the plans and budgets themselves.

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***Question:***

**Can a CEO make faculty appointments to committees, task forces, or other groups dealing with academic and professional matters?**

***Answer:***

No. Title 5 §53203(f) requires that appointments of faculty to groups dealing with academic and professional matters be made by the academic senate after consultation with the CEO or designee. Furthermore, consultation is required in establishing committees if the purpose of the committee is to develop policy or procedures related to an academic and professional matter.

***Question:***

**A district governing board which chooses the “rely primarily” procedure is normally supposed to accept recommendations of the senate in any of the eleven areas of academic and professional matters unless there are “exceptional circumstances” and “compelling reasons.” What do these mean?**

***Answer:***

The regulations do not define the terms “exceptional circumstances” and “compelling reasons,” and these terms are not intended to have a legal definition outside the context of this law. These terms mean that boards must usually accept senate recommendations and that in instances where a recommendation is not accepted the reasons for the board's decision must be in writing and based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. Boards tempted to reject a recommendation might, instead, ask the senate to reconsider the recommendation in light of the issues that have not been resolved to the board's satisfaction or in cases in which the clarity, accuracy or completeness of the recommendation needs improvement

***Question:***

**A district governing board which chooses the “mutual agreement” procedure is supposed to reach written agreement with the senate in any of the eleven areas of academic and professional matters. When may the board act if it is not able to reach mutual agreement with the academic senate?**

***Answer:***

If there is no existing policy, the regulations say the board may act without reaching mutual agreement if there are “compelling legal, fiscal or organizational reasons” why it must do so. Again, the word “compelling” is not defined in the regulations and is not intended to have a legal definition outside the context of this law. It means that in instances where mutual agreement with the senate is not reached, a board decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate and relevant context.

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## **Peralta Community College District Board Policy 2.23**

### **Policy 2.23 Role of the Faculty Senate in District Governance**

The Board of Trustees of the Peralta Community College District recognizes the definition of "academic and professional matters" as stated in the Title 5 regulations: i.e.,

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

The Board also recognizes its obligation, under Title 5 regulations, to "consult collegially" with the faculty senate on these "academic and professional matters." Additional academic and professional matters may be added as specified in # 11 only through formal resolution of the Board.

The Board further recognizes that, under Title 5 regulations, it may chose to "consult collegially" through the option of "mutual agreement" or the option of "relying primarily on the advice and judgment of the senate" when considering "academic and professional matters."

The Board chooses that, when it is necessary to "consult collegially" with the academic senate on "academic and professional matters," it will do so through the option of "relying primarily upon the advice and judgment of the academic senate." In making this choice, the Board rejects the option of "mutual agreement" as a basic approach. However, the Board reserves the right to use the "mutual agreement" option in specifically designated instances.

### **The Board acknowledges that this choice means that**

1. It shall receive and consider any advice the academic senate wishes to offer on matters defined by the regulations as "academic and professional";
2. It shall accept the Academic Senate's advice on "academic and professional" matters unless there are exceptional circumstances or compelling reasons not to; and
3. If the Senate's advice is not accepted the Board shall, if requested, promptly communicate to the Senate, in writing, the reasons.

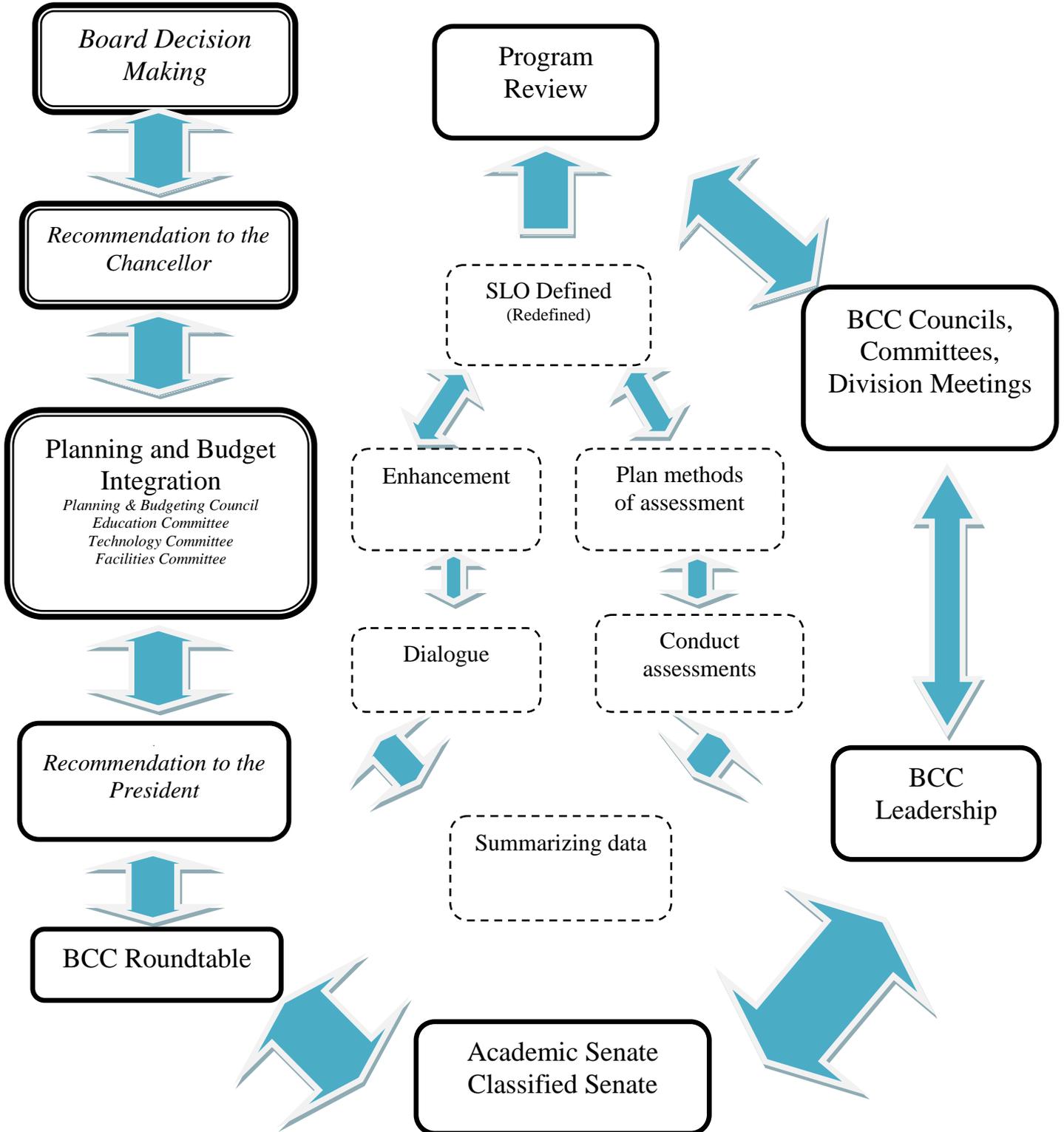
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## Sources of Law

- AB 1725, 1988, with several community college reforms
- California Education Code (legislation passed and then put into code for easy reference)
- California Code of Regulations (the implementation of statutes) CCR Title 5  
(enacted by CCC Board of Governors)
- Peralta Board Policies and Procedures
- BCC procedures

Depiction of Planning and Budget Integration  
and  
Decision Making



**Berkeley City College  
Governance Committees**

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## College Roundtable for Planning and Budget

**Chair:** College President

**Membership:**

Vice President of Instruction,  
Vice President of Student Services  
Deans  
Business and Administrative Services Manager  
Director of Special Projects  
Executive Assistant to the President  
Faculty Senate President and 3 faculty appointees  
Classified Senate President and 3 classified staff appointments  
ASBCC President or designee(s)

**Length of Term:** Indeterminate

**How Selected:** Appointed by respective bodies

**Purpose**

The charge of the committee is to advise the administration on planning issues. Initially the charges will address the college strategic missions in the following ways:

- ▶ Give college-wide input on planning and budget
- ▶ Link planning documents to district missions and goals, strategic plans, and accreditation standards to inform budget decisions
- ▶ Review programs planned and in place in order to make recommendations as to what resources are needed for those programs. Develop a framework or model for this.
- ▶ Prioritize resource allocation based on recommendations that are informed by defined criteria and outcomes.
- ▶ Inform the college about strategic goals and the activities of this group.

**Recommends to:** College President

**Frequency of Meetings:** Twice per month

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## Leadership Council

**Chair:** College President

**Membership:**

Vice President of Instruction  
Vice President of Student Services  
Deans  
Business and Administrative Services Manager  
Public Information Officer  
Faculty Senate President (or designee)  
Classified Senate President (or designee)  
Associated Student Body President (or designee)  
Department Chairs Council Representative

The Executive Assistant to the President will send meeting notices and record action items from the meeting.

**Length of Term:** As long as position held

**How Selected:** By virtue of the position held

### Purpose

The Leadership Council will:

- ▶ create, review, and revise committees;
- ▶ receive reports at least annually from all standing and ad hoc committees of the college;
- ▶ receive reports from district governance committee representatives and provide advice to the representatives in response;
- ▶ receive and review college procedural recommendations;
- ▶ adopt, review and revise college procedures;
- ▶ assess college needs to ensure systematic development of procedures;
- ▶ obtain constituent opinions;
- ▶ provide a venue for college-wide initiatives and provide a means of communication with the college community;
- ▶ discuss proposed changes in broad-based college processes before they are acted on or implemented by the College President;
- ▶ examine and discuss issues of college-wide importance in depth with the goal of ensuring that the institution as a whole is true to its mission, clear in its identity, and effective in serving students;
- ▶ consider issues brought forth from other bodies or from college constituencies and either (1) make a recommendation to the president or (2) refer the matter to another, more appropriate, body such as the College Roundtable for Planning and Budget;
- ▶ review, approve, and/or improve recommendations made by other bodies, as appropriate
- ▶ assess the effectiveness of the Leadership Council.

**Recommends to:** College President

**Frequency of Meetings:** Twice per month

## **Faculty, Classified and Student Senates**

## Classified Senate

**Chair:** Classified Senate President

**Membership:**

Classified Senate Vice President  
Classified Senate Secretary/Treasurer  
All full and part-time classified staff members

**Length of Term:** One year

**How Selected:** Officers are elected by all classified staff members

**Purpose**

The Classified Senate will

- ▶ represent classified employees in the college's governance system;
- ▶ provide a body representing the various needs, concerns, and viewpoints of the classified staff not related to union negotiation matters;
- ▶ provide a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the shared governance process;
- ▶ articulate the professionalism of classified staff;
- ▶ enhance the democratic process of informed decision-making at Berkeley City College;
- ▶ develop individual leadership contributions among the college's classified staff;

**Recommends to:** Leadership Council

**Frequency of meetings:** Once per month

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## Faculty (Academic) Senate

**Chair:** Faculty Senate President

**Membership:**

Faculty Senate Vice President  
Faculty Senate Secretary/Treasurer  
All full and part-time faculty members

**Length of Term:** One year

**How Selected:** Officers are elected by a vote of the entire faculty

**Purpose**

The Academic Senate will make recommendations with respect to academic and professional matters according to Title 5 and Board Policy 2.23. Academic and professional matters include, but are not limited to, 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. 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.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate. (Title 5 Regulations, Subchapter 2, section 53200, 53205)

*Consult collegially* means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- a. rely primarily upon the advice and judgment of the academic senate, OR
- b. the governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

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According to Board policy 2.23, the Board acknowledges that this choice means that:

1. It shall receive and consider any advice the academic senate wishes to offer on matters defined by the regulations as “academic and professional,”
2. it shall accept the Academic Senate’s advice on “academic and professional” matters unless there are exceptional or compelling reasons not to, and
3. If the Senate’s advice is not accepted the Board shall, if requested, promptly communicate to the Senate, in writing, the reasons (May 14, 1991).

**Recommends to:** Leadership Council

**Frequency of Meetings:** Twice per month during academic year

## **Associated Students of Berkeley City College**

|                        |  |
|------------------------|--|
| <b>Chair:</b>          | Associated Student Body President        |
| <b>Membership:</b>     | Student body officers                    |
| <b>Length of Term:</b> | One year                                 |
| <b>How Selected:</b>   | Officers are elected by the student body |

### **Purpose**

The Associated Students of Berkeley City College will advocate for students in all appropriate venues.

**Recommends to:** Leadership Council  
**Frequency of Meetings:** Weekly on Friday afternoons

## **Standing Committees**

## **Student Learning Outcomes Assessment Committee**

**Chair:** Assessment Coordinator

**Membership:** One Assessment Liaison will be selected by each department/area

**Length of Term:** As long as position is held

**How Selected:** Faculty Senate and Respective Department Chairs appoint members

### **Purpose**

The Assessment committee will:

- ▶ identify training needs and provide training and peer mentoring;
- ▶ pool and share resources, including calendar, timelines, templates, samples from the disciplines, and clarification of processes;
- ▶ provide support and information, including ongoing progress
- ▶ provide a forum for discussion and sharing of ongoing questions and issues, effective practices, and success stories
- ▶ provide a forum for presentation of assessment results
- ▶ provide input and advice related to assessment website and other college-wide assessment support activities

**Recommends to:** various college governance bodies including Department Chairs' Council, Leadership Council, and Roundtable for Planning and Budget

**Frequency of Meetings:** Twice per month

## Curriculum Committee

**Chair:** Selected by faculty senate

**Membership:** Proposed by committee chair and ratified by faculty senate president

### Purpose

The curriculum committee will:

- ▶ provide guidance, advocacy, and oversight for the college's curriculum;
- ▶ ensure that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the community;
- ▶ ensure that the college mission, goals, and educational delivery to students are well served;
- ▶ review and recommend course and program additions, revisions, and deletions;
- ▶ recommend policy related to academic offerings to the district's Council of Instruction, Planning, and Development (CIPD);
- ▶ provides oversight of all new courses and programs to ensure that academic standards are maintained;
- ▶ recommend all new credit and noncredit courses for approval by the Peralta Board of Trustees, through CIPD;
- ▶ recommend program changes and course revisions for approval by the Peralta Board of Trustees, through CIPD;
- ▶ recommend graduation requirements and general education requirements for the associate of arts and associate of sciences degrees to the general education subcommittee of CIPD;
- ▶ assure the district and the Peralta Board of Trustees that all of the above comply with the standards set forth by the Education Code and Title 5;
- ▶ provide a forum for innovation in teaching and learning;
- ▶ review programs and courses in a systematic manner on a regular basis to ensure that courses are kept current and relevant.

**Recommends to:** Vice President of Instruction, District Curriculum Committee, and Board of Trustees

**Frequency of Meetings:** Twice per month during academic year

## Department Chairs' Council

**Chair:** A department chair will be elected to serve as chair-facilitator for a one-semester term. The chair-facilitator role will rotate among the department chairs.

**Membership:**

Instructional department chairs  
Instructional program coordinators

**Length of Term:** As long as position held

**Purpose**

The Department Chairs Council will serve as the leadership advisory group for matters related to

- ▶ scheduling,
- ▶ faculty hiring prioritization, and
- ▶ administration of the instructional units

The Council will appoint a representative to serve as member of the Leadership Council. One meeting per month will serve as the Vice President of Instruction's meeting with department chairs. The VPI will determine the agenda for that meeting, and an Instruction Office staff member will record action items from the meeting.

**Recommends to:** Vice President of Instruction

**Frequency of Meetings:** First and Third Fridays of the Month, 2:15-4:00 p.m., August through May

## **Ad Hoc Committees**

## **Bookstore Committee**

**Chair:** Vice President of Student Services (or designee)

**Membership:** Faculty, Students, and Staff

**Length of Term:** One year

**How Selected:** Volunteer

### **Purpose**

The Bookstore Committee will:

- ▶ develop and implement strategies to identify and acquire textbooks and/or instructional materials in time for each term;
- ▶ work to ensure affordability for BCC students.

**Recommends to:** Vice President of Student Services

**Frequency of Meetings:** As needed

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## Commencement Committee

**Co-Chairs:** Vice President of Student Services and designee (currently Transfer and Career Information Center Coordinator)

**Membership:**

Classified staff members from student services and instruction areas  
College administrators  
Faculty members from instruction and student services

**Purpose**

The Commencement Committee will:

- ▶ plan and oversee the annual commencement ceremony that occurs in May;
- ▶ coordinate event planning with district offices and outside vendors.

**Recommends to:** College President

**Frequency of meetings:** As needed in the fall semester; at least monthly meetings during spring semester.

## **Community Relations and Outreach Committee**

**Co-Chairs:** Volunteer

**Membership:** Volunteer

**Purpose:**

The Community Relations and Outreach Committee will:

- ▶ plan, review, and engage in college marketing, community relations and outreach; and
- ▶ integrate related activities with the college's institutional planning process.

**Recommends to:** College President, College Units

**Frequency of meetings:** As needed in fall and spring semester

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## Scholarship Committee

**Co-Chairs:** Vice President of Student Services  
One appointed co-chair (currently) Career Information Center Coordinator

**Membership:**  
Voluntary from student services

**Length of Term:** Indeterminate

**Purpose:**

The Scholarship Committee will:

- ▶ publicize scholarships; and
- ▶ forward applications to funding bodies.

**Recommends to:** Vice President of Student Services

**Frequency of meetings:** As needed

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## Safety Committee

**Co-Chairs:** Dean of Student Support Services and one other (TBD)

**Membership:**

TBD  
Associated Student Body President or designee

**How Selected:** Appointed by respective shared-governance bodies

**Length of Term:** Indeterminate

**Purpose:**

The Safety Committee will:

- ▶ provide support to enhance Berkeley City College's safety practices;
- ▶ encourage employees to participate in the safety process for the betterment of all concerned;
- ▶ advise on the formulation and dissemination of policies, practices and procedures that promote health and safety;
- ▶ act as a problem solving group regarding the identification and control of hazards;
- ▶ help to resolve health and safety issues;
- ▶ assist College and District Administrators in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards.

**Recommends to:** College Leadership Council

**Frequency of Meetings:** Twice Per Semester

## Teaching Learning Center Advisory Committee

**Chair:** Teaching/Learning Center Coordinator

**Membership:** Faculty and staff

**Length of Term:** Indeterminate

**How Selected:** Voluntary; open to all faculty and staff

**Purpose:**

The TLC Advisory Committee consists of members of BCC staff and faculty who will serve as stewards of the center to ensure that its policies, programming, and long-term strategies are in the best interest of the students, faculty, staff, and college. The Advisory Committee strives to include members who represent a wide-range of disciplines, functions, and positions at BCC. All meetings are open to the general staff and faculty.

**Advisory Committee Overview**

To accomplish this mission and to demonstrate these values, advisory committee members will be stewards of the center, providing feedback on TLC plans and reports, participating in activities, and promoting TLC activities in the broader BCC community. In addition, the committee will ensure the long-term viability of the center and its activities.

**Proposed Membership (at minimum):**

At least one of the following: full-time faculty, part-time faculty, staff, counselor, administration, and representatives from the following bodies: Staff Development Committee, Basic Skills Initiative, Title III. Other possible members might include the Peralta Staff Development Coordinator or other regional staff development organizations that might want to use the center for regional workshops, meetings, etc.

**Roles & Responsibilities of TLC Stewards:**

- Approve policies and procedures for TLC use;
- Advise on plans and reports from TLC coordinator;
- Assist with at least one event during the academic year;
- Assist with outreach for TLC activities;
- Broker outside resources to sustain the TLC.

**Recommends to:** Title III Director

**Frequency of Meetings:** Twice per semester

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## Technology Committee Membership

Reporting directly to the Roundtable, the Technology Committee serves the purpose of the shared governance decision-making process at BCC. The committee is composed of representatives from all constituency groups.

### 2012- Membership

#### Co-chairs:

|                 |  |
|-----------------|--|
| May Chen, Ph.D. | Vice President of Student Services                 |
| Leonard Chung   | Instructor, Computer Information Sciences/Business |

#### Members:

|                        |   |
|------------------------|---|
| Fabian Banga, Ph.D.    | Department Chair, Modern Language; Distance Education Coordinator |
| Linda Berry, Ed.D.     | Vice President of Instruction                                     |
| Joshua Boatright       | Department Chair, Librarian                                       |
| Ramona Butler          | Secretary, Student Services                                       |
| Shirley Fogarino       | Public Relations Officer; Instructor, Business                    |
| Bryan Gibbs            | Multimedia Services   |
| Vincent Koo            | Campus Network Coordinator  |
| Roberto Gonzalez       | Alternate Media Specialist  |
| Brenda Johnson         | Dean, Student Support Services                                    |
| Lee Marrs              | Department Chair and Instructor, Multimedia Arts                  |
| Loretta Newsom         | Admissions and Records Specialist                                 |
| Siraj Omar, Ph.D.      | Department co-chair, Science; Instructor, Chemistry               |
| John Pang              | Supervisor, Business Office                                       |
| Student representative |   |