



ADMINISTRATIVE PROCEDURES

No. 213.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MENDOCINO COLLEGE Governance Regulations and Organization

The following administrative regulations have been developed in order to implement provisions of the Education Code enacted by AB1725, related Administrative Code Title 5 regulations, and Mendocino College Board of Trustee Policy with regard to shared governance. These regulations are predicated upon a sincere commitment on the part of all participants to work together for the good of our students, our professions, and our institution.

PURPOSE

The purpose of the governance process at Mendocino College is to provide for an orderly and effective means for developing college policies that recognizes the appropriate role for each participant group as envisaged by statute and College policy. The procedures included herein describe how policy recommendations are initiated, what group or process has primary responsibility for development of the recommendation, how groups are consulted as part of policy development, and what groups must be party to a decision on the policy.

INITIATION OF A POLICY RECOMMENDATION

Any member of the Board of Trustees, administration, faculty, staff or student body may suggest a new District policy or policy revision. Such suggestions should be forwarded by the individual to that group structure or process that either has a responsibility to the individual as a constituent or has primary responsibility for the development of policy on the issue. A faculty member, for example, may choose to introduce their policy suggestion at the Academic Senate or to any other group that would be expected to have responsibility for policy development. Since democratic principles lie at the heart of shared governance, it is expected that the policy suggestions of individuals do not progress to a final decision without the support of recognized governance groups.

GOVERNANCE STRUCTURE AND ROLES

For purposes of policy developments and approval, Mendocino College has established the following governance structures:

THE BOARD OF TRUSTEES & PRESIDENTS
THE PRESIDENT'S ADVISORY COUNCIL
THE ACADEMIC SENATE
THE MANAGEMENT/CONFIDENTIAL GROUP
THE CLASSIFIED SENATE
THE ASSOCIATED STUDENT BODY

Each of these groups has a responsibility to both represent the views, concerns and ideas of its respective constituency and to provide expertise in appropriate areas of policy development.

THE BOARD OF TRUSTEES & COLLEGE PRESIDENT

The Board of Trustees is responsible for representing the citizens and students of the District and is a required party to all District policies. Through its designee, the College President, the Board can direct the development or revision of district policy in all aspects of College operation and can reach mutual agreement with the Academic Senate on policies dealing with academic and professional matters.

In reaching a final decision on policy matters, the Board of Trustees has a right and responsibility to inquire about the process leading to the development of a policy proposal to insure that appropriate input has been solicited and considered prior to the drafting of a final policy proposal.

THE PRESIDENT'S ADVISORY COMMITTEE

The PAC provides college-wide proposals, input, and advice to the College President who in turn makes recommendations to the Board of Trustees or makes regulatory decisions based on this collective information and statutory governance provisions.

The PAC is responsible for providing a forum for all participant groups in the governance process to be informed about the policy and regulation development activities across campus and to provide an opportunity for appropriate input. The PAC provides a convenient and timely means for all parties, to ensure that appropriate input has been considered prior to the final drafting of a policy or regulation.

The PAC is composed of the President and Vice-President of the Academic Senate, two representatives from the Management/Confidential Group, two representatives from the Classified Group, two representatives from the Associated Students, and the President. The Vice-President of Academic Affairs and Vice-President of Administrative Services serve in a resource capacity.

THE ACADEMIC SENATE

The Academic Senate represents the faculty and has primary responsibility for the development of policy proposals with regard to academic and professional matters as defined in Title 5. Because of its statutory mandates, the Academic Senate has the responsibility to provide a timely and meaningful opportunity for other governance groups to provide input to the Academic Senate prior to the final drafting of a policy proposal. At Mendocino College the President's Advisory Council serves this function for the Academic Senate.

The Academic Senate consists of nine members including officers. The Senate will implement an appropriate and timely process for consulting with its constituency in the development of policies and regulations. The Academic Senate meets on a regular basis during the academic year.

The Academic Senate participates in the governance process through two means; direct meetings with the College President as the Board of Trustee's designee for purposes of arriving at mutual agreement on academic and professional matters, and through participation on PAC on other policy and regulation matters. "Academic and professional matters" means the following policy development and implementation matters:

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 MANAGEMENT/CONFIDENTIAL GROUP

The Management/Confidential Group is composed of staff whose positions are identified as confidential by the District and all members of the administration with the exception of the President, Vice-President of Academic Affairs and Vice-President of Administrative Services. The Group has primary responsibility for providing input on operational matters of the College and for providing expertise on the implementation aspects of policy and regulation.

The Group meets as a whole on a regular basis and the Group's input and proposals are forwarded to PAC by officers elected by the Group. The process used by the Management/Confidential Group to develop policy and regulation proposals is described elsewhere in the section titled "Process of Developing Administrative Regulations and Policy Development Process for Department Managers."

THE CLASSIFIED REPRESENTATIVES

For purpose of participation in the governance processes of the College, the classified staff of Mendocino College collectively select two representatives to serve as members of the President's Advisory Council. These representatives have a primary responsibility to provide input on all policy and regulation proposals that have a significant impact on the classified staff and to provide expert advice on the implementation aspects of such proposals. The classified representatives meet regularly with the classified staff as a whole to discuss issues and concerns as well as to ascertain and forward the views of the staff. Input into the governance process is provided by participation in PAC.

THE ASSOCIATED STUDENT BODY

The officers and members of the ASMC are elected by the students of Mendocino College to represent the interests and concerns of the students. Student representatives are selected by ASMC to serve as members of PAC and have a primary responsibility to provide input on policy and regulation that has a significant impact on the student. This input is provided formally by participation in PAC. The Student Trustee has input through representation on the Board of Trustees.

Adopted: October 1992
Revised: June 3, 1998
December 10, 2003 (minor wording changes to Academic Senate Section)