



## **Brief History of Shared Governance**

The California Legislature passed Assembly Bill 1725 in 1988. This bill enacted a new structure of community college governance. Shared Governance brings the constituent groups of the campus together in order to participate in the process of planning and decision making which is designed to provide a better campus environment for faculty, staff, students and administration. Shared Governance at Los Angeles Mission College was revamped and revitalized in the Fall of 2007. This document serves to describe the shared governance process at Los Angeles Mission College and identify the shared governance standing committees that report to College Council.

Shared Governance at Los Angeles Mission College is embodied in the College Council and each of its six standing committees. The purpose of College Council is to ensure that the work of its committees implement the vision, mission, and strategic goals of the College. The work of the standing committees of College Council should be consistent with the College's mission and strategic goals. The College Council has the responsibility to oversee the college's planning process, to ensure that the college meets accreditation standards, and to oversee and assess the strategic direction of the College. Through College Council, recommendations are made to the College President on policies and regulations of the College. Each constituent group on campus is represented on College Council and each is charged with the duty to inform its respective constituent groups regarding actions taken by College Council. These constituent groups are the result of mandates of AB 1725, the Education Code, Title 5,

Collective Bargaining Agreements, and the Board of Trustee policies which include: faculty, staff, students and administration.

## **Los Angeles Mission College General Principles of Shared Governance**

- ❖ Shared governance involves administrators, faculty, staff and students in thoughtful deliberation and decision-making which lead to recommendations to the College President who represents the administration of the College as an agent of the district office and governing board.
- ❖ Shared governance is most effective when the process is based on mutual trust of all constituents.
- ❖ All decision-making is based on recognition that the College exists to educate students.
- ❖ All constituent groups have a vested interest and a role in ensuring that Los Angeles Mission College fulfills its mission statement.
- ❖ Mutual agreement is the goal to be achieved through active participation and collegial interaction by all constituent groups.
- ❖ Representatives of the constituent groups involved in the shared governance process have the responsibility of keeping their respective groups informed of the proceedings and recommendations of governance groups.

## **Membership Guidelines for Los Angeles Mission College Shared Governance Committees**

- ❖ No individual shall serve concurrently on more than one shared governance committee.

- ❖ Memberships are 2 year terms.
- ❖ Individuals may serve up to 2 consecutive terms and are then termed out. They would be eligible for same committee after a 2 year (term) period.
- ❖ All constituent groups are responsible to appoint **qualified** committee members. That is, individuals who meet the criteria of the specific committee.
- ❖ Full time faculty be given priority over adjunct faculty in appointments to shared governance committees.
- ❖ Each committee shall have established membership criteria.
- ❖ There should be no more than one faculty member from a department on the same shared governance committee.
- ❖ Committee members may have no more than three (3) absences a year. If more than three (3) absences occur, the respective committee chair will request a replacement from the appropriate constituent group.

The Shared Governance committees adopted by Los Angeles Mission College are Budget and Planning, Educational Planning, Technology, Facilities Planning, Student Support Services and Professional Development. (Appendices)

Each of these committees reports and makes recommendations to the College Council, which serves as the over-arching Shared Governance oversight committee. College Council also serves as the advisory body to the College President.

Committee functions are attached at the end of this document. (Appendices)

## **Monitoring Shared Governance**

College council created the Shared Governance Task Force. This task force, comprised of the co-chairs of the shared governance committees, meets monthly to address issues and agenda items current to each committee. The Shared Governance Task Force is also charged with evaluating the effectiveness of the overall shared governance process. This is accomplished by:

- ❖ Initiating annual self-evaluations of each shared governance committee.
  
- ❖ Submitting annual recommendations for improvement to each shared governance committee based on the self-evaluations. These recommendations are also forwarded to College Council.
  
- ❖ Reviewing shared governance committee membership appointments on an annual basis.

## **Structure of College Council**

College Council is structured to serve as the primary recommending body to the College President on the establishment of policies within the scope of the College Council and its Standing Committees. Policy is recommended by the standing committees or by the Shared Governance Task Force, which is sanctioned by College Council to monitor the progress of shared governance at Mission College.

Items brought to College Council from the standing committees or the SGTF will be accepted, rejected or sent back to committee for further work. If an item has been accepted by College Council, it is sent to the College President who, in turn, will accept, reject, or send the proposal back to committee. However, if the College President does not accept the recommendations of College

Council, the reasons for not accepting the recommendation(s) will be made in writing, in a timely manner, to the members of the College Council.

The College Council meets monthly. A College Council working retreat is held each August. The purpose of the retreat is to update the College Strategic Master Plan and to identify goals and objectives of focus for the college for the coming year. The work of the retreat is based on the previous year's progress toward Program Review, Accreditation and the Master Plans of the campus (Educational Master Plan, Facilities Master Plan and the Technology Master Plan) The Budget and Planning priorities are also identified in the retreat. The College Council Co Chairs and College President set the agenda for the annual retreat.

The voting members of College Council as indicated by the charter are as follows:

### **Voting Members**

Administrative and elected Co-Chair of each of the shared governance committees (12)

Academic Senate President or designee (1)

AFT Chapter Chair or designee (1)

Classified Representatives (4) ~ One from each unit

ASO Representative (1)

The College President is an Ex Officio, non-voting member of the College Council. The College President receives action items from the College Council for approval or non-approval.

The standing committees of the College Council are :

Appendix A	<u>Budget &amp; Planning</u>
Appendix B	<u>Educational Planning</u>
Appendix C	<u>Facilities Planning</u>
Appendix D	<u>Faculty/Staff Development</u>
Appendix E	<u>Student Support Services</u>
Appendix F	<u>Technology</u>

## **Procedures of College Council and its Committees**

**The Brown Act:** As notified by the District's legal counsel, all College Council meetings as well as all meetings of its standing committees must follow the Brown Act. As such, the Agenda is distributed within 72 hours of a scheduled meeting. For a summary of the Brown Act requirements, see Appendix J.

## **Procedures for Committee Chair Elections**

The term of office shall be for 2 years from July 1 (year 1) to June 30 (year 2). In the event a chair does not complete the term of office, a new chair shall be elected to serve for the remainder of the unexpired term. The Co-Chairs of shared governance committees shall be one administrator and one faculty member.

## **Committee Absences**

Because of the importance of all college constituencies being represented effectively in the shared governance process, members of the College Council or its committees are expected to attend all regular meetings. Voting members who have three (3) unexcused absences in an academic year without a representative of their constituency may be replaced. Absences will be considered unexcused unless a member notifies the Chair prior to the meeting and provides a compelling reason (such as a

sudden emergency situation) for failing to arrange for an alternate representative to attend the meeting in question.

## **Changes to Committee Composition**

In the event that a Committee of College Council determines that its composition should be modified, the Chair of the Committee should bring a recommendation forward to the College Council in the same way that other recommendations are brought before the council.

## **Responsibilities of Committee Members**

It is everyone's responsibility to work toward achieving the Vision, Mission and Strategic Goals of the College. Additionally, the members and chairs of committees are responsible for ensuring a continuous flow of communication regarding decision making from the College President, the College Council, Standing Committees, constituency groups, and the campus at large.

Additionally:

1. Attend all meetings or send a substitute as needed.
2. Come to meetings prepared to participate
3. Communicate concerns to and from the constituent group
4. Listen to all participants during committee meetings and actively contribute to the committee.

## **Responsibilities of Committee Chairs**

1. Prepare and distribute the agenda 72 hours before each meeting
2. Report on the status of action items.
3. Set the calendar for meetings and retreats (if applicable).
4. Hold meetings at least once a month during the Fall and Spring semesters.

5. Maintain files of committee minutes and ensure that all agendas and approved minutes are posted on the college website.
6. Attend all College Council and SGTF meetings or send a substitute as needed.
7. Submit written reports and recommendations on motions from the committee to College Council
8. Set annual goals that correspond to the college Strategic Master Plan with input from the committee.
9. Regularly review the purpose statement of the committee.
10. Initiate an annual committee self evaluation including charter review and membership updates to be submitted to the Shared Governance Task Force.

## **VI. Appendices**

Appendix A	<a href="#"><u>Budget &amp; Planning</u></a>
Appendix B	<a href="#"><u>Educational Planning</u></a>
Appendix C	<a href="#"><u>Facilities Planning</u></a>
Appendix D	<a href="#"><u>Faculty/Staff Development</u></a>
Appendix E	<a href="#"><u>Student Support Services</u></a>
Appendix F	<a href="#"><u>Technology</u></a>
Appendix G	<a href="#"><u>Agenda Template</u></a>
Appendix H	<a href="#"><u>Minutes Template</u></a>
Appendix I	<a href="#"><u>College Council Recommendation Form</u></a>
Appendix J	<a href="#"><u>Brown Act Summary</u></a>
Appendix K	<a href="#"><u>Title 5</u></a>