

SOLANO COMMUNITY COLLEGE

SHARED GOVERNANCE PROCESS for **SHARED GOVERNANCE MODEL**

General Initiation:

Requests for new or modified policies, as well as issues and concerns, will be initiated by the author through the Shared Governance Council facilitator. It is the role of the facilitator to determine whether the request is a collective bargaining, shared governance or non-governance issue. This decision must be reviewed and approved by the Shared Governance Council. Before action is taken on any issue, adequate time must be provided and adequate information must be distributed so that all necessary parties to the decision can respond. The Shared Governance Council will make all reasonable effort to reach consensus on any policy prior to the presentation to the SCC Governing Board by the SCC President. The SCC President will inform the Shared Governance Council of the Board's action.

Academic Senate Initiation:

All shared governance issues identified by the facilitator as Academic Senate items 1-11 are to be reviewed by the Shared Governance Council and will be communicated to all necessary parties. It is the responsibility of the Academic Senate to work with interested parties in the formulation of policies and procedures so that the final draft reflects all reasonable considerations. The final Academic Senate initiated policy will then pass through the Shared Governance Council to the SCC President to be mutually presented to the Governing Board (mutual agreement). In those cases where the Governing Board will rely primarily on the Academic Senate, the Academic Senate will present the policy to the Governing Board.

Students' Initiation:

All shared governance issues identified by the facilitator as student items 1-10 are to be reviewed by the Shared Governance Council and will be communicated to all necessary parties. It is the responsibility of the ASSC to work with interested parties in the formulation of policies

and procedures so that the final draft reflects all reasonable considerations. The final ASSC initiated policy will then pass through the Shared Governance Council to the SCC President to be presented to the Governing Board.

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**SOLANO COMMUNITY COLLEGE
ADMINISTRATION PROCEDURES**

SHARED GOVERNANCE

Policy #2005

The procedures to accompany the Shared Governance Council, model and process are set forth below. These were developed by the Shared Governance Task Force which met between October, 1991, and March, 1992, and represented all constituent groups.

1. Responsibilities of the Shared Governance Council

This is the group which will function as the shared governance forum at Solano and will forward recommendations to the Superintendent-President. The responsibilities of the Council include:

- a. Communicate with constituents
- b. Represent constituency opinions to the Council
- c. Develop consensus
- d. Serve as a clearinghouse for policy recommendations
- e. Define necessary parties to the decision process.

2. Make-up of the Shared Governance Council

Representatives to the Council will be appointed by the constituent groups and will serve at the pleasure of the group represented. The membership of the Council is as follows:

- 2 Minority Coalition
- 2 Faculty
- 2 Administration
- 2 Classified
- 2 Students

The Superintendent-President will serve as the facilitator and the Superintendent-President's Secretary will serve as staff support. The Deans will serve as resource to the Council and the Superintendent-President.

3. Operation of the Shared Governance Council

- a. The Council will operate on a consensus basis.
- b. The Council will operate in accordance with the responsibilities set forth in #1 above and the model and processes as set forth in the policies.
- c. The Superintendent-President is the Board's designee and serves a dual role as the facilitator and the Board's designee.
- d. The Shared Governance Council will determine the parties necessary for the discussion and the parties necessary for the decision for shared governance items.

**SOLANO COMMUNITY COLLEGE
ADMINISTRATION PROCEDURES (CONTINUED)**

SHARED GOVERNANCE

Policy #2005

4. "Reasonable Consideration"

Items brought before the Shared Governance Council will be given "reasonable consideration" by the constituent groups. This is defined as the following:

- a. Input into policies at an early stage
- b. Adequate time to review and respond
- c. Response to concerns raised
- d. Commitment to reach closure
- e. "Reasonable consideration" does not necessarily mean agreement.

5. Shared Governance Process and Model

These are set forth in the procedures accompanying Board Policy 2005.

6. Shared Governance and the Academic Senate

As set forth in Board Policy 2005, the Board recognized the Academic Senate as the body which represents the faculty in shared governance in academic and professional matters, as set forth in Title 5 Section 53200 (c). For items 1-11, the Governing Board of Solano County Community College District will seek mutual agreement with the Senate until at such time the option of "rely primarily" may be explored.

VLH:pc

4/1/92

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