



Administrative Procedure 2510 Participation in Local Decision-Making Through the District Council On Student Learning

Reference: *Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7
Accreditation Standard IV.A.2; IV.A.5*

The Board directs the Chancellor to develop operating procedures to facilitate the process of the work of the District Council on Student Learning (DCSL). The procedures shall recognize the following relationships among the participating groups:

1. The Board – The Board retains all powers implied or granted by the law. The members of the Governing Board, as elected officials, recognize their accountability to the electorate with the District and their responsibility under law to make policy decisions affecting the District.

2. Faculty

a. West Hills College Faculty Association

1. The West Hills College Faculty Association shall be provided opportunities to participate in the formulation and development of District policies and procedures which the Board determines, in consultation with faculty, has or will have a significant effect on faculty.
2. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting faculty until it has provided faculty an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.

b. The Academic Senate

The Academic Senate shall have representatives on the DCSL. However, the Board recognizes that the Academic Senate has a special role with the Board when adopting policies and procedures on academic and professional matters. This relationship provides for the Board of Trustees or their representative to consult collegially and to rely primarily on the advice and judgment of the Academic Senate.

1. The matters which the Board shall rely primarily upon the Academic Senate for include the following curriculum matters:
 - a. Curriculum development;
 - b. Establishing prerequisites and placement of courses within disciplines;
 - c. Standards or policies regarding student preparation and success;
 - d. Degree and certificate requirements;
 - e. Grading policies.

In keeping with the spirit and intent of the Board and the concept of sharing the governance of the college, the Academic Senate shall provide, as an information item to

**Administrative Procedure 2510
Participation in Local Decision Making
Through the District Council
On Student Learning**

the DCSL, any action taken by the Senate on the above listed curriculum matters. Once reviewed by the DCSL, the policy shall be sent to the Chancellor to be placed on the Board's next meeting agenda.

The recommendations of the Academic Senate will normally be accepted. The Board of Trustees may refuse to adopt the recommendations of the Academic Senate on these matters only in exceptional circumstances or for compelling reasons. If a recommendation is not accepted, the Board, through its designee, shall promptly communicate its reasons for rejection of the recommendation in writing to the Academic Senate. The Board shall also provide the Academic Senate the opportunity to respond in writing prior to final action by the Board.

2. In all other academic and professional matters, the DCSL shall be the forum where the Academic Senate has mutually agreed to meet with the appropriate administrators and constituent groups, when appropriate, to formulate recommendations, review policy, and provide the mechanism for shared governance.

The other matters that shall be considered by the DCSL are defined as follows:

- a. Educational program development;
- b. Faculty roles and involvement in accreditation processes including self study and annual reports;
- c. Establishing policies for faculty professional development;
- d. Process for program review;
- e. Processes for institutional planning and budget development;
- f. Hiring policies, procedures, and criteria for contract faculty and administration;
- g. District and college governance structures as related to faculty roles;
- h. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senates.

In all non-academic and professional matters, the Board shall retain its traditional authority as prescribed by law.

3. Staff

- a. Staff shall be defined as classified employees who are eligible to be members of the bargaining unit represented by CSEA.
- b. Staff shall be provided opportunities to participate in the formulation and development of District policies and procedures which the Board determines, in consultation with Staff, has or will have a significant effect on Staff.
- c. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting Staff until it has provided Staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.

**Administrative Procedure 2510
Participation in Local Decision Making
Through the District Council
On Student Learning**

4. Students

- a. Students shall have the opportunity to participate in the formulation and development of District policies which will have a significant effect on students, including the opportunity to participate in jointly developing recommendations to the Board as enumerated in Title V.
- b. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting students until it has provided students an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.
- c. The Board shall give reasonable consideration to any written recommendations or positions developed by students regarding District policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

5. Administration

- a. Administration shall be provided opportunities to participate in the formulation and development of District policies and procedures which the Board determines, in consultation with Administration, has or will have a significant effect on Administration.
- b. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting Administration until it has provided Administration an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.

6. Rights and Responsibilities – Nothing in this policy shall be construed to impinge on the rights and responsibilities of the Governing Board, the Chancellor and administration, or on the rights of faculty, staff, or students, not to detract from any negotiations or negotiated agreement between collective bargaining agents and the Board of Trustees as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate or to staff by this policy.

7. Status of DCSL – The DCSL shall only have the powers and duties set forth in these policies and procedures or applicable law and regulations. The DCSL shall not be a legally constituted entity.

8. Review of Policy – After this policy has been in effect for a maximum of one (1) year, the Board of Trustees, Chancellor, administration, Academic Senate, staff, and students shall review the policy and procedures and consult collegially at which time it may be renewed, amended, or superseded by a new policy.

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