

Miramar College Governance Committee Recommendation Reporting Form

Committees make recommendations rather than decisions. The Committee Chair will submit this form and attachments, as necessary, to ensure that each recommendation is forwarded and considered.

College Executive Committee	Mc Mahon
Committee Name	Committee Co-Chair

Membership change and update to BP/AP	
Recommendation Topic	Date of Committee Meeting

RECOMMENDATION AND EXPLANATION:

The Academic Senate leadership proposes to change the faculty membership of the College Executive Committee to ensure adequate faculty representation, to ensure that collegial consultation is being followed in matters of 10+1, and to more closely align with the composition of decision-making committees at our sister colleges. As stated in the Miramar College Government Handbook, the CEC “is the decision-making body for the eleven Academic and Professional Matters as defined by Title 5 and District Policy BP 2510.” Because of this, there needs to be significant and adequate representation of faculty on the committee, and currently this is not the case. In addition, there have been changes to BP 2510 and AP 2510 that needed to be updated.

Date Submitted To:	Action Taken and Date of Action (discussed, accepted, referred to, etc.)		
/ /	Academic Senate President		/ /
/ /	Associated Student Council President		/ /
/ /	Classified Senate President		/ /
/ /	College President		/ /
/ /	College Executive Committee		/ /

College Executive Committee

Chair Eligibility – Co-Chairs: Academic Senate President and College President

Chair Election – Designated by position

Chair Term – Not Applicable

Committee Membership - Is designated by position held. ~~There is no membership tenure on the CEC.~~
and by appointment by the Academic Senate President

Administrators (4)	Classified Staff (2)	Faculty (52)*	Students (2)
College President	Classified Senate:	Academic Senate:	Associated Students:
VPI	President	President	President
VPSS	VP	VP or Past President	VP
VPA		<u>Chair of Chairs</u>	
		<u>Curriculum Chair</u>	
		<u>Faculty Representative</u>	

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Faculty Representative

*Faculty representation shall include at least one faculty from instruction and the Department Chair of Counseling and/or designee.

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Committee Goals:

The CEC is the decision-making body for the eleven Academic and Professional Matters as defined by Title 5 and District Policy BP 2510. Issues on which mutual agreement must be reached are brought to the College Executive Committee (CEC). On AB-1725 matters, the right to vote is given only to the Academic Senate President and the College President with the Associated Student Government and Classified Senate representatives providing input. On non-AB-1725 "All Campus" matters, each of the four constituent groups has an equal input. The College Executive Committee will make every effort to reach full consensus on non-AB-1725 "All Campus" matters, but if this cannot be achieved then the College President will decide the issue.

More specifically, the CEC:

1. Discusses academic and professional matters as outlined in AB-1725 prior to them becoming action items, and to allow for input on these issues from all constituent groups.
2. Makes decisions on action items defined as AB-1725 academic and professional matters as follows:

a. Rely primarily matters:

- ~~Curriculum, including establishing prerequisites and placing courses within disciplines~~
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and College governance structures, as related to faculty roles (refers to number, make up and nature of committees in the governance structure and the role faculty plays in these)
- Faculty roles and involvement in accreditation processes, including self study and annual reports
- Processes for institutional planning and budget development

b. Mutual agreement matters:

- Curriculum, including establishing prerequisites, placing courses within disciplines and assessment of student learning
- Policies for faculty professional development activities

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- Processes for program review
- Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senates.

c. Voting

In the eight rely primarily and three mutual agreement matters all action items require, and are limited to, two votes. One vote is given to the College President and one vote is given to the Academic Senate President. Voting on action items may take place on only those items which have already been voted upon by the Academic Senate.

3. Helps negotiate compromise when mutual agreement has not been attained.
4. Refers academic and professional matters (as outlined above) to the Academic Senate or the appropriate standing committee(s) for review and recommendations.
5. Refers “all campus” issues to the appropriate standing committee(s) for review, recommendations and/or implementation as appropriate.
6. Recommends the formation of ad hoc committees to study issues that do not fall under the duties of any of the standing committees.

Committee Procedures and Calendar:

1. As a decision-making body, the CEC will operate under the Ralph M. Brown Act.
 - a. Agendas will be posted 72 hours in advance
 - b. Meetings will be open to the public to allow all interested or affected parties to hear and respond to the committee’s decisions
2. The CEC will meet as often as necessary to conduct business, meeting no less than once per month at a regularly scheduled time.
3. The CEC will divide its agenda in the following manner:
 - a. The first section (Section One) of normal business will include those items which are “all campus” in nature. Any items that are specific to those areas defined by CEC Committee Goals, Part 2 (above) will be moved to Section Two of normal business. Additionally any items in question will also be moved to Section Two. All four constituent groups will have input on all Section One business. The College Executive Committee will make every effort to reach full consensus but if this cannot be achieved then the College President will decide the issue.
 - b. The second section (Section Two) of normal business will contain any business pertaining to issues defined by CEC Committee Goals, Part 2 (above). The Academic Senate President and the College President will have one vote each in Section Two business.
4. The CEC will provide oversight and evaluation of all college planning and decision-making. This includes ensuring the evaluation processes detailed within this handbook and the College Strategic Plan are assessed.

5. Definition of terms

a. Rely primarily:

As required by AB-1725, the College President, as the Board’s designee, shall rely on the Academic Senate’s recommendations on the eight-seven matters listed in CEC - Goals 2. a. above. The decision-making process shall include input from other constituent groups on decisions that significantly impact those groups.

b. Mutual agreement

As required by AB-1725, decisions on the three-four mutual agreement issues must be mutually agreed upon by the Academic Senate and the College President, as the Board’s

designee. The decision-making process shall include input from other constituent groups on decisions that significantly impact those groups. If the Academic Senate and the Board's designee cannot reach mutual agreement, both the Academic Senate and the College President have the right to take their recommendations directly to the Board. At this time, if the Board and the Academic Senate cannot mutually agree on the decision, the Board must provide, in writing, its reasons for not accepting the recommendations of the Academic Senate.

c. **All Campus:**

Includes issues and topic areas that do not fall under the "Rely Primarily" and "Mutual Agreement" areas as defined by CEC Committee Goals, Part 2 (above). Since many aspects of College business may contain components that impact multiple areas, any areas or issues that are not easily determined to be AB-1725 issues will be referred to CEC Section Two for clarification. (See Appendix III: **Glossary** for additional terms and definitions)

Standing Subcommittees: None

Link to Agendas and Minutes: <http://www.sdmiramar.edu/faculty/governance>