

**PROCESS TO REACH AGREEMENT BETWEEN THE GOVERNING BOARD  
AND THE FACULTY SENATES COORDINATING COUNCIL ON DISTRICTWIDE  
POLICIES AND PROCEDURES GOVERNING ACADEMIC AND PROFESSIONAL MATTERS<sup>1</sup>**

The Faculty Senates of Contra Costa College, Diablo Valley College and Los Medanos College reach agreement with the Governing Board on policies and procedures concerning Districtwide academic and professional matters through the Faculty Senates Coordinating Council (FSCC). The Chancellor is the designee of the Governing Board. The Chancellor may ask staff such as the consultation group, which consists of the Academic Senate Presidents, the college Presidents and the Chancellor, to take part in the discussion of policies and procedures relating to academic and professional matters, and FSCC may ask other faculty or staff to take part in the discussion. If the policy has a direct impact on students, they will be invited to take part in the discussion as well. The final agreement, however, will be reached between the FSCC and the Chancellor prior to the forwarding of new or revised policies and procedures to the Governing Board.

This administrative procedure does not change the processes through which individual college Senates reach agreement with the Governing Board on matters of concern to an individual college.

1. The Governing Board or its designee shall consult collegially with the Academic Senate (FSCC) when adopting (new or revising existing) policies/procedures on academic and professional matters. Drafts of new or revised policies/procedures regarding academic and professional matters may be developed by FSCC or other District employees or employee groups or students or the public. When changes in a policy/procedure are recommended, the timeline to act on the recommendation is as follows:
  - a. The president of the FSCC and the Chancellor will provide a written response regarding the proposed policy/procedure to each other and, as appropriate, to the person or entity making the recommendation within 30-60 working days.
  - b. The Chancellor and FSCC president will respond to one another's statements under (1a) above within 30-60 working days from the date each receives the other's statement.
2. If agreement between the FSCC and the Chancellor is reached, the Chancellor or FSCC will send the recommendation to the District Governance Council (DGC) as an informational item. The Chancellor, consistent with Board Policy 1024, will place it on the Governing Board agenda first as an informational item (first reading) and then, not less than one regular Board meeting later, as a nonconsent action item (second reading).
  - a. The approved policy or procedure will be printed and distributed per the processes appropriate to the nature of the recommendation.
3. If agreement is not reached after appropriate attempts to resolve the issue between the FSCC and the Chancellor, both recommendations will be forwarded to the Governing Board. The FSCC may present its views and recommendations in writing directly to the Governing Board, or orally at a regularly scheduled Board meeting.

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1. "Academic and professional matters" means policy development and implementation matters as noted in Footnotes #2 and #3.

4. If the FSCC and the Governing Board cannot reach an agreement regarding the recommended new or revised policy/procedure, existing policies and procedures shall remain in effect unless the Governing Board finds that either of the circumstances set forth below exists.
  - a. In cases where the Governing Board has agreed to rely primarily on the advice and the judgment of the Academic Senate (Items 1-3 of Title 5, Section 53200(c))<sup>2</sup>, there must exist either exceptional circumstances or compelling reasons for not following the FSCC recommendation. If the recommendation is not followed on this basis, the Governing Board or its designee, upon request from the Academic Senate (FSCC), will promptly communicate its reasons in writing to the Academic Senate.
  - b. Where the Board has agreed to reach mutual agreement with the Academic Senate on the academic or professional matters (Items 4-11 of Title 5, Section 53200(c))<sup>3</sup>, the existing policies/procedures shall remain in effect unless continuing with such policy/procedure exposes the District to legal liability or causes substantial fiscal hardship. In such instances, the Governing Board will act only after it has made a good faith effort to reach agreement and only for compelling legal, fiscal, or organizational reasons. If the recommendation is not followed on this basis, the Governing Board or its designee, upon request from the Academic Senate, will promptly communicate its reasons in writing to the Academic Senate.

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2. Items 1 through 3 are:
    - 1) curriculum, including establishing prerequisites and placing courses within disciplines;
    - 2) degree and certificate requirements; and
    - 3) grading policies.
  3. Items 4 through 11 are:
    - 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 are mutually agreed upon between the governing board and the academic senate.