



F O L S O M L A K E C O L L E G E
EL DORADO CENTER | RANCHO CORDOVA CENTER



Collegial Consultation Agreement (CCA)
Approved May 2015

FLC COLLEGIAL CONSULTATION

This Collegial Consultation agreement between Folsom Lake College's President and Academic Senate specifies the process of developing policy and procedures at the College relating to academic and professional matters as defined in California Code of Regulations Title 5.

Title 5 states "that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters" (§53203). Title 5 also states that boards or its designees may consult collegially in one of two ways: by "relying primarily upon the advice and judgment of the academic senate;" or by reaching mutual agreement (§53200). Los Rios Board policy P-3410 specifically defines how the District, and its colleges, will consult collegially in relation to all academic and professional matters. In accordance with the stated Board policy, the College President, as the Board's designee, will consult collegially with the Academic Senate as follows:

RELY PRIMARILY	REACH MUTUAL AGREEMENT
<ul style="list-style-type: none">• Curriculum, including establishing prerequisites and placing courses within disciplines;• Degree and certificate requirements;• Grading policies;• Standards or policies regarding student preparation and success;• Faculty roles and involvement in the accreditation process, including Self Evaluation Reports and annual reports;• Policies for faculty professional development activities; and• Processes for program review.	<ul style="list-style-type: none">• Educational program development;• College governance structures, as related to faculty roles;• Processes for institutional planning and budget development; and• Other academic and professional matters as mutually agreed on by the President and the Academic Senate.

DETERMINING AND DIRECTING ACADEMIC AND PROFESSIONAL MATTERS

1. The College President and the Academic Senate President (or their designees) shall meet at least once a month to discuss matters new to the college and the timelines in which they must be addressed.
2. The Academic Senate President, after consultation with the College President, will assign academic and professional matters to one of the participatory governance committees or to the Academic Senate. Assignments to participatory governance committees will be done in accordance with their objective, purpose, and responsibilities as outlined in the College Governance Agreement.

3. The Academic Senate President will then notify the committee chair or the Academic Senate via email of the assigned task, stating the matter, the timeline in which it must be addressed, the participatory governance committee's or the Academic Senate's role and responsibility in developing the proposal, as well as any other pertinent information.
4. Should the participatory governance committee not have a faculty chair, the Senate President will designate a faculty member to chair the meetings until a permanent chair is appointed.
5. Once a matter has been assigned to a participatory governance committee or the Academic Senate, it will become part of that group's charge should the matter need to be addressed again in the future.
6. If a matter is urgent, the College President and the Academic Senate President may themselves consult collegially without directing the matter any further. In such rare instances, the Academic Senate President will notify the faculty via email of the exceptional circumstances and the decision.

THE ACADEMIC SENATE AND PARTICIPATORY GOVERNANCE COMMITTEES

1. Participatory governance committees, when developing proposals on academic and professional matters, act as agents of the Academic Senate. Participatory governance committees forward all proposals on academic and professional matters to the Academic Senate for consideration and refinement.
2. The Academic Senate is responsible for ensuring that proposals on academic and professional matters are available for review by all college constituencies and considered in open deliberations at participatory governance committee meetings. The Academic Senate delegates this responsibility to the participatory governance committees. When participatory governance committees develop proposals on academic and professional matters, every effort should be made to engage affected parties in the deliberations.
3. After receiving a proposal, the Academic Senate will review the process followed by the participatory governance committee in developing the proposal, in order to verify that the responsibilities described above have been fulfilled.
4. The Academic Senate will normally accept participatory governance proposals and forward them to the College President as recommendations of the Academic Senate. Only in exceptional circumstances and for compelling reasons will the Academic Senate not accept a participatory governance committee's proposals. If a participatory governance committee's proposal is not accepted, the Academic Senate President shall promptly communicate (within 7 working days) the reasons in writing to the participatory governance committee faculty chair. If time allows, the Academic Senate will ask the participatory governance committee to reconsider the proposal in light of the issues that have not been resolved to the Academic Senate's satisfaction or in cases in which the clarity, accuracy or completeness of the proposal needs improvement. If the timeline does not allow for this, then the Academic Senate will assume responsibility for refining the proposal for subsequent recommendation.

5. The Academic Senate will address Curriculum Committee proposals regarding curriculum and programs as “consent consideration” items. If a concern is brought forward, the Senate will determine whether the Curriculum Committee followed the appropriate process. If the appropriate process was followed, the Senate will honor the proposal and forward it to the College President as an Academic Senate recommendation. The Academic Senate will address other proposals from the Curriculum Committee through the normal process involving first and second readings. In the event of an approaching deadline, the Academic Senate Executive Council may elect to act on an item that would otherwise have appeared on the consent agenda. In this case, the Academic Senate President will report this action to the membership at the next regularly scheduled Academic Senate meeting.
6. The Academic Senate will address proposals from the Professional Development Committee regarding faculty conference and travel requests as “consent consideration” items. If a concern regarding a proposal for funding is brought forward, the Academic Senate will determine whether the Professional Development Committee followed the appropriate process. If the appropriate process was followed, the Senate will honor the proposal and forward it to the College President as an Academic Senate recommendation. In the event of an approaching deadline, the Academic Senate Executive Council may elect to act on an item that would otherwise have appeared on the consent agenda. In this case, the Academic Senate President will report this action to the membership at the next regularly scheduled Academic Senate meeting.
7. If a participatory governance committee is unable to develop a proposal regarding an academic and professional matter within the required timeline, the Academic Senate will assume responsibility for developing the proposal and the subsequent recommendation to the College President.

THE ACADEMIC SENATE AND THE COLLEGE PRESIDENT

The recommendations of the Academic Senate on academic and professional matters will normally be accepted by the College President. In accordance with Title, 5 (§53203) only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If the Academic Senate’s recommendation on academic and professional matters is not accepted, the College President shall promptly communicate (within 7 working days) the reasons in writing to the Academic Senate President. If time allows, the College President will ask the Academic Senate to reconsider the proposal in light of the issues that have not been resolved to the College President’s satisfaction or in cases in which the clarity, accuracy or completeness of the proposal needs improvement.

TERMS AND CONDITIONS

Proposals and Recommendations: As stated in *Participating Effectively in District and College Governance*, which was co-authored by the Community College League of California and The Academic Senate for California Community Colleges, the work products of participatory governance committees pertaining to academic and professional matters are referred to as “proposals.” Participatory governance committees forward proposals to the Academic Senate,

where, once approved, they become “recommendations” of the Academic Senate to the College President.

Administrative Liaisons and Co-Chairs: The Curriculum, Matriculation/Student Success, and Professional Development Participatory Governance Committees address matters that are primarily academic and professional and therefore report directly to the Academic Senate, which in turn makes recommendations to the College President. These committees are chaired by a faculty member appointed by the Academic Senate President and have administrative liaisons appointed by the College President. The administrative liaison’s role is to assist the faculty chair in developing the agenda; responsibility for developing the agenda, however, lies primarily with the faculty chair.

The other Participatory Governance Committees have administrative co-chairs because these committees frequently address college-wide matters, in addition to academic and professional matters. The administrative and faculty co-chairs share the role of developing the agenda, which they develop through mutual agreement. Should they not be able to reach mutual agreement when developing an agenda, the matter is referred to the College and Academic Senate Presidents for resolution.

Quorums: Quorums of participatory governance committees, subcommittees, and other workgroups that address academic and professional matters on behalf of the Academic Senate will be consistent with the Academic Senate quorums, as stated in the Academic Senate By-Laws. A quorum is 50 % plus one of the voting faculty members.

Subcommittees: Those subcommittees addressing academic and professional matters will be faculty weighted, meaning a predominantly faculty membership with representation from other constituencies or an all faculty membership. The faculty PG committee chair (or faculty co-chair) in consultation with the Academic Senate President will appoint the faculty subcommittee chairs and faculty members to the subcommittees (except where directed by LRCFT/LRCCD contract or collective bargaining agreement). Subcommittees will include appointments from the PG committee in which it is housed, but may also include appointments outside the committee as deemed necessary by the PG committee chair.

PG Committee Appointments: The Academic Senate President will appoint all faculty members; the Classified Senate President will appoint all classified members; the Student Senate President will appoint all student representatives; and the College President will appoint administrative co-chairs and liaisons.

Meeting Times: The Academic Senate is the recommending authority regarding the meeting times of participatory governance committees.

Minute Taking: The Administration Co-Chair or Liaison of a committee is responsible for taking minutes at participatory governance committee meetings and their associated subcommittees, and providing for any additional clerical support.

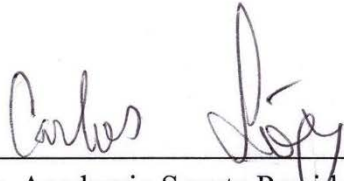
Committee Workload: The College will be sensitive to participatory governance committee workload to ensure that the committees may effectively address academic and professional matters directed to them by the Academic Senate.

SIGNATURE PAGE

With this Collegial Consultation Agreement, it is our intention to provide Folsom Lake College's President and Academic Senate a trusting, collegial and supportive decision-making process for developing policy and procedures relating to academic and professional matters.



Dr. Rachel Rosenthal, College President



Carlos Lopez, Academic Senate President

Signed May 8, 2015