

**San Diego Miramar College**  
**Process for Requesting Changes to the College Governance Handbook**

- I. Steps to be completed by Requestor**
  - a. Complete the "College Governance Handbook Change Form**
  - b. Submit the "CGH Change Form" to College Council.**
  
- II. Steps to be completed by College Council**
  - a. College Council will convene the "College Governance Taskforce" to review the requests**
    - i. Membership of the College Governance Taskforce will include each constituency leader (or designee if necessary).
    - ii. The Taskforce will perform a review of all submitted requests once in the fall and once in the spring, except for requests that are deemed "Emergency"<sup>1</sup>.
      1. As part of the review, the College Governance Taskforce will convene a meeting(s) with the originator of the request(s).
      2. Constituency leaders will take requests to their constituency bodies for input as needed.
      3. The Taskforce will formulate recommendations on the requested changes.
  
  - b. The College Council will hold a meeting to review all recommended changes to the College Governance Handbook.**
    - i. This meeting will be held once in the fall and once in the spring.
    - ii. This meeting will follow the Brown Act and will be announced to the college at least 72 hours prior.
  
  - c. College Council will vote on a final recommendation on all requested changes and forward for final approval by the College President.**
  
- III. The President's Office will make all approved changes to the College Governance Handbook and update the document on the website and disseminate to the campus.**

**San Diego Miramar College**  
**Timeline for Changes to the College Governance Handbook**

1. Submission of Requests for Changes to the CGH: by the end of Week 6
2. First meeting of the CG Taskforce: by the end of Week 7
3. Constituency Review: by the end of Week 9

---

<sup>1</sup> For requests that are deemed "Emergency" by the College Council, the College Governance Taskforce will be convened immediately to address the requested change.

4. Final meeting of CG Taskforce: by the end of Week 11
5. College Council deliberation/vote: by the end of Week 13
6. Implementation in CGH: by the end of Week 15

**San Diego Miramar College  
College Governance Handbook Change Form**

**Section to be completed by Requestor:**

Requestor's Name: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Type of Change:

General Edit     Membership     Purpose/Charge     Responsibilities

Do you feel this change needs to take place immediately?     Yes     No

Detailed Description of Change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there supporting documentation?     Yes     No

**Section to be completed by College Council:**

Date Submitted to College Council: \_\_\_\_\_

Date of Meeting with Requestor: \_\_\_\_\_

Constituency Review:

Administrators     Academic Senate     Classified Senate     Students

College Governance Taskforce Recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College Council Meeting Date/Time to Review All Requests: \_\_\_\_\_

College Council Decision: \_\_\_\_\_

\_\_\_\_\_  
College President Decision: \_\_\_\_\_

Signatures (by signing, you confirm that the process was adhered to as described in the "Process for Requesting Changes to the College Governance Handbook" document):

College President: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Senate: \_\_\_\_\_ Date: \_\_\_\_\_

Classified Senate: \_\_\_\_\_ Date: \_\_\_\_\_

Students: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_