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[1]".
            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.**

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

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
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