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# **Preamble**

In compliance with AB 1725 (1988) and the California Code of Regulations §§ 51023, 51023.5, 51023.7, it shall be the policy of San Diego Miramar College to implement a process wherein faculty, students, classified professionals, and administration participate in collegial decision making and policy recommending activities.

# **College Mission**

San Diego Miramar College's mission is to prepare students to succeed by providing quality instruction and services in an environment that supports and promotes success, diversity, inclusion, and equity with innovative programs and partnerships to facilitate student completion for degrees/certificates, transfer, workforce training, and/or career advancement.

## **Vision**

San Diego Miramar College will be the center of education, innovation, and services to support our diverse students and community.

San Diego Miramar College, in keeping with this vision, supports and emphasizes the following guiding values:

· Access to learning and support services, for all students to successfully achieve their educational and career goals

· A culture that embraces and promotes equity, inclusion, civility, responsibility and~~,~~sustainability, from a global perspective

· Diversity, equity, inclusion, and success of our students, classified professionals, faculty, administrators, and programs that reflect our community

· Creativity, innovation, flexibility, and excellence in teaching, learning, and services

· The ability to recognize and respond to opportunities and challenges emerging from a complex and dynamic world

· Strategic resource and partnership development to support curriculum and program innovation

· Collaboration and partnerships

· Effective participation in governance with respect and professionalism, through intentional, purposeful, and effective communication embraced by the college community

· Transformative processes that include a culture of evidence, data-driven decision making, collaborative inquiry, and action for promoting student success

# **Purpose of Governance Structure**

San Diego Miramar College strives to enhance student success, improve the student experience, and ensure equitable access and outcomes for all students. Effective participatory governance will support these outcomes and will create a trustworthy recommendation-making process. This handbook is designed to clarify the role of faculty, classified professionals (including supervisors), students, , and administrators in participatory governance at San Diego Miramar College. It provides guidance on the roles and responsibilities of all members of the college community, whether one is serving on a governance body or not. It also describes the recommendation and decision-making process, and how members of college constituency groups and governance bodies participate in that process.

The governance structure at San Diego Miramar College is designed to:

1. Implement the mission of the College through compliance with [AB 1725 (1988)](https://www.edsource.org/wp-content/uploads/old/ab1725.PDF).

2. Provide the opportunity for input from all college constituencies.

3. Ensure appropriate consultation and feedback.

4. Create a process to promote open communication between the constituencies.

5. Base the recommending process on open communication and shared information.

6. Encourage all to hear and respect the needs and expectations of faculty, classified professionals, students, and administrators in a consensus-building atmosphere.

7. Ensure diverse opinions and perspectives in governance.

# **Guiding Principles**

The San Diego Miramar College Governance procedures are based on the following key assumptions:

1. This governance structure has been established first and foremost to further the educational goals of San Diego Miramar College students. To accomplish this, we value and depend upon the commitment and communication of everyone. Therefore, this model invites the effective participation of the faculty, classified professionals, students, and administrators of San Diego Miramar College through their officially recognized constituent groups, respectively: the Academic Senate, the Classified Senate, the Associated Student Government, and the College President. Conflict resolution, if any, shall take place in a collegial and professional manner (see District Board Policy 7150: Civility and Mutual Respect).

2. The governance structure of San Diego Miramar College should remain dynamic, flexible, and modifiable to accommodate campus needs as well as changing situations, policies, laws, and responsibilities defined at the District and State levels.

3. The governance structure is designed to implement the San Diego Miramar College mission and goals. Thus, the campus goals will be the focus for all recommendations.

4. This governance model has been developed to facilitate recommendations and to comply with AB 1725 and Title 5, §§ 51023, 51023.5, and 51023.7, of the California Code of Regulations, 70902(b)(7) of the California Education Code, and AccreditationStandards.

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# **San Diego Miramar College Governance and Organizational Structure**

The Board of Trustees, Chancellor of the District, and the College President provide leadership in carrying out the mission of the District and the College. The Board of Trustees has decision-making authority over all policy matters and designates the operation of the District to the Chancellor who delegates authority to the College President for the operation of the College. The San Diego Miramar College governance and organizational structure has four distinct components:

Administrative matters; labor relations managed at the District level; Academic and Professional Matters; and participatory governance.

· Administrative Matters

Administrative matters that do not fall in the participatory governance category and can derive from a variety of sources, including administrative units, college committees, individuals, and community members, are forwarded to the College President for routing to the appropriate recommending body.

· Labor Relations

Labor relations is outlined in the Educational Employees Relations Act and managed at the District level.

· Academic and Professional Matters

As defined in California Ed Code, Title 5, §§ 53200-53206, all Academic and Professional Matters are in the purview of the Academic Senate.

· Participatory Governance

Participatory governance as set forth in AB 1725 (1988) requires the participation of all four constituency groups.

# **Participatory Governance**

For the inclusion of all four constituency groups in participatory governance, San Diego Miramar College has established the College Council as the official recommending body for the College. The College recognizes that diverse opinions and values are important and that the knowledge and experience of faculty, classified professionals, students, and administrators are essential to the successful operation of the College. Therefore, participation in governance is encouraged, expected, and supported by the College and serves as an opportunity for, and responsibility of all employees. In addition to the constituency roles in participatory governance committees, the statue specifically assigns these rights and responsibilities.

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## **Faculty**

The Academic Senate is established by Board Policy 0210 as the mechanism through which the faculty voice their formal and effective participation in making recommendations to the administration of the College and to the Governing Board (Board of Trustees) on formation and implementation of District and College policies on Academic and Professional Matters (10+1) and on other District policies and procedures as stipulated in Title 5, §§ 53200 and 53203 as well as those contained in statute or other regulations.

The Board of Trustees recognizes the authority of the Academic Senate as representing the position of the faculty regarding Academic and Professional Matters in accordance with applicable state laws and regulations. The Board of Trustees or its designee(s) will consult collegially with the Academic Senate, as duly constituted, with respect to the following Academic and Professional Matters as defined by law.

1. Curriculum, including the establishment of prerequisites and placing courses within disciplines;

2. Degree and certificate requirements;

3. Grading policies;

4. Educational program development;

5. Standards or policies regarding student preparation and success;

6. District governance structures as related to faculty roles;

7. Faculty roles and involvement in accreditation processes;

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 mutually agreed upon between the Board of Trustees and the Academic Senate, which includes, but is not limited to, faculty hiring processes.

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## **Classified Professionals**

The Classified Senate is established as the mechanism through which the classified professionals voice their formal and effective participation in making recommendations to the administration of the College. As stipulated in Title 5, § 51023.5, classified professionals “shall be provided with opportunities to participate in the formulation and development of District and College policies and procedures, and in those processes for jointly developing recommendations for action by the Governing Board (Board of Trustees), that the Governing Board reasonably determines, in consultation with staff, have or will have a significant effect on staff”. The College Council and participatory governance committees are the venues through which classified professionals are given that opportunity at San Diego Miramar College in alignment with Board Policy 2510.

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## **Students**

Students are represented through the Associated Student Government of San Diego Miramar College. As stipulated in Title 5, § 51023.7, and by Board Policy 2510, students participate in college policies and procedures that have a direct impact on them to include the following:

1. Grading policies;

2. Codes of student conduct;

3. Academic disciplinary policies;

4. Curriculum development;

5. Courses or programs that should be initiated or discontinued;

6. Processes for institutional planning and budget development;

7. Standards and policies regarding student preparation and success;

8. Student services planning and development;

9. Student fees within the authority of the District to adopt; and

10. Any other District and College policy, procedure, or related matter that the District Governing Board determines will have significant effect on students.

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## **Administrators**

Managers shall have the opportunity to participate in the formulation of College policies and procedures and other areas.

**Commonly used Abbreviations for Schools/Divisions at San Diego Miramar College**

· Business Technical Careers Workforce Initiatives (BTCWI)

· Liberal Arts (LA)

· Mathematics, Biological, Exercise and Physical Sciences (MBEPS)

· Planning, Research, Institutional Effectiveness, Library ( PRIEL)

· Public Safety (PS)

**Evaluation Methods and Cycle for the College Governance Handbook**

Per Accreditation Standards (IV.B. and IV.A.), the San Diego Miramar College Governance Organizational Structure and Processes are evaluated in order to ensure continuous improvement of the institution. As per the College Governance Committee (CGC) recommendation (2018), currently the evaluation method for the College Government System is operating in a three-year cycle. In alignment with the current evaluation cycle for the College Government System, it is recommended by College Council that the College Governance Handbook (CGH) follow the same three-year cycle for input, feedback, vetting, recommendations and implementation of changes.

# **Participatory Governance Committee Processes and Roles**

The College participatory governance committees’ function to gather information, analyze and make proposals, and develop reports and recommendations to the constituent groups through a process of research and collegial discussion. These committees make recommendations to the College Council for final resolution.

All meetings of participatory governance committees shall be open to everyone, and any member of the college community is invited to attend any meeting as a guest at any time. Members of committees are charged with consulting, polling, informing, and representing their constituencies. Each constituent group will establish selection criteria and appoint representatives to participatory governance committees. The respective constituency groups will also fill vacancies and replace members who do not attend meetings regularly. To reduce persistent vacancies for members from a specific school/division/department, upon the third call to fill a committee vacancy, it will be open to any member of any school/division/department, within the respective constituency. (This would not be true of vacancies slated for specific positions.)

The College Council, Academic Senate, Associated Student Government, and Classified Senate are required to adhere to the full text of the Ralph M. Brown Act (the Act). All other committees not listed above are **not** legally bound by the Act as they are bodies which make recommendations to parent committees that are legally bound. Nonetheless, Miramar College recommends that all committees follow the spirit of the Act in order to promote transparency, clarity, and trust. Committee Chairs and other members are encouraged to attend the annual Participatory Governance Academy to learn more about the Brown Act. Additional information can also be found via the links below:

The Brown Act (California Attorney General’s Office):

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>

A primer on the Brown Act from the First Amendment Coalition:

<https://firstamendmentcoalition.org/facs-brown-act-primer/>

The form the Academic Senate is using to enable remote attendance/teleconferencing for meetings while complying with the Brown Act: <https://docs.google.com/forms/d/e/1FAIpQLSdaTdPat8L3NXyF4mxgY520RpatnSAF-pBdtfcJOZZ8SPwpCQ/viewform?usp=sf_link>

## **Role of the Chair/Co-Chairs**

The role of the Chair/Co-Chairs of any governance committee is important in managing the business of that body. Most importantly, the Chair/Co-Chairs are responsible for ensuring all committee members have an opportunity to voice their opinions and ideas, and for cultivating an inclusive and welcoming environment for discussions. In terms of committee meetings duties, the Chair/Co-Chairs are responsible for the following:

· Each Fall at the start of the academic year, and as necessary thereafter, review the committee’s purpose, goals, and procedures with the committee members and direct the committee to establish goals for the coming academic year.

· At the beginning of each academic year, the first committee meeting agenda should include a review of committee purpose, the current committee membership roster, and members’ terms of service. After this review, it is the responsibility of the committee Chair/Co-Chair to update the constituency manager (i.e. the Chair of the Committee on Committees, the President’s Office, etc.) about committee membership and service term changes.

· Review committee member responsibilities with all committee members (see section below on Role of the Committee Member).

· Schedule meetings and develop agendas (see Appendix B for meeting AgendaTemplate), incorporating awareness of the College's master calendar.

· It is recommended that committee chairs plan meeting calendars with the San Diego Miramar College master calendar in mind. This is the official calendaring system for governance meetings, housed in the College President’s office. It contains scheduling information for planning campus-wide meetings and events in relation to participatory governance across the College and the District within the academic calendar.

· Work to ensure scheduling of items to facilitate timely discussion and processing within the participatory governance system, especially in those instances where items must be forwarded to the District Governing Board (Board of Trustees) or designees for approval.

· Ensure that draft minutes of the previous meeting are provided and approved in a timely fashion following a timeline agreed-upon by the committee; confirm a copy of the approved minutes is posted on the college website within 48 hours after the meeting minutes are approved.

· Provide regular reports (verbal or written) to the constituency bodies providing updates on the committee’s work at a time that is agreed upon with the various constituency leaders.

· Fill committee vacancies in a timely manner through a written request to the president of the appropriate constituent group from which the position was vacated. In addition, monitor member attendance and follow up with constituency leadership regarding any member who is not attending as per the handbook requirements.

· If a committee makes a recommendation for changes in that committee’s composition or purpose, the committee chair or co-chairs shall forward, in writing, all recommendations to the College Council for review and subsequent recommendation to the Academic Senate, Classified Senate, and Associated Student Government. Please reference the [College Governance Change Request Process](https://sdmiramar.edu/sites/default/files/2021-11/final_process_for_requesting_changes_to_cgh_approved_11-9-21.pdf).

· Set aside one committee meeting in order to participate in the evaluation of the San Diego Miramar College Governance Structure.

· Participate in governance committee chair training.

· For Co-Chairs, equally collaborate with their committee Co-Chair on the aforementioned items.

## **Role of the Committee Member**

Participatory governance works best when all participants approach their role with a goal of understanding the committee’s purpose and objectives, contributing ideas, listening for understanding, and committing to equity, civility, mutual respect, and collegial behavior.

A committee member is defined as a member who has the authority to vote on a specific committee. Active participation by all committee members enables the College community to strive for governance outcomes that are inclusive, reflect all constituency perspectives, and expand the leadership capacity of the College. Committee members should come to meetings on time and prepared, having read and reviewed any materials provided in advance and/or having completed any assigned tasks. Committee members will ensure communication with their constituency group.

When a committee member cannot attend a regularly scheduled meeting, that committee member should identify a proxy as a substitute before the meeting is called to order. The proxy will speak for the committee member and cast votes in the committee member’s name. No committee member shall hold more than one proxy at any given meeting. Any committee member who misses three regularly scheduled meetings without a proper substitute (proxy) shall be voided as a committee member. A committee member who has been voided may petition to their constituency manager (i.e. the Committee on Committees, the President’s Office, etc.) for reinstatement. This petition must be submitted in writing within 7 working days of the official notification of being voided and specify which absences are the focus of the petition. If the petition is denied, the Committee on Committees will notify both the committee member and their committee chair.

Recommendations are made by standing committees to the College Council. All committee members, whether voting or not, are able to discuss items under review, but only voting members can participate in the voting process leading to formal recommendations.

Participants of participatory governance committees shall include:

· **Constituency Committee Members:** These are the appointed representatives of constituent governing bodies (voting). Constituency members representing faculty, classified professionals, students, or administrators have an important role in the participatory governance process. By representing the whole of their constituency (i.e.all faculty, all classified professionals, all students, and all administrators), they bring important viewpoints, experiences, context, and institutional memory to the meeting table.

As a constituency group representative, they are representing the “we” of their constituency as opposed to themselves as an individual, their respective discipline, department, or program, or their division. Constituency group representatives are appointed by their respective leadership group – Academic Senate, Classified Senate, Associated Student Government, or College President – to represent their group and are responsible for reporting back to their groups in addition to creating a two-way communication between participatory governance bodies and their constituency.

· **Ex Officio Advisor:** A person or group of individuals with expertise who are incorporated into a committee for the effectiveness and optimal functioning of the committee. They are non-voting. Ex Officio members’ attendance at committee meetings is voluntary (I.e. not required).

In this capacity, ex officio advisors are appointed to a committee because they have an expertise or hold an official position relevant to the work of the committee. The role of the ex officio advisor is to provide counsel to the committee so that all members may have a thorough understanding of the matter under discussion.

· **District Committees:**  Membership positions exist for all constituencies on various San Diego Community College District (SDCCD) committees. These appointments are either by designation or made by their constituencies (per bylaws). See the [SDCCD Administrative and Governance Handbook](https://www.sdccd.edu/docs/District/cpr/AdminGovHandbook.pdf).

· **Committee Assignment by Designation:** Committee membership assignments may occur as a function of College employment or positional role, e.g., College President, Senate President, School Dean, Associated Student Government President, Professional Development Coordinator, etc. As such, these positions are filled by whomever has that position at the time.

· **Quorum:** This is the minimum number of committee members necessary to conduct the business of that committee. For any meeting, quorum is based on the percentage of voting committee members present (including proxies), whereby a minimum of 50% + 1 members must be present to make quorum. Committee membership positions that are vacant (unfilled) are not used to calculate quorum.

· **Proxy:** Substitute for voting member (participating; voting). A single voting committee member can only be represented by a single individual acting solely as their proxy in that meeting, and that person must be a member of the same constituency group (i.e., faculty for another faculty, student for another student, etc.).

· A ***Proxy Form*** (see Appendix B) must be completed and communicated to the committee chair prior to the meeting. This can be done in person or via email. It is the responsibility of the voting member to inform the proxy of issues and constituent feedback. The proxy must then report back to the voting member. A voting member of a committee can only use a proxy twice during the course of the academic year.

· **Alternate:** *For College Council only*. Alternates are appointed by constituent groups and serve as a voting member when the designated constituent member is absent. To ensure continuity, the alternate is expected to attend all meetings of the participatory governance committee and remain in direct contact with the designated constituent member and the constituency group.

These alternates (participating; non-voting) are appointed by constituency leaders; they participate but do not vote unless as proxy for a designated representative member.

· **Note Taker:**

Each Participatory Governance Committee shall have a note taker, responsible for recording discussions and conclusions and comprising the meeting minutes. The note taker shall be an elected member of the Committee (decided upon at the first meeting), to serve for the term of the semester as note taker and as a voting member. If the committee is unable to identify an elected member to serve as the note taker, the Administrator assigned to the committee may provide the note taker, for the term of the semester. That person will serve as a non-voting member. Exceptions to this rule are noted in specific *Committee Procedures*.

· **Guest**

Three types of guests attend participatory governance committee meetings:

o Guests who provide expert knowledge and have been invited to attend on behalf of the chairs/co-chairs or a committee member;

o Guests who wish to make a statement during open comment or on an agenda item; and

o Guests who wish to observe the meeting.

Guests do not have voting privileges and are only allowed to comment upon invitation, such as the agenda item for which they are providing expertise or during open comment. All meeting guests should be respectful, enter and exit the meeting with as little disruption as possible, and limit their comments to the agenda items under discussion, unless they are commenting during open comment.

## **Committee Membership Appointment and Term Lengths**

The following guidelines will be used for the appointment of standing committee members:

· The assistant to the College President will serve as staff to the College Council and house the master list of college governance committee memberships, including the lengths of service of members. The task of appointing, replacing, and tracking committee membership tenures is the role of the appropriate constituency (per bylaws). The rotation of committee members will be reviewed cyclically by all constituencies (per their bylaws) to ensure adherence to terms limits and other requirements.

· Committee membership for the following year will be appointed by each constituent group (i.e., Academic Senate, Classified Senate, Associated Student Government, and College President) and shall be determined during the spring semester prior (where able to) in accordance with the bylaws of each constituency. The general timeline is as follows:

o March: The College President will distribute a college-wide announcement inviting and encouraging employees to participate in governance committees.

o April: Constituencies will report changes in membership on college committees for the upcoming year. This information is to be housed by the College Council.

o May: Each committee elects the committee chair for the upcoming academic year.

· Committees will have a membership term duration of two years with the ability to hold 2 consecutive terms (total 4 years of service). After 2 consecutive terms, the seat on the committee will be up for re-appointment by the appropriate constituency group (Academic Senate, Classified Senate, Administration and Associated Student Government). If no other member is available, the constituencies can re-appoint the same member for 1 additional term. Exceptions may exist for those committees on which members have positional assignments, which is an assignment by designation of a positional role.

· Upon the initial application of term limits committee membership term cycle based on a 1-, 2- or 3-year staggered rotation allows revolving membership over a length of time to maintain consistency and knowledge base of a committee, and yet also open opportunities for others to serve. When committees are initially staffed with memberships leading up to the fall of the first three-year cycle, a portion of committee members will be given a 1-, 2- or 3-year term for rotation set to start from the original appointments of the committee. This will then determine when the rotation cycle begins to create the staggered rotation configuration.

· Prior to the commencement of a leave of absence (including sabbaticals or other reductions in load), employees must inform their committee(s) chairperson of their future plans. They may either specify: 1) the length of their sabbatical/hiatus from the committee so their position can be temporarily filled, or 2) their intent to terminate service on that committee and serve elsewhere upon their return to campus. Vacancies due to sabbatical will be advertised in the manner otherwise described in this and other policy documents. When notifying prospective committee members, the nature of the vacancy must be disclosed–whether it is temporary or for a full term.

· Adjunct faculty appointed to serve on a committee on behalf of Miramar College can only serve if they have a contract during the given semester of service (i.e. an 8, 12, or 16 week course or other paid service for the college). If an adjunct faculty has a break in service for one semester, their position will be filled temporarily and in the manner outlined below. If the break in service continues for a second semester, the adjunct faculty member’s position on the committee will be considered vacant. (An adjunct faculty member is any hourly or part-time instructional or non-instructional faculty member with at least one class or six non-instructional hours assigned at Miramar College.) Vacancies due to an adjunct’s break in service will be advertised in the manner otherwise described in this and other policy documents. When notifying prospective committee members, the duration of the vacancy must be disclosed–whether it is temporary or for a full term.

· At the first committee meeting of each academic year, the committee Chair/Co-Chair will review members’ rotation terms and will update the Chair of the Committees on Committees about rotation term changes.

· The President’s Office will be charged with managing the committee membership lists and rotation schedule with constituency leaders, in concert with specific committee’s descriptions. An exception is if a constituency cannot provide new members for a committee and there is a need to revert to existing members.

· It is the responsibility of each committee Chair/Co-Chair to update all constituency leaders about the committee membership, non-attendance of members, years of service, and to provide membership recommendations regarding additional interested participants to their respective constituencies in a timely fashion. The constituency leaders, interfacing with the President’s Office, will maintain the updated committee master list to be housed by the College Council.

· Any campus employee or enrolled student may be a committee member. Voting membership for each governance committee is described in this College Governance Handbook. Committee voting and non-voting membership terms will be staggered to encourage participation of new members in committee work and its leadership in a manner so as to not renew more than one half of a committee membership during any rotation cycle.

· All committees that have District counterparts should recommend constituent representatives from their membership to their constituent leadership for appointment to these meetings. These recommendations will be reviewed by the respective constituent leaders for appointment. They will report to the respective committees and to the constituency bodies as needed.

The following guidelines will be used for the identification and selection of standing committee Chairs/Co-Chairs:

· Committee Chair/Co-Chairs must be employed by SDCCD and, for most committees, must have served on the committee as a voting member for at least one year to act as Chair.

· In the event that a committee is new or there are no members eligible for chair, the committee shall select a chair from seated members according to the committee handbook.

· Committee Chair/Co-Chairs terms will be two years with a maximum extension of one year by vote of the committee.

· To ensure adequate succession planning, during the first spring semester of a chair's term, the respective committee members will make a recommendation for a Chair-Elect from committee members who have served preferably two years as a voting member. The Chair-Elect will become the committee Chair at the end of the current Chair’s term.

· Chair positions by designation and for which there is reassigned time (e.g., Coordinators for Curriculum, Guided Pathways, Professional Development, Program Review, SLO, etc.) shall be selected following an application process that is developed in consultation between the College President and the Academic Senate President.

## **Committee Reporting and Recommendations**

During the course of a semester, the bulk of any written reporting shall be reflected in the minutes. Any specific recommendations made by a committee shall follow a routing pathway (see College-wide Decision-Making Structure Chart), which will include written documentation.

Each constituent group should receive copies of all of these documents in a timely manner and these records should be maintained in a master committee file in the office of the College President and/or the College Council, which is readily available for future reference.

• Recommendations made by a Participatory Governance Committee should be submitted to the College Council. The constituency leaders should ensure that the recommendation has been appropriately vetted by their constituency prior to determination by the College Council of a final recommendation to the College President. In matters of participatory governance, all constituencies have equal weight as defined under the College Council (see below).

• Recommendations regarding all Academic and Professional Matters (10+1) shall be made by the Academic Senate in accordance with Title 5 and Board Policy. These recommendations will go directly to the College President and will be presented at College Council as informational items (see section “Collegial Consultation with the Miramar Academic Senate” for more details).

• Academic and Professional Matters may arise for consideration in participatory governance committees. Constituents may need to table further consideration of such matters until they have been able to consult with and receive guidance from their respective constituency. Participatory governance chairs should identify such Academic and Professional Matters items as early as possible to ensure timely action. In cases where it is not clear or there is disagreement on the nature of an issue being considered, the matter must be referred to the College Council for guidance and clarification.

• Agendas should include standard items, such as approving past minutes, review of old business items, etc., as well as a new list of topics for discussion and any items for action. An *Agenda Template* is provided in Appendix B at the end of thisHandbook.

• Agendas and the draft and approved minutes shall be submitted as indicated under Roles of Committee Chairs/Co-Chairs.

• Committee meeting minutes should include a summary of the discussions, as well as a description of any conclusions, recommendations, and actions. A *Committee Meeting Minutes Template* is provided in Appendix B at the end of this Handbook.

***P. 64:***

**Operational Committees**

Operational committees are not recommending bodies, but are responsible for implementing and carrying out the functions of particular requirements on campus. Membership, meeting schedules, committee procedures and recommendations are set by contracts or other memorandums of understanding specific to each of these processes. While in some cases specific participation limitations may apply, operational committees should practice open and transparent meetings, and recommendation processes where allowed.

**Review of Services**

Serves as an operational venue for District and College physical services to identify and correct issues regarding the maintenance and operation of the college’s buildings, grounds, equipment and infrastructure.

**Hourglass Joint Use Committee**

Provides coordination and serves to advise College and City stakeholders about the use of and needs for Hourglass Field.

**Professional Advancement Committee**

Fulfills contractual requirements to ensure effective implementation of faculty evaluations, tenure and promotional reviews, and sabbatical procedures.

**Advisory Committees**

Numerous programmatic and initiative requirements mandate the need for advisory processes that include internal and external stakeholders. All such meetings will be open meetings and will operate per the specific requirements set forth within each legal or grant requirement.