



Reference: *Education Code Section 70902(b)(7);  
Title 5, Sections 53200 et seq, 51023.5, and 51023.7  
Accreditation Standards 4.2 and 4.3*

The Board directs the Chancellor to develop operating procedures to facilitate the process of the work of the District Leadership Council (DLC), the College Planning Council (CPC) at Coalinga College, and the Planning and Governance Council (PGC) at Lemoore College. The membership of these groups is included in this administrative procedure as Appendix A and is subject to minor revision as necessary due to possible job title changes from time to time. The procedures shall recognize the following relationships among the participating groups:

1. The Board – The Board retains all powers implied or granted by the law. The members of the Governing Board, as elected officials, recognize their accountability to the electorate with the District and their responsibility under law to make policy decisions affecting the District.
2. Faculty
  - a. West Hills College Faculty Association (WHCFA)
    1. The West Hills College Faculty Association (WHCFA) shall be provided opportunities to participate in the formulation and development of Board policies and administrative procedures which the Board determines, in consultation with faculty, has or will have a significant effect on faculty.
    2. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting faculty until it has provided faculty an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.

b. The Academic Senate

The Academic Senate shall have two (2) representatives on the DLC (the Academic Senate President from each college). However, the Board recognizes that the Academic Senate has a special role with the Board when adopting policies and procedures on academic and professional matters. This relationship provides for the Board of Trustees or their representative to consult collegially and to rely primarily on the advice and judgment of the Academic Senate.

1. The curriculum matters for which the Board shall rely primarily upon the Academic Senate include the following:
  - a. Curriculum development;

- b. Establishing prerequisites and placement of courses within disciplines;
- c. Standards or policies regarding student preparation and success;
- d. Degree and certificate requirements;
- e. Grading policies

In keeping with the spirit and intent of the Board and the concept of sharing the governance of the college, the Academic Senate shall provide, as an information item to the DLC, any action taken by the Senate on the above listed curriculum matters. Once reviewed by the DLC, the matter shall be sent to the Chancellor to be placed on the Board's next meeting agenda.

The recommendations of the Academic Senate will normally be accepted. The Board of Trustees may refuse to adopt the recommendations of the Academic Senate on these matters only in exceptional circumstances or for compelling reasons. If a recommendation is not accepted, the Board, through its designee, shall promptly communicate its reasons for rejection of the recommendation in writing to the Academic Senate. The Board shall also provide the Academic Senate the opportunity to respond in writing prior to final action by the Board.

- 2. In all other academic and professional matters, the DLC shall be the forum where the Academic Senate has mutually agreed to meet with the appropriate administrators and constituent groups, when appropriate, to formulate recommendations, review policy, and provide the mechanism for shared governance.

The other matters that shall be considered by the DLC are defined as follows:

- a. Educational program development;
- b. Faculty roles and involvement in accreditation processes including self study and annual reports;
- c. Establishing policies for faculty professional development;
- d. Process for program review;
- e. Processes for institutional planning and budget development;
- f. Hiring policies, procedures, and criteria for contract faculty and administration;
- g. District and college governance structures as related to faculty roles;
- h. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senates.

In all non-academic and professional matters, the Board shall retain its traditional authority as prescribed by law.

### 3. Staff

- a. Staff shall be defined as classified employees who are eligible to be members of the bargaining unit represented by the Classified School Employees Association (CSEA).

- b. Staff shall be provided opportunities to participate in the formulation and development of Board policies and administrative procedures which the Board determines, in consultation with Staff, has or will have a significant effect on Staff.
- c. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting Staff until it has provided Staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.

#### 4. Students

- a. Students shall have the opportunity to participate in the formulation and development of Board policies which will have a significant effect on students, including the opportunity to participate in jointly developing recommendations to the Board as enumerated in Title V.
- b. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting students until it has provided students an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.
- c. The Board shall give reasonable consideration to any written recommendations or positions developed by students regarding Board policies and administrative procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

#### 5. Administration

- a. Administration shall be provided opportunities to participate in the formulation and development of Board policies and administrative procedures which the Board determines, in consultation with Administration, has or will have a significant effect on Administration.
- b. Except in unforeseeable or emergency situations, the Board shall not take action on matters significantly affecting Administration until it has provided Administration an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the Board.

#### 6. Rights and Responsibilities

Nothing in this procedure shall be construed to impinge on the rights and responsibilities of the Governing Board, the Chancellor and administration, or on the rights of faculty, staff, or students, not to detract from any negotiations or negotiated agreement between collective bargaining agents and the Board of Trustees as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate or to staff by this policy.

7. Status of DLC

The DLC shall only have the powers and duties set forth in these procedures or applicable law and regulations. The DLC shall not be a legally constituted entity.

Board approval: 8/28/01

Reviewed/Revised: 5/21/02; 1/24/06; 6/26/07; 03/09/21; 10/28/25

## COMMITTEE MEMBERSHIP

District Level Governance

- District Leadership Council (DLC)
  - Chancellor
  - Vice Chancellor of Business and Fiscal Services
  - Vice Chancellor of Educational Services and Institutional Effectiveness
  - Associate Vice Chancellor of Human Resources
  - Associate Vice Chancellor of Information Technology
  - President, Coalinga College
  - President, Lemoore College
  - Director of Accreditation, Research, Institutional Effectiveness, and Planning
  - Academic Senate President, Coalinga College
  - Academic Senate President, Lemoore College
  - West Hills College Faculty Association (WHCFA) President
  - WHCFA Representatives (2)
  - Classified School Employees Association (CSEA) President
  - CSEA Representative (1)
  - Student Representatives (one from each college, as determined by the College Presidents)

College Level Governance

- College Planning Council (CPC) – Coalinga College

Voting Membership

- 2 Administrators (at large)
- 2 Faculty Members (at large)
- 1 Counselor (at large)
- 2 Classified Staff (at large)
- 2 Student Representatives

Non-Voting Membership

## Tri-Chair

- Chief Student Services Officer (CSSO) or Chief Instructional Officer (CIO)
- Academic Senate President
- CSEA President or designee

Resource Members

- Dean of Firebaugh Center
- Director of Financial Aid
- Director of Admissions and Records, Registrar
- Director of Accreditation, Research, Institutional Effectiveness and Planning

- Planning and Governance Council (PGC) – Lemoore College

#### Voting Membership

- College President (serves as PGC Chair; votes only in the case of a tie)
- Two (2) – Administrators
- Academic Senate President
- Two (2) Classified Staff Representatives
- Two (2) Student Representatives
- One (1) Faculty Representative

#### Non-Voting Membership

- Chair of Outcomes and Assessment Committee
- Co-Chair of Outcomes and Assessment Committee
- Chair of Institutional Effectiveness and Student Success Committee Chair
- Chair of Professional Development Committee
- Two (2) Co-Chairs of Budget Allocation Committee
- Chair of Facilities and Safety Committee
- Chair of Program Accreditation Review Committee
- Chair of Technology Committee
- One (1) Learning Resource Center Representative
- One (1) Counselor/Advisor