

**Coast Community College District**  
**Administrative Procedure**  
Chapter 2  
Board of Trustees

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## **AP 2510 Participation in District Decision Making**

### **References:**

Education Code Section 70902(b)(7);  
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);  
Accrediting Commission for Community and Junior Colleges Accreditation Standards 4.2 and 4.3

Each of the following shall participate as required by law in the decision-making processes of the District:

### **Academic Senates** (Title 5 Sections 53200-53206)

The Board, or such representatives as it may designate, will rely primarily upon the advice and judgment of the Academic Senates in developing Board Policies and Administrative Procedures involving the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
5. Standards or policies regarding student preparation and success
4. Educational program development
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review.

On these matters, when the Board elects to rely primarily upon the advice and judgment of the Academic Senates, the recommendation of the Academic Senates will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.

The Board, or such representatives as it may designate, will reach mutual agreement with the representatives to the Academic Senates in developing Board Policies and Administrative Procedures regarding the following academic and professional matters:

3. Grading policies
6. District and College governance structures, as related to faculty roles
10. Processes for institutional planning and budget development

- +1. Other academic and professional matters as mutually agreed upon.

In instances where the Board and the Academic Senates cannot reach mutual agreement, existing Board Policy and Administrative Procedure shall remain in effect unless continuing with such Board Policy or Administrative Procedure exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing Board Policy or Administrative Procedure, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing Board Policy or Administrative Procedure to be changed, the Board may act, after a good faith effort to reach agreement, but only for compelling legal, fiscal, or organizational reasons.

An Academic Senate may assume such responsibilities and perform such functions as may be delegated to it by the Board or its designee. The appointment of faculty members to serve on College or District-wide participatory governance committees shall be made, after consultation with the Chancellor or designee, by the Academic Senates.

Administrative Retreat Rights. The Board, in making its determination, is to rely primarily on the advice and judgment of the Academic Senates to determine the minimum qualifications of an administrator seeking faculty status. These procedures are to be mutually agreed upon between the Board and the Academic Senates.

Curriculum Committee. The composition of the Curriculum Committee is to be established through mutual agreement between the Academic Senates and District management.

Equivalencies. Equivalencies to minimum qualifications process, criteria, and standards are to be mutually agreed upon by the Board or designee and the Academic Senates.

Faculty Hiring. Faculty hiring criteria, policies, and procedures are to be mutually agreed upon by the Board or designee and the Academic Senates.

### **Classified Professionals, Administrators, Managers, and Confidential Employees** (Title 5 Section 51023.5)

Classified professionals, administrators, managers, and confidential employees shall be provided with opportunities to participate effectively in the formulation and development of policies and procedures that have a significant effect on them. The opinions and recommendations of the Coast Federation of Classified Professionals, the College Classified Senates, the Coast District Management Association, and the Association of Confidential Employees will be given reasonable consideration.

Except for unforeseeable emergency situations, the Board shall not take any action on matters that have a significant effect on classified professionals, administrators, managers, or confidential employees until these constituent groups have been provided the opportunity to participate.

**Students (Title 5 Section 51023.7)**

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board Policies and Administrative Procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given reasonable consideration. The selection of student representatives to serve on District participatory governance committees or task forces shall be made after consultation with the Associated Students.

Board Policies and Administrative Procedures that have or will have a “significant effect on students” include those dealing with the following areas:

1. Grading
2. Codes of student conduct
3. Student discipline
4. Curriculum development
5. Courses or programs to be initiated or discontinued
6. Institutional planning and budget development
7. Student preparation and success
8. Student services planning and development
9. Student fees
10. Participation on hiring committees
11. Any other Board Policy, Administrative Procedure, or related matter that the Board determines will have a significant effect on students

The Board also shall give reasonable consideration to the recommendations and positions developed by students regarding Board Policies and Administrative Procedures pertaining to the hiring and evaluation of faculty, administration, and classified professionals.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this Procedure as noted above that have a significant effect on students until the Associated Students have been provided the opportunity to participate.

Ratified November 6, 2013

Ratified April 4, 2018

Ratified February 5, 2025