

**PARTICIPATORY GOVERNANCE
PHILOSOPHY
AND
PROCEDURES**

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I. Introduction

A. Purpose of Document

This document articulates Coastline's commitment to participatory governance, as well as formalizes the process and guidelines of participatory governance within Coastline Community College (CCC). It is the result of input from all College constituencies. It is a living document that will change as the College context changes. It is subject to regular review and revision every two years, or at the request of constituencies, the College Council, and /or the Board of Trustees. Review and revisions may be initiated by College Council, or by any of the constituencies, and/or the Board of Trustees.

The success of participatory governance at Coastline requires the goodwill, collaborative spirit, and active involvement of everyone – including students, faculty, classified staff, administrators, and supporting members of the community--for the purpose of meeting a shared vision, mission, and goals. Together, we share a collegial obligation to maintain or exceed standards of excellence for which the College is recognized and which our students deserve.

B. Organization

This document is organized as follows:

Section II (Philosophy) articulates the college-wide philosophy of participatory governance. Section III (Participatory Governance Mechanisms and Structure) outlines the unique perspectives of each of the constituencies who share responsibility for the operative success of participatory governance. A list of the College committees, their purposes, membership, and reporting relationships are included in Section IV (Appendix). The list will be modified as we further develop the concepts and practices of participatory governance.

C. The Context of Participatory Governance

Coastline practices participatory governance based on a strong philosophical belief that it is the best way to make decisions as an institution of higher learning. Participatory governance fosters collaboration, innovation, trust, open communication, institutional effectiveness, and continuous improvement. The broad application of participatory governance practice among California Community Colleges is mandated by AB1725. The practice of participatory governance is also expected as by the Accrediting Commission for Community and Junior Colleges (ACCJC), as articulated in Standard IV.A in order to promote institutional improvement and effectiveness. Participatory Governance is also supported by Coast Community College District (CCCD) AP/BP 2510.

AB 1725 was defining legislative package which combined many specific reforms with major funding increases for California Community Colleges. As a result of AB1725, Education Code Section 70901(b) required the Board of Governors to adopt regulations setting "... *minimum* standards governing procedures established by governing boards in community college districts to ensure faculty, staff, and students the right to participate

effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that their opinions are given every reasonable *consideration*." Participatory governance (previously referred to as shared governance), then, is a complex web of consultation and decision-making and responsibility that translates goals into district policy or action.

One of AB1725 recommendations called for strengthening the role of the Academic Senates in curriculum and tenurial decisions. A group called "The Californians," a consortium including the state Academic Senate, FACCC, collective bargaining organizations, and trustee and administrator groups, devised and recommended the core of the legislation which in 1988 was enacted as AB1725. AB1725's reform recommendations were to be enacted in phases – each phase contingent on the state providing the requisite funding.

AB1725 is designed to produce excellence across the community college system by implementing the same collegial model of governance that exists at the other two levels of higher education in California. Its basic goal is to produce a commitment to excellence for students who attend community colleges. It is joint decision-making that is carefully planned, instituted, and reviewed.

As an accredited institution of higher education, Coastline subscribes to the Accreditation standards set by the Western Schools and Colleges (WASC), specifically the Accrediting Commission for Community and Junior Colleges (ACCJC). CCC adheres to ACCJC's stated purpose described below:

Accreditation is a voluntary system of self regulation developed to evaluate overall educational quality and institutional effectiveness (The Commission's complete Purpose Statement is available in Article I, section 2 of its Bylaws). The ACCJC accreditation process provides assurance to the public that the accredited member colleges meet the Standards; the education earned at the institutions is of value to the student who earned it; and employers, trade or profession-related licensing agencies, and other colleges and universities can accept a student's credential as legitimate (Cite resource)

Specifically, Standard IV of ACCJC's Accreditation Standards outlines effective practices related to governance, as follows:

Standard IV of ACCJC's July 2016 Standards of Accreditation states:

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator (Accreditation Reference Handbook, p. 24).

Standard IV.A further states:

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals (Accreditation Reference Handbook, p. 24).

Additional standards of effective practice related to governance are outlined in **IV A.1-7**

Insert summary of AP/BP 2510

II. Philosophy

A. College-wide Philosophy on Participatory Governance

Coastline Community College is a creative, comprehensive, inclusive, community-based institution that values all constituents by empowering each with a voice in the decision-making process. The practice of participatory governance at Coastline is based upon **collaboration with:**

- Trust
- Mutual Respect
- Honesty
- Responsibility
- Sensitivity
- Accountability
- Commitment
- Transparency

This true participatory governance environment is collegial, practical and efficient. It is based on open, clear lines of communication between and among all Coastline constituencies. Sensitivity and attention is given to members who may need additional support/training/mentorship in order to fully exercise their rights and responsibilities as committee members and constituency representatives. New, alternative, or unpopular viewpoints are important to consider and members making these contributions sometimes need support, especially in light of the fact that some members, because of their constituency membership or reporting relationships within the College, may hesitate to speak freely. A spirit of innovation and creative problem-solving is valued. The participatory governance environment continually evolves, embraces the future, and reflects the College mission. All College committee meetings are open; anyone may attend except when confidential personnel matters or contract negotiations are being discussed.

B. Vision and Mission Statement, Adopted June 4, 2012

Vision Statement:

Creating opportunities for Student Success.

Mission Statement:

Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and, career and technical education.

Approved by the Board of Trustees: May 2, 2012

Approved by College Council: June 5, 1997; January 27, 2009

III. Participatory Governance Mechanisms & Structure

Introduction

The Participatory Governance Mechanism Chart illustrates that shared leadership and decision making takes place following two key pathways: formal and organic. To ensure effectiveness of both pathways, the active engagement of all constituent groups as well as open and timely communication are critical.

Formal Pathway:

Committee work by representative groups is central to governance at Coastline. The work of governance committees with clearly identified responsibilities and comprised of representatives from the Academic Senate, Associated Students, Classified Senate, and the Management Team provide formalized opportunities for input into College planning and decision-making. As each committee is formed, care is taken to ensure that members from each constituency group are included as appropriate to the purposes of the committee. Generally speaking, the appointed members are vested with the responsibility of acting on behalf of their constituency group. In some cases, (e.g., complicated matters or matters that will result in a substantive change in policy or procedure), appointed members will need to report back to their constituency group for discussions/deliberations prior to their committee making a final decision. In the spirit of collegiality, each committee member will be responsible for reminding fellow members of instances where they should get feedback from their constituency group. In order to make sound decisions, committee members must be well informed. Communication between and among committee members and constituency members is an essential responsibility for this model of participatory governance to be effective. To this end, each committee will strive to continually improve communication in any or all of the following ways:

- Posting agendas and minutes at well-publicized locations linked on the Web page and/or emailed in a timely manner.
- Providing verbal and/or written reports on committee activity to the constituency body.
- Providing orientation and/or training to all new members regarding the goals/purposes of the committee.
- Assigning a mentor to new student committee members, so they can more quickly assimilate into the committee.
- Regular evaluation of committee effectiveness.

Due to the decentralized College environment and uneven access and utilization of electronic communications, it is necessary for the College to distribute regular printed newsletters to ensure that stakeholders are well informed about developments in the College. The College President, managers, Academic Senate, Classified Senate, and Associated Student Government (ASG) will distribute meeting agendas, minutes and other information through printed and electronic media at regular intervals and in a timely manner.

These communications could include (but not be limited to) printed newsletters, emails, summaries of meetings, and bulletins.

This document provides a truly integrated model of governance, in which administration, **faculty, staff and students work in an environment of respect, open communication, transparency, and collaboration for the benefit of the students, the College and the District.**

Participatory governance provides a meaningful opportunity to participate in decision-making for all constituencies, for the success of the College cannot be guaranteed without faculty, administration, staff, and students all making substantive contributions to the College's daily operations in an involved, respectful, and collaborative fashion. Participatory governance is designed to facilitate and support the growth of Coastline Community College, the achievement of educational excellence, the freedom of thought, inquiry, and scholarly/artistic expression, and ultimately promote student success.

The official participatory governance constituency bodies at Coastline Community College are: Academic Senate, Classified Senate, Associated Student Government, and Management Team. We have many different groups such as committees, task force groups, ad hoc panels and constituency groups which are part of the Participatory Governance process. The Academic Senate, Classified Senate and Associated Student Government have officially recognized constitutions and/or bylaws that express the subject matter and organizational procedures for their respective groups.

The overarching umbrella for the College's participatory governance resides in the college committee which is comprised of the following:

College Council 2016-17

College President

Academic Senate President

Academic Senate Vice President

Vice President, Administrative Services

Vice President, Instruction

Vice President, Student Services

ASG President

ASG Vice President or designee

Classified Senate President

Classified Senate Vice President or designee

Executive Dean, Military Education, Corporate Training & Business Development

Organic Pathway

Shared leadership and decision-making also happens in a more organic, less formal way at Coastline. This pathway provides a second path for all constituents to be involved in college planning and decision-making. Central to this pathway are department or program and institutional communication structures that foster active engagement by all groups. It complements the more formal representative governance structures.

In addition the College's formal committee structures, the following communication and college engagement structures, which include meetings, also support the organic pathway to participatory governance. The list below is a partial listing only.

Department/program staff/faculty meetings
All College Meetings, Spring and Fall
Faculty Meetings
President's Cabinet meetings with Academic Senate, Classified Senate
Academic Senate Executive Meetings
President's Open Forums
President's Open Hour
President's Cabinet Meetings with Labor Unions for faculty and staff
Spring Professional Development Day & Barbeque
Summer Technology Institute
Classified Senate Meetings

A. College Council

1. How College Council is organized at Coastline Community College:

College Council is currently composed of the following: College President, three Vice Presidents, Academic Senate President, Academic Senate Vice President, ASG President, ASG Vice President or designee, Classified Senate President and Classified Senate Vice President or designee.

For the 2016-17 academic year, the College currently has 11 participatory governance committees, 3 constituency groups, 7 ad hoc panels and 8 work groups under the council member to which it has a reporting relationship. While the committees' activities and recommendations are generally reported to the College Council through the respective council member, committee chairs and others can also be invited to present. In addition, the council may establish, when necessary, other ad hoc committees; for example, the Legislative Task Force; and the Westminster Steering Committee. Committees operating alongside the College committees are constituency group councils and the Senate, each with representation on the College Council. All College committees are linked directly or indirectly to College Council.

2. How Committee Membership is Determined:

The membership and composition of each standing committee is determined by one or more of the following: state law, District board policy, employment contracts, and committee recommendations to the College Council. Committee membership is approved by the College Council and recommended to the College President. Faculty appointments are made by the Academic Senate in consultation with the College President. Each year,

College Council will review the mandate and leadership of each standing committee to ensure continued effectiveness. Rotation of committee membership is encouraged to increase staff understanding of College plans and operations.

3. The Function of the College Council:

The function of the College Council is to serve as the primary recommending body to the President on policies and procedures, as well as major operational decisions (ex. Budget, strategic plan) within the scope of the Council. It serves as a forum for exchange of information and discussion on College issues, plans and operation. Examples of areas outside College Council's scope are those areas covered by the employee group contracts and areas specified for Academic Senate under the AB1725 legislation. College Council is the major forum for discussion on policies, procedures, and operational matters with college-wide impact; for conveying to the President the views of the campus community on matters relevant to the orderly effective and efficient functioning of the College; to share in the determination of what College committees or task forces are needed or should be activated; and to disseminate and interpret policy, regulations and procedures to the various segments of the College community. Access to the College Council is available to all constituencies. The College Council may accept a recommendation from a standing committee and pass it on to the President, or it may reject a recommendation and send it back to the committee. The minutes are taken by the President's assistant and distributed to the College community.

4. How Agenda Items get to the College Council:

Members of the Coastline College community may bring items of college-wide concern to the agenda of the College Council through their constituency representatives who have a responsibility to bring the items in a timely manner. Input to the Council can come in a variety of ways, such as a verbal report from the respective council representative, in the form of a written position paper or formal recommendation prepared by a committee, or as a presentation from an invited committee chair or designated spokesperson. PIEAC is the primary recommending body to College Council with issues related to Planning and Institutional Effectiveness as outlined and stated in the Planning Guide.

5. Meeting Schedule

College Council generally meets two times a month on the second and fourth Tuesday throughout the year. Meetings are usually held at the College Center, Fountain Valley. Changes in meeting locations are announced at least 72 hours in advance.

B. Academic Senate

1. How the Academic Senate is organized at Coastline Community College:

The Academic Senate is an organization of faculty formed to discuss and act upon educational issues that affect the quality of education in the College and in the District. Faculty includes employees of the College in positions that are not designated as supervisory management, or classified personnel, and for which minimum qualifications for hire are specified by the Board of Governors for California Community Colleges. AB1725 specifies that the Academic Senate is the voice of the faculty and assigns a major role to the Senate in the development of policies and procedures dealing with academic and professional matters.

2. How Membership is Determined:

Senators are elected annually by the faculty constituency to serve for a term of three years. Elections are held and vacancies are filled in compliance with the Senate Constitution and Bylaws. All faculty employed at Coastline Community College are members of the constituency of the Senate.

3. The Function of the Academic Senate:

(a) The Academic Senate and the College President as designee of the Board of Trustees *consult collegially on academic and professional matters that affect faculty, with the exception of working conditions. Academic and professional matters mean the following policy development matters:

- (1) Curriculum, including establishing prerequisites and placing courses within disciplines.
- (2) Policies for faculty professional development activities.
- (3) Degree and certificate requirements.
- (4) Grading policies.
- (5) Educational program development.
- (6) Standards or policies regarding student preparation and success.
- (7) District and college governance structures, as related to faculty roles.

- (8) Faculty roles and involvement in accreditation processes, including self-study and annual reports.
- (9) Processes for program review.
- (10) Processes for institutional planning and budget development.
- (11) Other academic and professional matters as mutually agreed upon.

*Consult collegially means that the District governing Board shall develop policies through either or both of the following:

- Rely primarily upon the advice and judgment of the Academic Senate,
OR
- The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

(b) According to the Constitution, Article III – Purpose, “The Senate shall be the representative body of the Members, established to work in partnership with the Administration and the District Board of Trustees in the formulation of District, institutional, and College policy with respect to academic and professional matters and to perpetuate standards of academic excellence.” In addition to Article III, Article IV – Special Objectives of the Senate are:

- To develop College policies and procedures within the guidelines of the District Participatory Governance Agreement.
- To promote a system of communication among ALL segments of Coastline Community College.
- To promote a system for faculty improvement.
- To promote community and interaction among faculty.
- To promote a program of interaction between faculty and the community.
- To promote the development of academic resources and teaching materials.

- To promote intra-district cooperation.
- To promote participation of all faculty in participatory governance.
- To develop College policies and procedures within the guidelines of the District Participatory Governance Agreement.
- To serve as a resource to the College in matters which are determined to be appropriate, in consultation with the College President.

4. **How Agenda Items get to the Academic Senate:**

In order to fully discharge the responsibilities placed upon the Academic Senate by profession, society, and the State, the Senate requires accurate and timely information in order to make informed decisions. The Senate receives information from a variety of sources, including through the service of its members on a variety of College committees; these members provide reports to the Senate. The Senate makes its decisions based upon the consideration of sound information and subsequent debate among its elected Senators. Because Senators represent the opinions of a large body of faculty who work at distributed community sites, the Senate requires atypical methods of communication in order to reach its members.

The Senate has responsibility for all faculty appointments to the College and District committees except those provided by the union contract or by Senate election. Those committee representatives are, in turn, held accountable for reporting to the Senate about committee activities, and are given the responsibility of acting on behalf of the Senate when immediate committee decisions need to be made.

Senators may present suggested topics/topics of interest at regularly scheduled Senate meetings or directly to the Executive Committee; **faculty** may present topics through any Senator – including the Executive committee; **administrators** may present topics through written correspondence or in person to the Senate; **classified staff** may present topics through their classified representatives on the Senate; and **students** may present topics through their Associated Student Government (ASG) representatives on the Senate.

The Academic Senate Office is located on the second floor at the College Center, 11460 Warner Avenue, Fountain Valley, CA 92708-2597. The President of the Academic Senate can be reached at (714) 241-6156; the Senate Secretary is also available to answer questions or relay messages and can be reached at (714) 241-6157.

5. Meeting Schedule:

The Academic Senate generally meets from 12:30-2:30 p.m. on the first and third Tuesdays of each month, during the Fall and Spring semesters. Meetings are usually held at the College Center, Fountain Valley. Changes in meeting locations are announced at least 72 hours in advance. Additional meetings may be called as needed according to Senate Bylaws. These meetings follow the regular Fall and Spring semester College calendars.

C. Classified Senate

1. How Classified Senate is organized at Coastline Community College:

The Classified Senate is an assembly of **classified professionals** formed to participate in the decision-making process within the College on operational and professional matters. **The Classified Senate was officially recognized in 2008 and prior to that was established as Classified Council in October 1994,** after passage of California State Assembly Bill 1725, which granted some community college constituencies the right to participatory governance.

Classified Executive Board Officers are President, Vice President, Vice President of Fundraising and Event Planning, Vice President of Finance, Senate Recorder, and Immediate Past President.

2. How Membership is Determined:

Officers are elected annually by the Classified constituency to a term of one year. All Classified **professionals** employed at Coastline Community College are members of the Classified Senate.

3. The Function of the Classified Senate:

To support and reaffirm the college's mission.

- Embrace a proactive role in participatory governance.
- Facilitate communication among students, classified professionals, administration, faculty and the governing board.
- Participate in the development of policy and practices related to classified professionals.

To participate in the decision making process within the College on operational and professional matters.

The Classified Senate provides a platform for Classified professionals to participate in the decision-making process at Coastline. This is accomplished by doing the following:

- Participate in College governance structures.
- ~~Coordinate with the Classified Union, CFCE AFT Local 4794, in the selection of representatives to serve on College/District governance committees.~~
- Participate in the development and shaping of institutional planning.
- Collaborate in budget planning and development. Review regulations and procedures relating to physical safety, and make recommendations.
- Recommend and help create staff development activities.
- Enhance relations with students, faculty and management.
- Lead college-wide campaigns that contribute to student success and engagement.
- Contribute to the discussion regarding academic and professional matters through participation in Academic Senate Meetings.
- Solicit and select Classified staff for appropriate hiring committees.

4. How Agenda Items get to the Classified Senate:

Members of the Classified constituency may present any ideas or topics of interest at a scheduled Classified Senate meeting or through a member of the Executive Board. Furthermore, any faculty member or management may bring forth items of concern via a member of the Classified Senate or the Executive Board.

5. Meeting Schedule:

The Classified Senate, with certain exceptions, meets monthly for a two-hour period except for July and December. The Senate may choose to have an 'End-of-Year' meeting in May or June. Meetings are held at the Fountain Valley College Center with online participation available. Meeting location changes will be announced at least two weeks in advance. Additional meetings may be called as needed by the Classified Senate President and Executive Board to address College-wide topics and participatory governance matters.

D. Management Team

1. How the Management Team is organized at Coastline Community College:

It is composed of:

- College President
- Vice Presidents
- Deans
- Directors
- Managers or Supervisors

In addition, there are representatives from the Classified Senate, the Academic Senate, and the Associated Student Government. Meetings generally occur monthly during the academic year.

2. How Membership is Determined:

Team membership includes all those currently holding administrative and management positions in the College. On occasion, portions of the team meeting are convened exclusively for management/administrative members to discuss appropriate issues, such as collective bargaining. Development of meeting agendas is made by the president, two College representatives to the Coast District Management Association (CDMA) and the management representative to the College Professional Development committee team. Members can also propose agenda topics for any meeting.

3. The Function of the Management Team:

The Management Team serves as an information-sharing and professional development forum. After discussion at the meeting on November 4, 1997, feedback indicated the need to adopt more formal means and methods for the operation of the meetings, including:

- To serve as a forum for discussion and recommendations on college-wide issues.
- To convey to the president, the views of the administrative and management leaders in the College.
- To review, interpret, implement, and improve district, college, and departmental policies, regulations, and procedures.
- To improve the working relationships and communication among members.
- To provide opportunity for discussion of administrative issues.

4. How the Management Team Communicates with College Committees and the College:

The Vice Presidents attend both the Management Council meetings and College Council. **Presentations are made at Academic Senate, Classified Senate and ASG Meetings.**

5. Meeting Schedule:

The Management Team meets on the first Tuesday of every month, except **January and July**. Meetings are usually held at the College Center, Fountain Valley. Changes in meeting locations are announced at least 72 hours in advance.

E. Associated Student Government (ASG)

1. How ASG is organized at Coastline Community College:

ASG is recognized as the official student governing body at Coastline. ASG was established and organized to facilitate communications between its “citizen-students” and the institution. According to the CCD Board Policy for Student Clubs and Organizations (**5905**, approved 10-7-87), the District “encourages the formation of special-interest student clubs and organizations for educational and social benefits.”

The District’s Board Policy for Student Organizations also specifies that ASG at Coastline has been formed to act in an “advisory” capacity to the College in regard to various programs, procedures, processes and services (Board Policy **5400**, approved 3-5-96). The Board of Trustees encourages the establishment of a student body association at Coastline for the purpose of conducting activities on behalf of students with the counsel and approval of College administrators under guidelines established by the District’s Chancellor.

Article IV, Sec. 4 of the adopted ASG Bylaws states that all Coastline Community College Student Government positions shall be duly elected by the Student Body during the Spring semester election time frame April 1 to April 30 of each year. All officers shall serve for a term of no more than one (1) year in that position; two (2) years consecutive or three (3) years lifetime maximum as part of CCC ASG in any position.

2. How Membership is Determined:

According to the adopted Bylaws of ASG (**Article III, Sec. 4**) all registered Coastline Community College (CCC) students shall be considered members of the CCC ASG and shall be subject to the ASG bylaws.

Students must be continuously enrolled in Coastline Community College for at least five (5) credit units during the Fall and Spring semester (CA Ed Code 76061 (a) (b)). Students must be in good academic standing with a minimum 2.0 grade point average. They must be in good standing in the District and at Coastline College with no disciplinary record with the District; convicted of any felony or of a crime involving moral turpitude. Students must be able to commit hours per ASG position duties, and time for College and ASG events per semester. Generally, the amount of time should be approximately that for a three-unit (3.0) academic class and have a strong interest in student advocacy. No student will have voting rights in ASG during any term in which that student's relative, either in ASG by blood or marriage including legally adopted relationships or domestic partnership is serving on ASG and holding voting rights. ASG expressly incorporates the Coast Community College District's Board Policy (7310) regarding Nepotism.

No student shall be barred from participation on ASG on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

Participation in ASG provides high visibility for students and will enable them to become more involved in Coastline's programs, activities and services. Involvement with ASG is designed to assist students in perfecting their leadership and management skills.

3. The Function of ASG:

According to Article II of the ASG Bylaws, the purpose of ASG shall include, but not be limited to, the following:

Effectively represent the Coastline Community College Student Body in the participatory governance process.

- A. To serve as a communication link between students and Coastline Community College (California Ed Code Sections 70901 (1) (E), 70902 (b)(7), 76060-76067 and Title V of the California Administrative Code 51023.7).
- B. To advocate for the best interest of the Coastline Community College students.
- C. Promote student rights; students responsibilities.
- D. Research issues of concern affecting Coastline Community College students.
- E. Identify and provide ASG sponsored services.
- F. Build and maintain vital and thriving student life at Coastline Community College.
- G. Effectively participate in College and District policy decision-making (District Board Policy (3901)).

- H. Serve in a consultative capacity on college-proposed programs, procedures, processes, and services further multicultural, social, and educated growth of Coastline Community College students.
- I. Encourage student responsibility and development of leadership skills.
- J. Recognize outstanding achievement by Coastline Community College students, faculty and staff.
- K. Foster collaborative relationships with Coastline administration, faculty, and staff for the purpose of promoting Coastline Community College students success.

4. How ASG Communicates with College Council and College Committees:

Article IV, Sec.9, of the ASG Bylaws clearly states that ASG will participate openly in Coastline's participatory governance process by fully understanding its "advisory" role as a College stakeholder and acting responsibly to fulfill it.

Communications are facilitated to the College's staff and body at large through various means as follows:

- (a) by the elected recording secretary, who is responsible for publishing and disbursing all regular council minutes throughout the College by using the various delivery systems such as email and the Website;
- (b) by the distribution of council meeting minutes by the Secretary, to ASG, the College President, Vice President of Student Services, and Academic Senate;
- (c) by the ASG Commissioner of Public Relations, who is also responsible for publishing all ASG newsletters, with coordination, input and final approval of the **Director, Student Life** and/or the Vice President of Student Services;
- (d) by the ASG Commissioner of Public Relations who shall recruit from the College's student body at large for increased ASG membership and for the promotion of ASG and to prepare all publications and materials. The Commissioner of Public Relations shall also attend such college-wide committees such as Marketing and (e) Communications Committee;
- (e) by the area site representatives for ASG, who serve as a link between the Office of Instruction/Student Services and the College's instructional area sites located throughout the community. The area site representative is also responsible for delivering and placing all related materials at the area sites;

- (f) by mailing out information such as questionnaires, surveys, newsletters, etc., each semester as coordinated with the **Director, Student Life** and the Office of Student Services.

5. Meeting Schedule:

Associated Student Government meets during the Summer, Fall and Spring **terms**. Meeting dates, times and locations are determined by the officers and advisor at the beginning of each semester in consideration of the ASG officers' class and/or work schedule.

IV. Appendix

Attachments: Participatory Governance Diagram
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