



SAN DIEGO CITY COLLEGE

2023-24 Governance Handbook

Our College. Our Legacy.



YOU BELONG HERE





PRESIDENT'S MESSAGE

San Diego City College is undergoing a tremendous transformation due to the effects of the great resignation and COVID 19. Over the last several years, the face of the college has changed significantly as we are on pace to hire and promote more classified professionals, faculty, supervisors, and managers than ever before in the college's nearly 110 year history.

City College has implemented a number of efforts around social justice, educational equity, and academic excellence that are all grounded on our LOVE for our students, our LOVE for each other, and our LOVE for the work to transform our community.

This Governance Handbook is a reflection of our values that are rooted in our LOVE for participatory governance. We hold all of our colleagues to the same standard of belonging in the college's decision-making processes; and ensure that our processes are in the best interest of our students. Our theme "You Belong Here" is aspirational, we hold ourselves accountable to create safe learning spaces for ALL students and our colleagues. We are building legacy and success one student at a time.

You belong here.

This is our college. This is our legacy.

Ricky Shabazz, Ed.D.
President
San Diego City College



TABLE OF CONTENTS

President’s Message.....	2
Table of Contents	3
Mission Statement.....	4
Commitment to Social Justice	4
Strategic Priorities.....	4
Accreditation.....	5
Program Approvals and Accreditation.....	5
Overview of Shared/Participatory Governance	5
Introduction to Revised Committee Structure.....	6
College Council and Reporting Groups.....	6
Terminology & Glossary	7
Council/Committee Traits	8
Council/Committee Charge & Processes	8
Membership Recruitment Process	9
Committee Chair and Member Roles & Responsibilities	9
College Council	10
City Resources Council	12
City Inclusion, Diversity, Equity, Anti-Racism, Accessibility, and Social Justice (IDEAAS) Council.....	14
City Professional Development Council	16
City Student Journey Council	18
City Planning Council	20
Constituency Groups.....	22

MISSION STATEMENT*

San Diego City College has as its highest priority student learning and achievement. The college provides lower division and general education courses that lead to certificates, associate degrees or transfer to a four-year college or university; career technical education programs that meet specific industry needs, upgrade the employment skills of students and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region; basic skills instruction to assist all students in meeting their educational goals; and essential student support services for all students.

** The college's mission statement is currently being updated and will be presented to the campus in fall 2023.*

COMMITMENT TO SOCIAL JUSTICE

At San Diego City College, we commit to closing the opportunity gaps perpetuated by structural injustice in higher education. Closing the opportunity gap means dismantling the inequitable distribution of resources, opportunities, and policies to achieve parity in educational outcomes for historically marginalized student populations.

We commit to providing an inclusive and welcoming educational environment by recognizing and supporting the intersection of our community members' multiple identities and roles through culturally-responsive pedagogy and equity-minded practices, behaviors and policies.

We commit to sustaining a teaching, learning, and work culture that envisions, actively validates, and uplifts our diverse community's lived experiences to ensure a strength based structural and cultural change at our institution.

STRATEGIC PRIORITIES

The five strategic priorities at San Diego City College are intended to guide college actions over the next seven years. There is no ranking or priority order. The institutional-level goals and strategies defined here will be operationalized across the college in documents such as the Enrollment Management Plan and Equity Plan, as well as in committee work plans and in Program Review and Area Plans for specific departments and programs.

- Caring, Compassionate Connections
- A Learning Culture Built on Social Justice and Equity
- Professional and Talent Development
- Philanthropy and Partnerships
- Effective Planning, Prioritization, and Process





ACCREDITATION

San Diego City College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC), 331 J Street, Suite 200, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org. City College's most recent review by ACCJC was a follow-up report and visit in October/November 2018; a comprehensive evaluation is scheduled for spring 2024.

PROGRAM APPROVALS AND ACCREDITATIONS

The San Diego City College Cosmetology Program is approved by the Board of Barbering and Cosmetology. The San Diego City College Alcohol and Other Drug Studies Program is approved by the California Consortium of Addiction Programs and Professionals and accredited by the California Association of Alcohol/Drug Educators. The San Diego City College Nursing Program is approved by the California Board of Registered Nursing and accredited by the Accreditation Commission for Education in Nursing (www.acenursing.org). The official documentation of the college accreditation is on file in the President's Office.

OVERVIEW OF SHARED/ PARTICIPATORY GOVERNANCE

The governance structure of San Diego City College reflects institutional decision-making processes that involves representatives of all constituent groups in developing and recommending policies and procedures (exclusive of collective bargaining matters) to the college president, district chancellor, and Board of Trustees. The constituency groups include students, faculty, classified professionals, SPAA, administrators/managers.

The college's decision-making processes are in alignment with the San Diego Community College District Board of Trustees' Board Policy BP 2510 and the state's Assembly Bill AB 1725, Title 5 §53200-53206 and §51024-51025. City College's approach to participatory governance is built on mutual trust and support.

San Diego City College's governance structures provide a means for engaging in sustained and collegial dialogue about the college's mission, goals, planning, resource allocation, and outcomes. Governance bodies contribute to ongoing planning and review of data for institutional planning, resource allocation, student learning, equity, and achievement in alignment with ACCJC standards for accreditation.

San Diego City College strives to build a culture of open dialogue, trust, and mutual respect among all constituency groups.

INTRODUCTION TO REVISED COUNCIL/COMMITTEE STRUCTURE

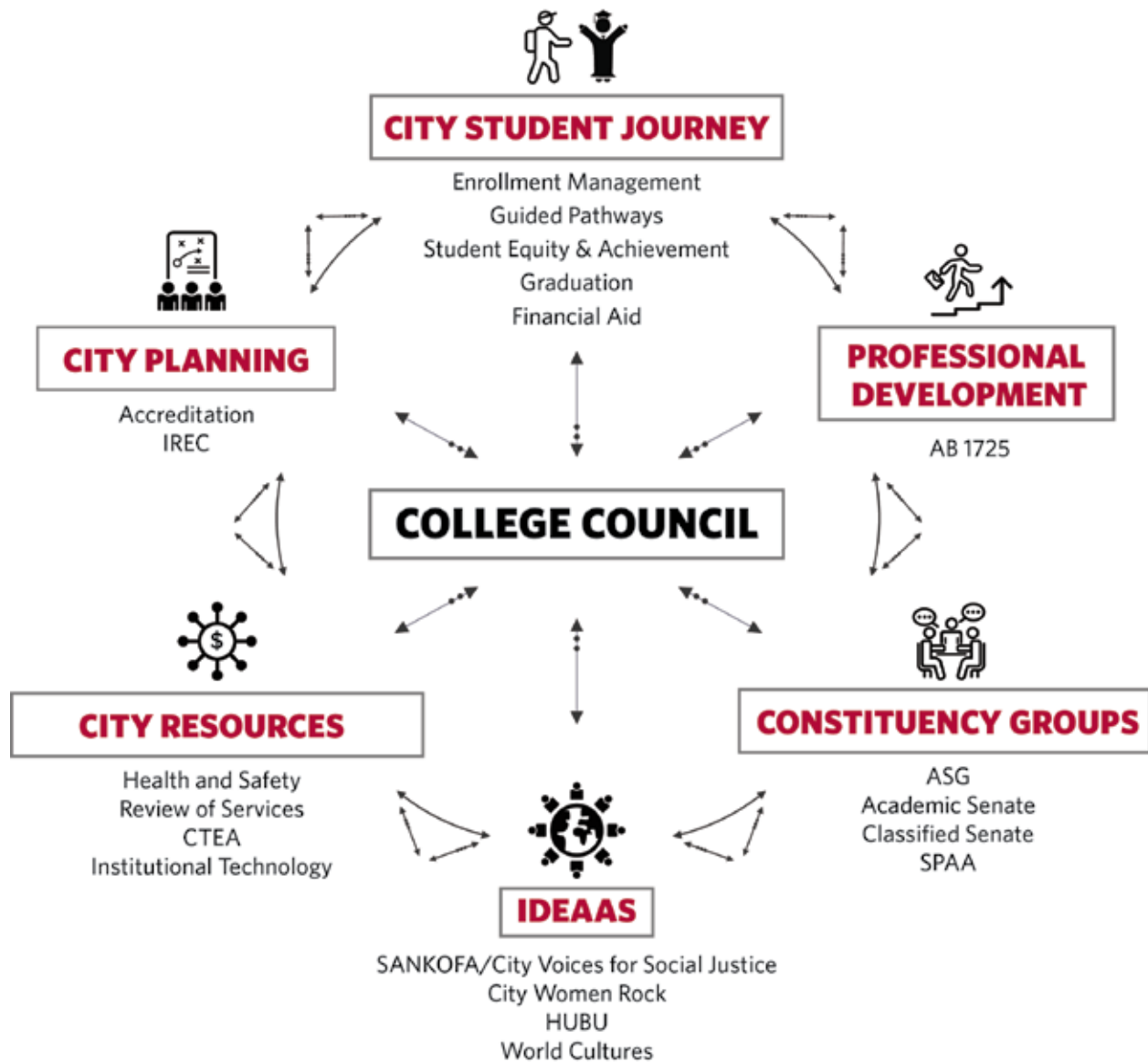
San Diego City College’s governance structure is designed to integrate institutional decision making into our core values. These core values are inclusion, equity, and social justice.

College Council serves as the highest level of governance at the college. It is composed of representatives from our students, faculty, classified professionals, supervisors, and

administrators/managers. Five councils (Academic Senate, Classified Senate, and Associated Student Government) all report to College Council. Each of the five councils includes members from the college constituent groups and oversees specific areas of college activities. Councils may oversee additional reporting committees, workgroups, and task forces that support each council’s role.

The governance structure supports effective planning, decision making, and oversight that enables us to put our energies where they will produce the most value and impact for students.

COLLEGE COUNCIL AND REPORTING GROUPS



TERMINOLOGY & GLOSSARY

Brown Act: The Ralph M. Brown Act is a California law that secures the public's ability to participate in the meetings of local governing bodies including public colleges and districts. Compliance with the Brown Act requires that actions and deliberations are conducted openly. The Brown act applies to the San Diego Community College Board, the Academic Senate, all standing committees of the Academic Senate, and other bodies created by formal action of the senate. The governing bodies of the college including all councils, and committees are held to the standards of the Brown Act to support accreditation and public transparency.

Committee: A group of persons elected or appointed to perform some service or function, such as to investigate, report on, or make recommendations to its senate or council.

Cabinet: An executive committee that is composed of representatives from an area or division of the college, who are responsible for reporting to or advising the head of that area or division. Cabinets report to and make recommendations to senates and college council.

College Council: An executive-level committee with the authority to create a reporting structure of councils and to delegate power to them. Recommendations from the councils are forwarded to College Council with a final decision ultimately made by the College President.

Council: An executive-level committee with the authority to create a reporting structure of related committees and to delegate power to them. Recommendations from the four executive councils are forwarded to College Council with a final decision ultimately made by the College President.

Ex-Officio: Persons who are members of a group by virtue of a specific role they hold within the college, such as a job title or membership in another group. Ex-officio members are generally voting members unless otherwise specified in the charge.

Quorum: Generally defined as the presence of a majority of the filled seats of the voting group membership at the time of the vote or matter being discussed.

Robert's Rules: Robert's Rules of Order is the standard for conducting parliamentary proceedings in the United States. Adherence to Robert's Rules ensures that governing bodies conduct themselves in an orderly fashion and remain accountable and accessible to the public. Adherence to Robert's Rules affirms and supports compliance with the California Brown Act.

Senate: A committee composed of persons elected by their constituent groups to represent the interests of each instructional discipline (as in Academic Senate) or administrative departments (as in Classified Senate) or the student body (as in Associated Students Government). Recommendations from these senates may be forwarded to the College Council and/or counterpart committees at Mesa, Miramar, Continuing Education, and/or district-level committees.

Steering Committee: A campus or district-wide committee responsible for guidance, policy and direction for campus/district-wide initiatives. Usually associated with long-term College initiatives such as accreditation.

Subcommittee: A subdivision of a committee usually organized for a specific purpose or objective and for the duration of a specific task or assignment.

Task Force: A task force is a temporary committee created by a senate or council for the sole purpose of accomplishing a specific objective for a short time period, with the expectation that the group will disband when the objective has been completed. This may be a subcommittee of committee members or have both committee members and external members appointed. Recommendations made by a task force are forwarded to its respective senate or council.

Work Group: Also called an ad-hoc committee or task force, a workgroup is a temporary committee created by an executive council for the sole purpose of accomplishing a specific objective for a short time period, with the expectation that the group will disband when the objective has been completed. Recommendations made by a workgroup are forwarded to its respective committee.

COUNCIL/COMMITTEE TRAITS

A council or committee provides a transparent, respectful, and participatory environment for meaningful discussions to occur and for thoughtful recommendations to be made. These groups should strive to exhibit the following traits:

Accountability: Measures are in place to set a realistic agenda, adhere to deadlines, and to provide a review of progress toward defined goals;

Awareness of Shared Governance Process: Members report to their constituent groups and bring that feedback into committee discussions;

Civility: Clear ground rules modeled on Robert's Rules of Order are utilized to encourage mutual respect and to use time efficiently;

Equity and Inclusiveness: Membership includes a diverse, equitable, and inclusive representation of our campus community;

Transparency: Documentation of activities and recommendations, including agendas and minutes, are easily accessible beyond the committee membership.

COUNCIL/COMMITTEE CHARGE & PROCESSES

A council or committee's charge, at minimum, outlines the following:

- Defines the voting membership, including the number of representatives from each constituent group and ex-officio roles;
- Describes the responsibilities, activities, and/or purpose for which it has been created and the plans or planning processes it supports, approves, or recommends;
- Specifies the group's role in and responsibility for advancing equity and anti-racism within the college;
- Identifies the accreditation standards, college strategic priorities, and faculty 10+1 responsibilities related to the group's work; for which it will be assessed;
- Lists standing committees and workgroups that report to the committee;
- Describes its operating procedures.



Processes should include the following:

Fall semester by the second meeting, a review of:

- **Council/Committee Charge:** detailing authority, responsibilities, voting structure, term limits, proxies, accreditation requirements, and any other relevant information;
- **Annual Goals:** that accomplish objectives and create a foundation for productivity;
- **Membership Roster Update:** to ensure participation by all required constituency groups.

Spring semester by the last meeting, these should occur:

- **Membership Roster Update:** to ensure participation by all required constituency groups;
- **Assessment:** an annual self-evaluation to gain data for continuous quality improvement;
- **Annual Report:** given to its constituent body and Council, detailing accomplishments of the year's activities.

Meeting notes and agendas shall be posted on the college's website.

MEMBERSHIP RECRUITMENT PROCESS

Each of the five constituent groups appoints members to committees according to its own processes:

- Faculty: appointments to committees are made through the Academic Senate Executive Committee's Committee on Committees, as outlined on the Academic Senate web page.
- Classified Professional: Appointments to committees are made through the Classified Senate Executive Officers committee via email solicitation to their constituents.
- Management: appointments to committees are made through the College President. Interested administrators must contact their direct supervisor and Vice President to be recommended for service.
- Supervisory & Professional Administrators Association (SPAA): appointments to committees are made through the SPAA committee via email solicitation to their constituents.
- Student: appointments to committees are made through the Associated Students Government. Contact the ASG president, dean of Student Affairs, and Student Affairs supervisor by email to solicit requests for student participation.

Committees may vote to invite non-members to serve temporarily in resource or ex-officio capacities. Committee meetings in general are open to all who are interested in attending.

CHAIR AND MEMBER ROLES & RESPONSIBILITIES

The Council/Committee Chair (or co-chairs) facilitates committee meetings. The chair can be elected or appointed depending on the committee charge. The chair works collaboratively with the committee members to set the agenda. The chair completes administrative duties related to the committee including ensuring that the agenda and minutes are documented and accessible. The chair also sets the tone for the committee, ensuring that the environment is collegial, respectful, and that the committee is productive. It is also the responsibility of the chair to help define roles, hold committee members accountable, track committee activities and membership, and build a sense of community. The chair(s) works collaboratively with the committee members to set the agenda, and to ensure that the agenda and minutes are documented and made accessible. The chair's role on the committee is critical to committee effectiveness and the participatory governance structure on campus.

Committee members represent the interests of the constituency that elected/appointed them. They are expected to attend meetings consistently, engage in discussions, report back to their constituency groups on important topics, and bring constituent group feedback to the committee. Benefits of committee membership include opportunities to develop professionally, engage in campus issues, learn about the college, and build leadership skills.





COLLEGE COUNCIL

College Council is the highest level of campus governance with membership including leadership of all constituencies. It provides college-wide review, discussion, and input on shared governance issues affecting the college. College Council serves as the main policy body that forwards recommendations on shared governance issues to the district and Board of Trustees that do not require primary reliance or mutual agreement between the Academic Senate and the Board of Trustees or its designee.

It requests, considers, and makes recommendations to the college president on proposals from major decision-making groups, including councils (City Planning, City Resources, City Student Journey, IDEAAS, and Professional Development) and constituency groups (Academic Senate, Classified Senate, Associated Students Government, Supervisory & Professional Administrators Association, and administrators).

PLANS AND PLANNING PROCESSES THIS COUNCIL SUPPORTS/APPROVES/RECOMMENDS

As the highest level of campus government, College Council approves all plans and processes that arise from councils (Student Journey, City Resources, City Planning, Professional Development, and IDEAAS). It is also responsible for developing, recommending and approving of processes that originate within College Council that pertain to college-wide initiatives, e.g., accreditation.

PROCESSES AND ACTIVITIES THIS COUNCIL SUPPORTS/APPROVES/RECOMMENDS

As the highest level of campus government, College Council approves all processes and activities that arise from councils (Student Journey, City Resources, City Planning, Professional Development, and IDEAAS). It is also responsible for developing, recommending, and approving of processes and activities that pertain to the mission and goals of the College Council itself.

GROUP'S ROLE IN AND RESPONSIBILITY FOR ADVANCING EQUITY AND ANTI-RACISM WITHIN THE COLLEGE

As the highest level of campus government, College Council ensures that all plans, planning processes and activities that arise from the Councils are prioritizing equity and anti-racism when and where appropriate. They do this by returning items brought before them for approval to the councils with recommendations to revisit issues of equity and justice.

ACCREDITATION STANDARDS RELATED TO THE GROUP'S WORK

Standard I: A9

Standard IV: A2, A3, A6, A7

FACULTY 10+1 RESPONSIBILITIES ADDRESSED

Curriculum including establishing prerequisites and placing courses within disciplines.

4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
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
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

STRATEGIC PRIORITIES RELATED TO THE GROUP'S WORK

Effective Planning
Prioritization
Process

STANDING COUNCILS THAT REPORT TO COLLEGE COUNCIL

Student Journey
Professional Development
City Resources
IDEAAS
City Planning
Other Committees and Workgroups: Initiated by
College Council as needed

MEMBERSHIP

Voting Membership

Constituency representatives: Faculty (3): Academic Senate President, Past President or President-Elect; President of Chairs Cabinet; Administration (4): Vice President of Administrative Services, Vice President of Instruction, Vice President of Student Services, Administrative Representative; Classified Professional (1): President of Classified Senate; SPAA (1): Supervisory Representative for City College; Student (1): ASG President; Ex Officio: Communications Officer; Council Co-Chairs not otherwise represented: City Planning (Dean of Institutional Effectiveness/ALO); IDEAAS (need to designate); Professional Development (need to designate)

Non-Voting Membership

Chair: College President



CITY RESOURCES COUNCIL

As part of the integrated planning process for San Diego City College, the Resource Allocation Committee supports institutional effectiveness by ensuring open, equitable and orderly budget processes are instituted and followed in establishing the operational budget of San Diego City College. The council maintains ongoing sharing of information and recommendations with campus representatives on the District Budget Committee.

PLANS AND PLANNING PROCESSES THIS COUNCIL SUPPORTS/APPROVES/RECOMMENDS

Resource Allocation Process
Program Review
Facilities Plan
Educational Plan
College Strategic Plan

PROCESSES AND ACTIVITIES THIS COUNCIL SUPPORTS/APPROVES/RECOMMENDS

Under consideration of the Board, Chancellor, and President's Priorities, and the College Strategic Plan, ensure compliance with the San Diego City College Integrated/Strategic Planning model by reviewing, updating, and recommending the process for developing the college budget; reviewing requests and prioritizing budget recommendations; ensuring that allocation recommendations are supported by program review; documenting and communicating the budget process and annual timeline to all campus constituency groups; communicating information

about changes or adjustments to the college budget to all campus constituency groups; and reviewing all special categorical/grant allocations as needed.

The budget allocation process and recommendations will be shared by the Vice President of Administrative Services during an annual campus budget forum in the fall semester. The budget is presented to the College President for final approval.

ACCREDITATION STANDARDS RELATED TO THE COUNCIL'S WORK

Standard III: D1, D2, D3

FACULTY 10+1 RESPONSIBILITIES ADDRESSED

4. Educational Program Development
5. Standards or Policies Regarding Student Preparation and Success
8. Policies for Faculty Professional Development Activities

COMMITTEES AND WORKGROUPS THAT REPORT TO CITY RESOURCES COUNCIL

CTEA/Strong Workforce
Facilities/Housing
Health and Safety Committee
Institutional Technology
Resource Allocation
Review of Services Committee

MEMBERSHIP

Voting Membership

Constituency representatives: Faculty (4); Administration (4); Classified Professional (4); SPAA (1): Accounting Supervisor, Business Services; Student (2); Ex Officio (2): Dean of Institutional Effectiveness, Chief Budget Officer



Kumeyaay mural located in the Arts and Humanities (AH) parking garage.

CITY INCLUSION, DIVERSITY, EQUITY, ANTI-RACISM, ACCESSIBILITY, AND SOCIAL JUSTICE (IDEAAS) COUNCIL

City IDEAAS Council focuses on developing and maintaining a college climate of equity and inclusion. This council supports the creation and maintenance of systems, programming, and interventions that improve communication and collaboration for inclusion, diversity, equity, anti-racism, accessibility, and social justice efforts.

The council reviews current college policies, procedures, activities, practices, and programming, and participates in the development and oversight of college governance plans including the Student Equity and Achievement Plan.

In addition, IDEAAS Council supports the integration of resources to achieve equitable student outcomes and ensures new college policies and procedures are equitable.

PLANS AND PLANNING PROCESSES THIS GROUP SUPPORTS/APPROVES/ RECOMMENDS

Supports Student Equity and Achievement Plan, Enrollment Plan, and Guided Pathways in collaboration with the Student Journey Council.

PROCESSES AND ACTIVITIES THIS GROUP SUPPORTS/ APPROVES/RECOMMENDS

Continuous improvement and process review for the college's ongoing inclusion, diversity, equity, anti-racism, accessibility, and social justice efforts including but not limited to hiring policy and practices; initiative resource allocations; curricular and co-curricular program development, instructional and student support services, and college integration; employee evaluation, planning and professional development as it pertains to inclusion, diversity, equity, anti-racism, accessibility, and social justice. Compliance with related legislation.

COLLEGE STRATEGIC PRIORITIES ADDRESSED BY THIS COUNCIL

Caring, Compassionate Connections

A Learning Culture based on Social Justice and Equity

Professional and Talent Development

Effective Planning, Prioritization, and Process

ACCREDITATION STANDARDS RELATED TO THE GROUP'S WORK

Standard I: A1, B1, B4, B6, B7, C14

Standard II: A2, A5, A6, A7, A8, A9, A10, A11, A12, A16, B1, C1, C2, C3, C4, C5, C7

Standard III: A1, A2, A3, A8, A11, A12, A14, C4, D10

FACULTY 10+1 RESPONSIBILITIES ADDRESSED

1. Curriculum including establishing 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
8. Policies for Faculty Professional Development Activities
10. Processes for institutional planning and budget development

COMMITTEES AND WORKGROUPS THAT REPORT TO CITY IDEAAS

Diversity Committee

Workgroups and task forces as necessary to address district policies and procedures (grade change, student conduct, etc.)

MEMBERSHIP

Voting Membership

Constituency representatives: Faculty (2): Appointed by the Academic Senate; Administration (2); Classified Professional (2); SPAA (1); Student (2): Appointed by ASG; Ex Officio: CDAC Lead

Non-Voting Membership

Advisory Membership: Researcher, EEO Rep/Site Compliance Officer

Chairs: City IDEAAS Council Charge

Tri-Chairs: Administrator, Faculty, Classified Professional, or SPAA



CITY PROFESSIONAL DEVELOPMENT COUNCIL

City Professional Development Council supports planning and provides oversight for campus-wide professional development efforts. Ensures alignment of plans with institutional priorities and initiative needs. Ensures consistent and continuous availability of high-quality professional learning opportunities for all college constituent groups. Ensures professional learning plans and activities meet guidelines for professional development as specified in Title V.

PLANS AND PLANNING PROCESSES THIS GROUP SUPPORTS/APPROVES/RECOMMENDS

Professional Development Plan

PROCESSES AND ACTIVITIES THIS GROUP SUPPORTS/APPROVES/RECOMMENDS

Develops annual logic model in response to College Council Logic Model; develops, reviews, revises, recommends, and implements 3-year campus professional development plan; reviews and identifies professional learning requirements of campus initiatives for campus-wide integration that improves processes, reduces redundancy, ensures responsible and effective use of resources, and increases effectiveness; provides oversight for professional development needs assessment process; reviews campus-wide professional development activity results and provides recommendations to PDAC, Professional Development Coordinator, and professional development work groups and sub-committees.

SPECIFY THE GROUP'S ROLE IN AND RESPONSIBILITY FOR ADVANCING EQUITY AND ANTI-RACISM WITHIN THE COLLEGE

Ensures professional development plans and activities support college strategic and educational goals, and principles of equity and anti-racism.

ACCREDITATION STANDARDS RELATED TO THE GROUP'S WORK

Standard II: A2, A4, A7, A8, C5

Standard III: A5, A8, A14, C4

FACULTY 10+1 RESPONSIBILITIES ADDRESSES

8. Policies for faculty professional development activities

COMMITTEES AND WORKGROUPS THAT REPORT TO CITY STUDENT JOURNEY

PDAC

AB1725 Travel Committee



MEMBERSHIP

Voting Membership

Constituency representatives: Administration (2); Faculty (8): Appointed by Academic Senate to include Faculty PD Coordinator; Classified Professional (3): Appointed by Classified Senate to include Classified PD Coordinator; SPAA (1); Ex Officio (2): PD Center Assistants

Non-Voting Membership

Tri-Chairs: Administrator (1), Faculty (1), Classified Professional or SPAA (1)



CITY STUDENT JOURNEY COUNCIL

The City Student Journey Council supports the continuous integration and improvement of equity-minded student access, retention, and completion efforts campus-wide and provides recommendations to the College Council for developing new initiatives to support these areas. Ensures the alignment of activities and goals outlined in student success initiative plans.

PLANS AND PLANNING PROCESSES THIS GROUP SUPPORTS/APPROVES/RECOMMENDS

Enrollment Management Plan; Retention Plan; Student Equity and Achievement Plan; Guided Pathways Plan; ELAC, English and Math Completion Plan.

PROCESSES AND ACTIVITIES THIS GROUP SUPPORTS/APPROVES/RECOMMENDS

Oversees the development and periodical revision of enrollment objectives for the college that are consistent with the institutional mission, resources, facilities, demographics, mandates and other factors that impact enrollment of students to the college. Supports the coordination of campus-wide efforts to achieve enrollment objectives, with an emphasis on development of tools to assist with the scheduling of classes, recruitment, retention, marketing, program and service offerings and resource allocations. In collaboration with the IDEAAS Council, oversees the development and implementation of the Student Equity and Achievement Plan. Articulates with Instructional Services Council, Instructional Cabinet and Student Service Council. Oversees workgroups that focus on specific components of the journey.

ACCREDITATION STANDARDS RELATED TO THE GROUP'S WORK

Standard I: B1, B4, B7

Standard II: C2, C5, C6

FACULTY 10+1 RESPONSIBILITIES ADDRESSED

4. Educational Program Development
5. Standards or Policies Regarding Student Preparation and Success
8. Policies for Faculty Professional Development Activities

SUBCOMMITTEES AND WORKGROUPS THAT REPORT TO CITY STUDENT JOURNEY

ELAC, English, and Math Completion Workgroup
SSSP/Onboarding
Guided Pathways
Title V (end June 2022)
Title III (October 2021; 5 year grant)

MEMBERSHIP

Voting Membership

Constituency representatives: Faculty (6): Appointed by Academic Senate; Administration (7); Classified Professional (4): Appointed by Classified Senate; SPAA (2): Appointed by SPAA Committee; Student (2): Appointed by ASG; Ex Officio (2): Research Analyst, Communications Officer

Non-Voting Membership

Tri-Chairs: Vice President of Student Services, Vice President of Instruction, Faculty Chair of Chairs



CITY PLANNING COUNCIL

City Planning Council oversees college-wide processes that support planning and institutional effectiveness in alignment with college priorities.

PLANS AND PLANNING PROCESSES THIS GROUP SUPPORTS/APPROVES/RECOMMENDS

Strategic planning, accreditation, institutional planning and research, and outcomes assessment (program and institutional level)

PROCESSES AND ACTIVITIES THIS GROUP SUPPORTS/APPROVES/RECOMMENDS

Continuous improvement and process review for the college's ongoing planning and outcomes assessment processes. Examples: Program Review, Area Plans, Institution Set Standards, ACCJC Accreditation. Support articulation of planning with the college's overall priorities as defined in the Strategic Plan.

GROUP'S ROLE IN AND RESPONSIBILITY FOR ADVANCING EQUITY AND ANTI-RACISM WITHIN THE COLLEGE

Ensure that equity is considered in all processes that support planning and decision-making, including Program Review; support use of disaggregated student data at all planning levels.

ACCREDITATION STANDARDS RELATED TO THE GROUP'S WORK

Standard I: A2, A3, 1B
Standard II: C2, 4A

FACULTY 10+1 RESPONSIBILITIES ADDRESSED

6, 7, 9, 10, and 11; accreditation; and process for program review and institutional planning

STRATEGIC PRIORITIES RELATED TO THE GROUP'S WORK

Caring, Compassionate Connections
A Learning Culture based on Social Justice and Equity
Effective Planning, Prioritization, and Process

STANDING COMMITTEES THAT REPORT TO CITY PLANNING COUNCIL

Accreditation Committee
Institutional Research and Effectiveness Committee (IREC)



MEMBERSHIP

Voting Membership

Constituency representatives: Faculty (14): Appointed by the Academic Senate, including Faculty Co-Chair of the Institutional Technology Council; Administration (8): Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, Administrative Co-Chair of the Institutional Technology Council, two Instructional Deans, one Student Services Dean, Dean of Institutional Effectiveness; Classified Senate (2): Appointed by the Classified Senate; SPAA (1); Students (3): Appointed by ASG; Ex Officio: Researcher (1), SLO Co-coordinator (1), IREC representative (1), Accreditation representative (1)

May also serve as constituency representatives.

Non-Voting Membership

Project leads as appropriate; Co-Chairs: Faculty member and Administrator to be elected by the committee to a two-year term

Approved 2/23/2022



CONSTITUENCY GROUPS

ASSOCIATED STUDENTS GOVERNMENT (ASG)

The Associated Students Government is recognized by San Diego City College and the Board of Trustees as the duly elected representatives of the student body as provided by Education Code §76060. The Board of Trustees encourages the Associated Students Government to voice opinions and make recommendations to the administration of the college and the Board of Trustees with regard to district and college policies and procedures that have, or will have, a significant effect on the student body (Title 5 §51023.7). District and college policies and procedures that have or will have a significant effect on students include the following:

- Grading policies
- Codes of student conduct
- Academic disciplinary policies
- Curriculum development
- Courses or programs which should be initiated or discontinued
- Process for institutional planning and budget development
- Standards and policies regarding student preparation and success
- Student services planning and development
- Student fees, where the adoption of fees are within the authority of the district
- Any other district and college policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on the student body

This list does not preclude the opportunity for the Associated Students Government to request participation in other college or district committees as appropriate. The Associated Students Government shall be provided an opportunity to effectively participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on the student body. The Board of Trustees shall ensure that, at both the district and college levels, recommendations and positions developed by the Associated Students Government are given every reasonable consideration (Title 5 §51023.7). Nothing in this policy shall be construed to impinge upon the due process rights of faculty, staff, and administration, nor detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

ACADEMIC SENATE

The Academic Senate represents the faculty in collegial consultation related to specific academic and professional matters as defined in AB 1725, Title 5, Sections 53200- 53206, and Board Policies 0003, 0003.1, 0003.3, 0003.5, 0003.8, 0020.3, 0020.4, 0020.6, 0210, and 5300.2. The Academic Senate shall retain the right to meet with and appear before the governing board with respect to the views, recommendations, or proposals of the Academic Senate. The Board of Trustees will rely primarily upon the advice and judgment of the Academic Senate in academic and professional matters.

Rely primarily means that all recommendations in the areas listed below will be forwarded to the Board of Trustees by the Academic Senate, will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. The Board of Trustees' decision shall be based on a clear and substantive rationale that explains its decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board of Trustees or its designee shall communicate its reason in writing to the Academic Senate within 30 days of the decision. If such recommendations are not accepted, existing policies and procedures shall remain in force.

CLASSIFIED SENATE

The purpose of the Classified Senate is to contribute to the general welfare of San Diego City College and its classified personnel through unity, participatory governance, and professional responsibility.

In doing so, the Classified Senate shall foster a sense of excellence among its members; provide opportunities for its members to hear and exchange ideas affecting their college system; and support participation in local, regional and statewide classified professional activities and associations. Further, through collaborative interaction and professional development activities, the Classified Senate shall promote camaraderie, understanding, and morale among all classified professionals, as well as advocate student learning and achievement where possible.

SUPERVISORY & PROFESSIONAL ADMINISTRATORS ASSOCIATION (SPAA)

The Supervisory & Professional Administrators Association (SPAA) is a dedicated organization affiliated with the American Federation of School Administrators (AFSA), the national labor union for school administrators, professionals, and supervisors.

SPAA serves as an advocate for excellence, equity and access in education. Comprised of leaders from across the district, SPAA members are dedicated to supporting students' journey to success. They understand the pivotal role they play and are committed to creating an environment conducive to learning, growth, and achievements.

SPAA members firmly believe that educational institutions should prioritize the needs of students and therefore, actively engage in discussions to enhance campus' processes and procedures. By lending their expertise and insights, SPAA members contribute to the development of effective educational procedures that foster improved learning outcomes for all students.





SAN DIEGO CITY COLLEGE LAND ACKNOWLEDGMENT

*San Diego City College acknowledges that
we gather on unceded Kumeyaay land.*

*We value Indigenous knowledge and cultural
worldview. We commit to providing transformative
educational experiences for all campus members
and guests as we examine practices that perpetuate
harm against Indigenous, Black, Brown, and other
marginalized communities. We pledge to sustain
a meaningful and respectful relationship with the
Kumeyaay and other Indigenous communities as
we honor this beautiful land together.*



YOU BELONG HERE



SAN DIEGO CITY COLLEGE

1313 Park Blvd.
San Diego, CA 92101

