Glendale Community College District

4000
Administrative Regulation

<u>Mutual Gains Agreement</u>

<u>I. Purpose</u>

This document, intended to replace the original mutual gains document of 1993, established by mutual agreement of the Glendale College Academic Senate and Glendale College Academic Affairs Committee as negotiated by the Joint AS/AA Committee, comprised of four representatives appointed from Academic Senate and four representatives from Academic Affairs, delineates the division of responsibilities attributed to the Academic Senate by Assembly Bill 1725 between the Glendale College Academic Senate and Glendale College Academic Affairs Committee.

The purpose of this document is to:
   a. delineate areas of responsibility between the Academic Senate and Academic Affairs;

   b. describe the process by which decisions are made and carried to the Board of Trustees;

   c. establish the relationship between the Academic Senate and Academic Affairs when powers are shared.

<u>II. Responsibilities</u>

Title V Article 2 Section 53200 of the California Educational Code has assigned the following responsibilities to the Academic Senate:
   • Curriculum, including establishing prerequisites
   • Degree and certificate requirements
   • Grading policies
   • Educational program development
   • Standards or policies regarding student preparation and success
   • District and college governance structures as related to faculty roles
   • Faculty roles and accreditation processes
   • Policies for faculty professional development activities
   • Process for program review
   • Process for institutional planning and budget development
   • Other academic and professional matters as mutually agreed upon

At Glendale College a unique situation exists in that two distinct groups, Academic Senate and Academic Affairs are the elected representatives of our faculty, and must agree to share the above listed responsibilities

Both parties agree to the following assignment of responsibilities:

   a) Curriculum, including final approval of prerequisites and placing courses within disciplines: Shared.

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b) Degree and certificate requirements, including Graduation requirements: Shared.

c) Grading policies: Academic Senate.

d) Educational program development: Shared.

e) Standards or policies regarding student preparation and success: Academic Senate.

f) College governance structures, as related to faculty roles: Academic Senate.

g) Faculty roles and involvement in accreditation processes, including self study and annual reports: Academic Senate.

h) Policies for faculty professional development activities: Shared through representation on governance committee.

i) Process for Program Review: Academic Senate

j) Process for institutional planning and budget development: Shared through representation in the budget process.

Shared responsibilities indicated in the above list will be implemented either through a parallel process taking place simultaneously in both the AS & AA or through review by a small joint committee composed of representatives from both bodies which will generate a set of recommendations for approval of the AS & AA. Using either pathway it is understood that policy changes do not go forward until both bodies approve them.

III. Processes
The following items are developed and approved in accordance with the procedures described below.

1. **Developing curriculum, including establishing prerequisites and placing courses within disciplines.**
   Courses, including prerequisites, are proposed by divisions. They receive a first reading at the Curriculum and Instruction Committee. Courses may be returned to the division for clarification or correction, or passed to Academic Affairs for a second reading. Academic Affairs may return proposals to Curriculum and Instruction for correction or pass to the Campus Executive Committee for approval. Disputes over division placement are resolved by the Academic Senate. The Senate appointment (faculty) together with the Academic Affairs appointment (administration) will co-chair the Curriculum and Instruction Committee.

2. **Degree and certificate requirements**:

   A. Procedure for degree and certificate requirements:
   Degree and certificate assignment are determined as each course is developed. Procedures for approval or change are the same as course approval above.
   B. Procedure for establishing graduation requirements:

Procedures for establishing graduation requirements will be reviewed by the Graduation Requirements Committee, reporting to the Academic Senate, and referred to Academic Affairs for advisory consultation. Academic Affairs will return the proposed requirements to the Academic Senate.

- If changes are proposed by Academic Affairs, the Academic Senate shall approve or disapprove those changes. If the Academic Senate approves the changes, the revised requirements will be referred to Academic Affairs for review and sent to Campus Executive Committee. If, however, the Senate does not approve of the proposed changes, the new requirements will be submitted to the Joint AS/AA Committee for mediation. The Joint AS/AA Committee will submit a revised set of requirements to the Academic Senate for final approval and to Academic Affairs as information. If approved, The Academic Senate will submit this compromise, with any revisions, to the Campus Executive Committee. (Revisions will be sent to Academic Affairs as information.) Should Academic Affairs object to the compromise developed in committee, or to final revisions made by the Academic Senate, they may submit a position paper to the Campus Executive Committee stating their opposition.

C. Grading policies:
Grading policies are approved by a majority vote of the Academic Senate. The policies are sent to the Campus Executive Committee and the Board of Trustees for approval. Policies shall include general standards, challenging grades, cheating, posting, and the inclusion of grades.

D. Educational program development:
Programs are reviewed by Academic Affairs and forwarded to the Academic Senate for approval. Approved programs are sent to Campus Executive Committee and the Board of Trustees for approval. Certain courses must also seek state approval.

E. Standards or policies regarding student preparation and success.
Standards and policies will be developed by mutual agreement of the Academic Senate and Academic Affairs, whose responsibility it will be to review relevant materials submitted by taskforces, committees, the administration, the office Institutional Planning, Program Review, and the Master Plan Committee. When appropriate, these will be referred to the Board of Trustees for collegial consultation and final approval.

F. District and college governance structures, as related to faculty roles.
The Governance Review Committee makes recommendations for changes to faculty roles in governance which will then be forwarded to the Campus Executive committee.

G. Faculty Roles in Accreditation Process:
The Academic Senate will direct the accreditation process in the following manner:
a) The Accreditation Coordinator will be selected through the released time process with interviews conducted by the Senate President, the Guild President, and the Vice-President of Instruction.

b) The Accreditation Coordinator will recruit members and chairs for the Accreditation Standards committee and sub-committees from the ranks of the faculty, classified staff, classified managers, and students. Faculty, who are nominated by the Accreditation Coordinator and confirmed by the Academic Senate, will chair the Standards committees.
c) The Accreditation Coordinator will establish a timeline for completion of the various phases of the college accreditation process.
d) For each Standards committee and sub-committee, there will be representation from the Administration appointed by the Superintendent/President.
e) The Accreditation Coordinator will work with the program manager in charge of accreditation and the accreditation administrative liaison officer.
f) The Academic Senate will monitor the accreditation process by monthly reports to the Senate from the Accreditation Coordinator.
g) The accreditation process will be executed in a transparent fashion and be open to input from all campus constituencies.
h) The Academic Senate and the Campus Executive committee will review the accreditation self study before it is sent to the Board of Trustees for final approval.

H. Policies for faculty professional development activities.
Policies are developed by the Staff Development Committee and reviewed by Academic Senate. Approval is by mutual agreement of the Academic Senate and the administration.

I. Processes for program review.
Policies are developed by the Program Review Committee and reviewed by Academic Affairs and the Academic Senate. Approval is by mutual agreement of Academic Affairs, the Academic Senate and the administration.

J. Processes for institutional planning and budget development.
Policies regarding institutional planning are developed by the Master Plan Committee and reviewed by the Academic Senate. Approval is by mutual agreement of the Academic Senate and the administration.

Policies regarding budget are developed by the Budget Committee and reviewed by the Academic Senate. Approval is by mutual agreement of Academic Affairs, the Academic Senate and the administration.

The Mutual Gains document may be amended with the consent of the Academic Affairs committee, the Academic Senate and the Campus Executive committee.

Original   **Drafted by the Mutual Gains Taskforce**
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