

Glendale Community College District

4000

Administrative Regulation

MUTUAL GAINS AGREEMENT

I. Purpose

This document, intended to replace the original mutual gains document of 1993, established by mutual agreement of the Glendale College Academic Senate and the Glendale College Academic Affairs Committee as negotiated by the Joint AS/AA Committee, composed of four representatives appointed from the Academic Senate and four representatives from the Academic Affairs Committee, 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 the Academic Affairs Committee;
- 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 the Academic Affairs Committee when powers are shared.

II. Responsibilities

Title 5 Article 2 Section 53200 of the California Code of Regulations has assigned the following responsibilities to the Academic Senate:

1. Curriculum, including establishing prerequisites
2. Degree and certificate requirements
3. Grading policies
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 accreditation processes
8. Policies for faculty professional development activities
9. Process for program review
10. Process for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon

Glendale Community College District

4000

Administrative Regulation

Glendale Community College District

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

The Academic Senate and the Academic Affairs Committee agree to the following assignment of responsibilities:

1. Curriculum, including final approval of prerequisites and placing courses within disciplines: Shared.
2. Degree and certificate requirements, including Graduation requirements: Shared.
3. Grading policies: Academic Senate.
4. Educational program development: Shared.
5. Standards or policies regarding student preparation and success: Academic Senate.
6. College governance structures, as related to faculty roles: Academic Senate.
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports: Academic Senate.
8. Policies for faculty professional development activities: Shared.
9. Process for Program Review: Academic Senate.
10. Process for institutional planning and budget development: Shared.

It is understood by both the Academic Senate and the Academic Affairs committee that policy changes related to shared responsibilities do not go forward until both bodies approve them.

4000

Administrative Regulation

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:

The Academic Senate appointment (faculty) together with the Academic Affairs Committee appointment (administration) will co-chair the Curriculum and Instruction Committee.

New courses, including prerequisites, are proposed by divisions. They receive a first and second reading at the Curriculum and Instruction Committee (C & I). Courses may be returned to the division for clarification or correction, or passed to the Academic Affairs Committee for review as part of its consent agenda. The Academic Affairs Committee may return proposals to Curriculum and Instruction for correction or pass to the College Executive Committee for approval. Course discipline placements are determined through C & I acting as a subcommittee of the Academic Senate. Disputes regarding discipline placement are resolved by the Academic Senate.

2. Degree and certificate requirements:

- A. Procedure for degree and certificate requirements:

- a. Degree and certificate composition including course requirements, restricted electives, and the assignment of degrees and certificates to disciplines are determined as each course program 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 in consultation with the C & I Committee, reporting to the Academic Senate, and referred to the Academic Affairs Committee for advisory consultation. The Academic Affairs Committee will return the proposed requirements to the Academic Senate.

If changes are proposed by the Academic Affairs Committee, the Academic Senate shall approve or disapprove those changes. If the Academic Senate approves the changes, the revised requirements will be referred to the Academic Affairs Committee for review and sent to College Executive

4000

Administrative Regulation

Administrative Regulation

Committee. If disputes about graduation requirements occur, they will be resolved according to processes outlined in the Curriculum Handbook.

3. Grading policies:
 - a. Grading policies are approved by a majority vote of the Academic Senate. The policies are sent to the College Executive Committee and the Board of Trustees for approval. Policies shall include general standards, challenging grades, cheating, posting, and the inclusion of grades.
4. Educational program development:
 - a. Programs are developed by faculty. New programs' composition including course requirements, restricted electives, and the assignment of degrees and certificates to disciplines are proposed by divisions. They receive a first and second reading at the Curriculum and Instruction Committee (C & I). Programs may be returned to the division for clarification or correction, or passed to the Academic Affairs Committee for review as part of its consent agenda. The Academic Affairs Committee may return proposals to the Curriculum and Instruction for correction or pass to the College Executive Committee for approval. Disputes over ~~division~~ discipline placement are resolved by the Academic Senate or through C & I acting as a subcommittee of the Academic Senate. Approved programs are sent to the Board of Trustees for approval.
5. Standards or policies regarding student preparation and success:
 - a. Standards and policies will be developed by the Academic Senate whose responsibility it will be to review relevant materials submitted by taskforces, committees, and the administration. When appropriate, these will be referred to the Board of Trustees for collegial consultation and final approval.
6. District and college governance structures, as related to faculty roles:
 - a. The Governance Review Committee makes recommendations for changes to faculty roles in governance which will then be forwarded to the College Executive committee.
7. Faculty Roles in the Accreditation Process:

The Academic Senate will direct the accreditation process in the following manner.

4000

Administrative Regulation

- a. The coordinator of accreditation will be selected through the released time process with interviews conducted by the Academic Senate President, the Guild President, and the Vice-President of Instruction.
 - b. The coordinator of accreditation 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 coordinator of accreditation and confirmed by the Academic Senate, will chair the Standards committees.
 - c. The coordinator of accreditation 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 coordinator of accreditation 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 Academic Senate from the coordinator of accreditation.
 - g. The accreditation process will be executed in a transparent fashion and be open to input from all college constituencies.
 - h. The Academic Senate and the College Executive Committee will review the accreditation self-study before it is sent to the Board of Trustees for final approval.
8. Policies for faculty professional development activities:
- a. Policies are developed by the Staff Professional Development Committee and reviewed by the Academic Senate. Approval is by mutual agreement of the Academic Senate and the Academic Affairs Committee.
9. Processes for program review:
- a. Policies are developed by the Program Review Committee, reviewed by the Academic Senate and the Academic Affairs Committee, and approved by the Academic Senate.
10. Processes for institutional planning and budget development:
- a. Policies regarding institutional planning are developed by the Strategic Planning Committee (Team A). Approval is by mutual agreement of the Academic Senate and the Academic Affairs Committee.
 - b. Policies regarding budget procedures are developed by the Budget Committee and reviewed by the Academic Senate. Approval is by mutual agreement of the Academic Affairs Committee, and the Academic Senate.

4000

Administrative Regulation

11. Other academic and professional matters as mutually agreed upon between the Governing Board or its designee(s) and the Academic Senate.

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

The Mutual Gains document shall be reviewed when new College committees are constituted at the College so as to ensure that, if necessary, revisions and updates are implemented so as to reflect the decision-making process and governance structure.

Adopted: 6/20/06

Revised: 11/29/07; 2/6/08; 10/15/09; 12/2/09; 2/16/10, 7/11/23