

Procedures Manual Updates: Status report from workgroup

3/25/17

For current versions of all procedures see: <http://www.dvc.edu/about/governance/procedures-policies.html>

Current ones are included in this document as well (except for the couple that are only changing names and/or format. I just put them in here once to save paper in case this gets printed).

1. Proposed to revise spring 2017: Drafts included here.

1001.03	College Council Evaluation
1009.01	College Governance
1015.01	Grant Approval Process
1017.01	Reviewing the Mission Statement
2015.01	Employee Recognition
2102.01	Death of Employee Campus Notification

2. Proposed new procedure: Resource Allocation. Draft included here.

3. Status of others.

1010.01	Integrated Planning	On hold until completion of the EMP
1015.01	Grant Approval Process	DGC working on it now
1016.01	Program Review	Program Review Committee working on it
1018.01	SLO's and Achievement	Consultation
1018.02	DVC ILO's	On hold until completion of the EMP
2045.01	Smoking Restrictions	DGC working on it now
2090.07	Reassigned Time Guidelines	Consultation
2101.01	Enrollment at the Children's Center	Consultation

EXISTING

DVC Procedure
1001.03 **College Council**
Evaluation ADOPTION:
September 14, 2009

REVISE

D: REFERENCES: Education Code 72203.5-
72207

Title 5, sec. 51023-51023

Board Policy 1001

Administrative Procedures 1001.01, 1009.01, 1900.03

Evaluation of the College Council

The College Council (CC) will conduct an annual, college-wide evaluation of itself and will consist of two components – an internal evaluation (circulated among the members of the CC) and an external one (circulated among the members of the college community). The results of these evaluations will be distributed widely throughout the college and used as a basis for making improvements with measurable outcomes. The measurable outcomes will be incorporated into the next evaluation to ensure ongoing evaluation and continuous improvement.

The following are to be used as a basis for surveys or some other mechanism by which the College Council can objectively assess its performance -- where the evaluation topic meets one or more of the accreditation standards, the standard is referenced:

Internal Evaluation questions will include but are not limited to the following:

- Are the duties of the College Council clearly defined?
- Does the CC effectively deal with issues of significant importance to the college, always with the ultimate goal of improving student learning? (I.B.1)
- Are discussions and deliberations in the CC collegial and respectful? (IV.A.2.)
- Does the chair/vice chair process (including assignment, responsibilities, and rotation) function effectively and facilitate the duties of the College Council?
- As needed, does the CC provide guidance to other college committees to make sure that their charges and work are aligned with current goals and plans? (IV.A.2.)
- Does the College Council makes recommendations to the college president regarding the allocation of college resources? (IIID.3)
- Does the CC complete both an internal and external review of its effectiveness every year? (I.B.7)
- Does the College Council review the evaluations for all college committees? (I.B.7)
- Do constituent groups work together, as members of the College Council, for the good of the institution? (IV.A.2)

External Evaluation topics will include but are not limited to the following, and will be ranked on a 1-5 Likert scale:

Members of the college community will be asked:

- I know what the college mission statement is. (I.A.4.)
- I know how my work supports this mission. (I.A.3)
- I know what the current college goals are. (I.B.3.)
- I know what I do supports the achievement of these goals. (I.B.3.)
- I understand how and where to propose new ideas, initiatives, practices, programs and services, which I believe will improve the institution. (IV.A.1. IV.A.2.)
- I believe that constituent groups are working together, as members of the College Council, for the good of the institution. (IV.A.1., IV.A.3.)
- I understand the purpose and goals of the College Council. (IV.A.2, IV.A.3.)
- I believe the College Council supports the various college-wide plans and works toward improvements to the college and/or college operations. (IV.A.1.)
- I understand that resource allocation is tied to the program review process (I.B.9).
- I understand how to request resources for my department/program/committee. (I.B.9.).
- I receive timely and accurate information about actions taken by the College Council and other college committees regarding college plans, policies, procedures and resolutions. (IV.A.6, IV.A.7)
- I believe that the College Council plays a significant role in the college resource allocation process. (IV.A.3)

PROPOSED REVISION: DELETES EVERYTHING AFTER THE FIRST PARAGRAH

DVC Procedure 1001.03 **College Wide Committees Evaluation**

ADOPTION: September 14, 2009

REVISED:

REFERENCES: Education Code 72203.5-72207

Title 5, sec. 51023-51023

Board Policy 1001

Administrative Procedures 1001.01, 1009.01, 1900.03

Accreditation Standards: I.B.1., I.B.7., I.B.9., III.D.1., IV.A

Evaluation of the College Wide Committees

College wide committees will conduct regular evaluations of themselves and will report findings to the College Council at the end of every academic year. The results of these evaluations will be distributed widely throughout the college and used as a basis for making improvements with measurable outcomes. The measurable outcomes will be incorporated into the next evaluation to ensure ongoing evaluation and continuous improvement.

PROPOSED REVISIONS – NAME CHANGES ONLY TO ACADEMIC SENATE FROM FACULTY SENATE AND UPDATE TO ACCREDITATION STANDARDS

DVC Procedure
1009.01 **COLLEGE
GOVERNANCE**
ADOPTION: May 10, 2004

REVISED: September 14, 2009

REVISED: May 16, 2011

APPROVED BY PRESIDENT: June 27, 2011

REFERENCES: Title 5, sec. 51023-51023.7, 53200-53204
AB 1725

Board Policy 1009
Administrative Procedure 1009.01
Accreditation Standards: IV.A.

Introduction

Assembly Bill 1725 enacted a new structure of community college governance, in part through strengthening the role of faculty, staff and students. In order to ensure the faculty, staff and students of Diablo Valley College the right to participate effectively in district and college governance, the College Council and DVC president adapt Board Policy 1009 and Administrative Procedure 1009.01 into the following procedures statement in accordance with the provisions of AB 1725, Title 5, and the directives of the Board of Governors of the California Community Colleges. In the development of Diablo Valley College academic and professional procedures, the college president is the designated representative of the governing board

The governing board and college president recognize that one of the basic principles of governance in higher education is that authority derives not only from the powers vested in governing boards and their staffs by law, but also from the knowledge and experience possessed by the faculty, staff and others. Both sources of authority are vital to the development and implementation of sound educational policy. Institutional governance recognizes and is predicated upon the sincere commitment on the part of all participants to our students, our professions, our colleges and our district. It is made a reality not only through processes for developing recommendations but also through the delegation of authority and fixing of responsibility in appropriate areas. It is a complex process of consultation that demands from faculty, managers, classified staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Faculty Participation

The college president will consult collegially with the DVC Academic Senate when adopting procedures on academic and professional matters as defined in Title 5, section 53200 (c). Except in those areas where the president will rely primarily upon the advice and judgment of the Academic Senate, the president, or such designee, and the representatives of the

Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or procedures of the college effectuating such recommendations.

The governing board and the college president recognize that the Academic Senate is established in order that the faculty have a formal and effective procedure for participation in the formation and implementation of district and college policies and procedures on academic and professional matters and, as the representatives of the faculty, has as its primary function that of making recommendations to the president and administration of the college and to the governing board of the district with respect to academic and professional matters. While in process of consulting collegially, the Academic Senate will retain the right to meet with or appear before the governing board with respect to the views, recommendations, or proposals of the senate relating to the district's policy or procedures.

The appointment of faculty members to serve on councils, committees, task forces, or other groups dealing with academic and professional matters, will be made by the Academic Senate, in consultation as appropriate with the president or designee on college matters or with the chancellor or designee on district matters.

With regard to college procedures as well as district policies and procedures, in those areas where the governing board elected to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. In those areas where the governing board elected to provide for mutual agreement with the Academic Senate, where an agreement on a policy or procedure concerning an academic or professional matter has not been reached, existing policies and procedures shall remain in effect unless continuing such policy exposes the district or college to legal liability or causes substantial fiscal hardship. In such cases, the governing board has the right and responsibility to exercise the final decision on all recommendations.

The president or governing board's consultation with the Academic Senate on academic and professional matters shall not impinge upon the due process rights of faculty nor detract from the negotiated agreement with United Faculty. Further, the president and governing board shall respect agreements between the Academic Senate and United Faculty representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to Academic Senates pursuant to Title 5, sections 53200-53204.

Staff Participation

As stipulated in Title 5, Section 51023.5, the governing board will provide staff the opportunity to participate effectively in governance. The District defines staff as (1) classified employees and (2) management, supervisory and confidential employees (excluding contract managers),.

1. Classified Staff Participation

The governing board will provide classified staff the opportunity to participate effectively in governance through the Classified Senate when adopting policies and procedures that are likely to have a significant impact on staff. Staff will have the opportunity to participate effectively in formulating college procedures and in those processes for jointly developing recommendations for action by the administration that the Governing Board

determines in consultation with staff, are appropriate in accordance with approved institutional governance participation structures and procedures for staff.

The governing board and president will ensure that the recommendations and opinions of staff are given reasonable consideration, and it will not take action on matters significantly affecting staff until it has provided staff an opportunity to participate, except in unforeseeable, emergency situations.

The governing board and college president have recognized that all members of the classified service except classified managers are staff for purposes of participation in institutional governance.

The appointment of staff to serve on college and district councils, committees, task forces or other governance groups will be made by the Classified Senate in consultation as appropriate with the president or designee on college matters or with the chancellor or designee on district matters. The president's consultation with the Classified Senate on matters that have a significant impact on staff will not impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to Title 5, sections 53200-53205 and section 51023.7, nor detract from the negotiated agreement with Local One. Further, the president and governing board will respect agreements between the Classified Senates and Local One representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to Title 5, section 51023.5.

2. Management, Supervisory, and Confidential Employees

Managers, supervisors, classified managers and confidential employees will have the same opportunity to participate effectively in formulating college procedures, and in those processes for jointly developing recommendations for action by the governing board that the governing board determines are appropriate in accordance with approved governance structures and procedures.

The governing board and president will ensure that the recommendations and opinions of managers, supervisors, and confidential employees are given reasonable consideration, and it will not take action on matters significantly affecting them until they have been provided an opportunity to participate, except in unforeseeable, emergency situations.

The appointment of managers, supervisors and/or confidential employees to serve on college and District councils, committees, task forces or other governance groups will be made by the college Presidents and/or the Chancellor in collaboration with the respective management, supervisory, and/or confidential employees.

Student Participation

As stipulated in Title 5, Section 51623.7, the governing board will provide students the opportunity to participate effectively in governance through the associated student organization as the representative body to offer opinions and to make recommendations with regard to policies and procedures that have or will have a significant effect on students as defined in Title 5, section 51023.7.

Students will have the opportunity to participate effectively in formulating college procedures,

and in those processes for jointly developing recommendations for action by the president. The college president will ensure that recommendations and positions developed by students are given every reasonable consideration, and the college will not take action on matters significantly affecting students until it has provided students an opportunity to participate, except in unforeseeable emergency situations. The appointment of student representatives to serve on college and district councils, committees, task forces, or other governance groups will be made by the associated student organization in consultation as appropriate with the president or designee on college matters or with the chancellor or designee on district matters. The president's consultation with the associated student organizations on matters which have a significant impact on students will not impinge upon the due process rights of faculty nor detract from negotiated agreements with United Faculty and Local One.

Policy Development Areas by Constituent Groups

Academic Senate (Title 5, section 53200)

Academic and professional matters mean the following policy development and implementation matters. The president will rely primarily upon the advice and judgment of the Academic Senate with regard to items 1 through 3 and reach mutual agreement with regard to items 4 through 11:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements; and
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 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; and
11. Other academic and professional matters as mutually agreed upon between the president and the Academic Senate.

Classified Senate (Title 5, section 51023.5)

Participation in formulating college procedures and in those processes for jointly developing recommendations for action by the governing board, that the president determines, in consultation with staff, are likely to have a significant impact on staff.

Associated Student Organizations (Title 5, section 51023.7)

Participation in development of college procedures that have or will have a significant effect on students which includes the following:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs that should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt;
10. Any other college procedure or related matter that the president determines will have a significant effect on students.

EXISTING

DVC Procedure 1017.01
REVIEWING THE MISSION STATEMENT
ADOPTION: September 15, 2008
REVISED: September 14, 2009
REFERENCES: Accreditation Standard I.A.4.

Introduction

The purpose of this procedure is to establish a process for the periodic review of the college's mission statement. Such review may lead to revising the mission statement or the maintenance of the existing mission without any changes.

Review of the mission statement is founded on the following principles: The review will take into consideration the interests of the institution's stakeholders including faculty, staff, administration, and students. Changes to the mission statement will be communicated widely to all campus constituencies.

Review Process

The following process will be used in reviewing the mission statement:

- Review of the mission statement will take place every two years or at shorter intervals, if necessary.
- Requests for reviewing the mission statement will be forwarded to the Institutional Planning Committee.
- The will initiate the review of the mission statement at the beginning of the fall term of even-numbered years,. Reviews may also take place at shorter periods, if necessary.
- The will facilitate the detailed implementation of this review process including the time and location for meetings necessary to ensure an effective dialogue and participation among all campus constituencies.
- The will extend an invitation to all college constituencies to participate in the review of the college's mission statement.
- Review of the mission statement will be completed by the end of the fall term of the review year.
- Revisions to the mission statement will be forwarded to the College Council for approval. All revisions will be approved by the College President, the District Chancellor, and the Governing Board.

PROPOSED REVISIONS: ASSIGNS TASK TO DEAN OF PLANNING, CHANGES TO A THREE YEAR CYCLE INSTEAD OF 2. Adds in numbers.

DVC Procedure 1017.01

REVIEWING THE MISSION STATEMENT

ADOPTION: September 15, 2008

REVISED: September 14, 2009

REFERENCES: Accreditation Standard I.A.4.

Introduction

The purpose of this procedure is to establish a process for the periodic review of the college's mission statement. Such review may lead to revising the mission statement or the maintenance of the existing mission without any changes. Review of the mission statement is founded on the principle that it will take into consideration the interests of the institution's stakeholders including faculty, staff, administration, and students.

Process

1. Review of the mission statement will take place every three years or at shorter intervals, if necessary.
2. The Dean of Planning and Research will initiate the review of the mission statement at the beginning of the fall term, starting in fall 2017, by designation of the task to the appropriate body or person. The Dean of Planning and Research will oversee the detailed implementation of this review process including the time and location for meetings necessary to ensure an effective dialogue and participation among all campus constituencies.
3. Revisions to the mission statement will be forwarded to the College Council for approval. The College Council may choose to revise the statement or maintain the existing one. If it chooses revision, upon endorsement of the revision by the College Council, the mission statement will be forwarded to the college president, the District Chancellor, and the Governing Board for approvals.
4. Changes to the mission statement will be communicated widely to all campus constituencies.

PROPOSED REVISIONS: NO CONTENT CHANGES, ONLY CORRECTS GRAMMAR AND ADDS IN NUMBERING SYSTEM

Diablo Valley College Employment and Employees Procedure 2015.01

ADOPTION:

REFERENCES: Board Policy 2015

REVISED:

Approved by College Council:

Date Posted:

EMPLOYEE YEARS OF SERVICE RECOGNITION

1. An employee recognition award will be presented to all permanent employees upon reaching a fifth, tenth and fifteenth year anniversary of their employment.
2. Recognition day will be during the spring term. The president will present the awards. Invitations will be issued to all members of the DVC faculty and staff.

EXISTING

DVC Procedure 2102.01
DEATH OF EMPLOYEE: CAMPUS NOTIFICATION
ADOPTION: May 10, 2004
REVIEW:
REFERENCES:

The death of staff and faculty members shall be announced as follows:

The president shall send out a communication to all faculty and staff upon the death of a permanent member of the current faculty or staff or a retired member of the permanent faculty or staff. If possible, the announcement should include the date and location of any memorial services, the wishes of the family or appropriate friend in regards to memorial contributions and the person(s) and address of family member, or appropriate friend, for cards.

The president's office shall also inform the retirees' organization.

Brief written notices of the death of a full or part time faculty or staff member may be added to the college's newsletter by the president of the college, the president of faculty or classified staff senate, or the retiree's association.

Notification of the death of a spouse, parent, or child of an employee may be handled at the department, office, or constituency level at the request of the employee.

PROPOSED REVISIONS: DELETES OUT SECTION ON NEWSLETTER SINCE WE DON'T HAVE ONE. ALSO DELETES LAST SECTION ON NOTIFICATION FOR DEATH OF FAMILY MEMBER.

Diablo Valley College Employment and Employee Procedure 2102.01
ADOPTION:

REFERENCES:

REVISED:

Approved by College Council:

Date Posted:

DEATH OF EMPLOYEE: CAMPUS NOTIFICATION

The death of staff and faculty members shall be announced as follows:

1. The president shall send out a communication to all faculty and staff upon the death of a permanent member of the current faculty or staff or a retired member of the permanent faculty or staff.
2. If possible, the announcement should include the date and location of any memorial services and the contact information (person or website) for additional information.
3. The president's office shall also inform the retirees' organization.

Proposed new Resource Allocation Procedure

Accreditation Standards: I.A.2., I.A.3., I.B.1., I.B.3., I.B.4., I.B.5., I.B.7., I.B.8., I.B.9., II.A.16., II.C.1., III.A., III.B., III.C., III.D., IV.A., IV.B.

The goal of the new procedure is to make resource allocation transparent and fully integrated.

Methods of making resource requests:

1. In Program Review – for existing program augmentation or innovations.
2. Emergency needs – requests made first to dean or unit manager. Decisions to fund made by college president. College president will report to College Council twice a year with a list of requests funded in this manner.
3. College wide initiatives – for new initiatives that are not housed in an existing unit and do not come through Program Review. Initiatives may be brought by existing units or committees, or by individuals. The College Council will receive initiative funding requests once a semester and will make recommendations to the president. The president will make allocation decisions and will widely distribute that information to the college.

Process

1. Budget Committee

By *(insert date here)*, in accordance with Procedure 5018.01 and Procedure 5018.06, the Budget Committee will recommend an annual college budget which includes recommendations for amounts to be spent from both on-going and one time funds. It will make their recommendation to the College Council.

2. All committees with categorical funding streams tied to plans

By *(insert date here)*, based on the goals and outcomes identified in their respective plans, the following groups will develop budget allocation recommendations for amounts to be spent from their respective funds. Each respective committee will make their recommendation to the College Council.

<u>Funds</u>	<u>Group responsible for making recommendations</u>
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Perkins	Workforce Development Committee
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SSSP	Student Services Committee
Equity	Equity Committee
Basic Skills	Vice President of Instruction
Strong Workforce	?

3. Program Review Committee

In accordance with Procedure 1016.01,

a. By (*insert date here*) programs submit reviews including requests for each type of resource request. Programs will write to tie requests to goals of the college.

b. Program reviews go through the validation process.

c. Program Review Committee receives the validated reviews.

1. Requests for full time faculty are pulled from the reviews and submitted to the Box 2A Committee for ranking.

2. Requests for activities which address the goals of the Student Equity Plan, the SSSP Plan, the Perkins Plan, the Strong Workforce Plan, and the Basic Skills Plans are pulled from the reviews and submitted to those groups for ranking. This group is made up of categorical funding streams which have plans and separate reporting requirements to the state. Upon completion, the rankings will be sent to the Program Review Committee.

3. Other requests in the reviews are ranked by the Program Review Committee. That committee may consult with other groups on campus (for example the Technology Committee) if needed to complete the rankings.

4. College Council

The ranked requests are submitted to the College Council. The College Council makes recommendations to the president based on the ranked requests and the recommendations from the Budget Council (as described in step one).

5. President

The president will make allocation decisions and will widely distribute that information to the college.

Types of resource requests

1. Money for operating budget augmentation.

Can be made through either program review, as emergency requests, or as part of a new college wide innovation initiative.

2. Human resource needs

a. Full time faculty requests must be made through program review.

b. Other human resource needs may be made through program review, as emergency requests, or as part of a new college wide innovation initiative.

3. Equipment/technology needs

Can be made through either program review, as emergency requests, or as part of a new college wide innovation initiative.

4. Physical resource needs

Can be made through either program review, as emergency requests, or as part of a new college wide innovation initiative.

Other:

Need to make sure the goals set by the Academic Senate are incorporated into the program review templates as well as the new initiative templates (when those are created.)

The templates should also include the goals from each respective plan and/or definitions of what type of spending is allowed through the different types of funding pots.