

**Standard IV: Leadership and Governance**  
**Section A: Decision-Making Roles and Processes**

**IV.A.3 Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.**

*To provide feedback on this draft, please use the feedback survey at:*

<http://goo.gl/forms/BP34bS4J4K>

**Evidence of Meeting the Standard**

- Board Policy 2010
- Board Policy 2005
- Shared Governance Handbook
- College Council Bylaws
- Academic Senate Bylaws

**Analysis and Evaluation**

Monterey Peninsula College details the roles of administrators and faculty through its policies and procedures. Both groups recognize their roles and demonstrate leadership in the shared governance process.

**Administrative Role in Institutional Governance**

College administrators have a clearly defined role in governance processes and exercise a substantial voice in institutional policies, planning, and resource allocation that relate to their areas of responsibility and expertise.

According to Board policy 2010, administrators are to be consulted when policies and procedures are implemented that may have a significant effect on their areas. Administrators also participate in one or more leadership groups, depending on their specific areas of responsibility and expertise. The *Shared Governance and Integrated Planning Handbook* describes the specific roles of the Superintendent/President and Vice Presidents of Administrative Units:

The Superintendent/President provides policy recommendations to the Board and administers board policies.

Vice presidents serve as the chief administrative officer for their respective units. The three vice presidents report to the Superintendent/President and participate in the President/Vice Presidents group, which functions like an executive cabinet. Each vice president also chairs an Advisory Group comprised of departmental leaders in his/her administrative unit.

As part of their role in governance, administrators from each of the administrative units participate on College Council, the shared governance committee on campus that is responsible for facilitating the integrated planning and resource allocation process. As described in the *Shared Governance and*

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*Integrated Planning Handbook*, “College Council makes recommendations to the Superintendent/President on matters of Board policy, resource allocation, and other matters of institutional importance.” These recommendations are honored; when College Council makes recommendations to the Superintendent/President, the Superintendent/President brings them forward to the Board. For example, when College Council revised the college’s mission, the Board reviewed the revisions, asking questions to ensure the mission was well-suited for the college. After consideration, the revised mission statement was adopted.

**Faculty Role in Institutional Governance**

Faculty have the opportunity to participate in the shared governance process through membership in the College Council, the Academic Senate, the Curriculum Advisory Committee, two of the three advisory groups, and a plethora of additional committees. Each faculty member has access to the planning and resource allocation process through their division chair or representative who sits on the Academic Affairs Advisory Group or Student Services Advisory Group. The role of faculty is primary in areas of academic and professional matters through the Academic Senate, to whom the Board of Trustees has agreed to rely primarily upon for recommendations on these issues. In addition, faculty members comprise all but four seats on the Curriculum Advisory Committee (three of the four seats are non-voting), so curricular decisions rest primarily with the faculty.

Monterey Peninsula College’s policies and procedures set forth substantive and clearly defined roles of administrators and faculty in institutional governance. Both administrators and faculty exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.

**Conclusion:** Monterey Peninsula College meets this standard.

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