

## ADMINISTRATIVE PROCEDURES

**AP 2510 Participation in Local Decision-Making**

The *Resource Guide to Institutional Decision Making at MPC* describes the procedures for participation in local decision-making. The resource guide is posted on the District web page under Participatory Governance.

The resource guide documents the practices for institutional decision-making at the college. The decision-making processes described in the resource guide reflect the mechanisms by which MPC ensures that the voices of the constituent groups are heard in making decisions. The constituent groups are MPC faculty, staff, administration, and students.

Since each constituent group has specific responsibilities within the College, each group has a specific role in decision-making; the constituent groups' roles differ from one another. Collaboration on institutional decisions requires that the members of all constituent groups understand and respect the roles and responsibilities assigned to each group.

Constituent groups contribute their perspectives and voices to institutional decision-making by making recommendations to those who have the responsibility for making final institutional decisions: the Superintendent/President and the Board of Trustees. The resource guide describes the processes that constituent groups use to develop recommendations that are forwarded to the Superintendent/President and/or Board.

The *Resource Guide to Institutional Decision Making at MPC* is reviewed and updated annually to reflect minor changes, such as in descriptions, timelines, or processes. A small task force appointed by the Superintendent/President is charged with the responsibility for making annual updates to this document. This task force will include at least these three members: Academic Senate President or designee, MPCEA President or designee, and a co-chair of the President's Advisory Group.

In addition to an annual review for minor revisions, the Planning, Research, & Institutional Effectiveness Committee evaluates the processes described in this resource guide every three years. This assessment occurs as part of MPC's assessment of its planning processes. This timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of the *MPC Integrated Planning Handbook*.

Through these two processes, one on an annual basis and one every three years, the resource guide is maintained to reflect the inevitable changes in decision-making processes that are to be expected as part of MPC's cycle of continuous quality improvement.

See Resource Guide to Institutional Decision Making at MPC



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**References:** Education Code Section 70902(b)(7);  
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7  
(Students);  
ACCJC Accreditation Standard IV.A

**President's Cabinet Approved:** February 22, 2018