

Adopted

December 11, 2007

Last Revised

November 8, 2016

Last Reviewed

November 8, 2016

## **BP 4000 INSTRUCTIONAL POLICIES AND PROCEDURES**

### **References:**

Education Code Sections 70901 and 70902(b)(7);

Title 5 Sections 51023.7 and 53200 et seq.;

WASC/ACCJC Standards IV.A and IV.D.7

The Board of Trustees shall consult collegially with the San Jose and Evergreen Academic Senates when adopting policies and procedures on academic and professional matters. The Board of Trustees or its designee or Academic Senates or their designees, shall initiate the consultative process. While consulting collegially, the Academic Senates shall retain the right to present their views and recommendations directly to the Board of Trustees. In consulting collegially, the Board of Trustees will rely primarily upon the advice and judgment of the Academic Senates on policies and procedures numbers one through eight related to Academic and Professional Matters. For Academic and Professional Matters numbers nine, ten and eleven, collegial consultation shall be defined as mutual agreement between the Senates and the Board of Trustees or their representatives.

### **Academic and Professional Matters:**

Academic and professional matters include policy development and implementation in the following areas:

1. Curriculum, including establishing advisories, prerequisites, and placing courses within specific disciplines;
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 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;

11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

Where the Board of Trustees has elected to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the Senates will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If the recommendations are not accepted, the Board of Trustees or its designee shall promptly communicate its reasons in writing to the Academic Senates. Where the Board of Trustees has elected to provide for mutual agreement with the Academic Senates, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires policy to be changed, the Board of Trustees may act, after good effort to reach agreement and only for compelling legal, fiscal, or organizational reasons.

### **Review and Adopt Procedures**

#### **Approval process for procedures.**

Unless noted otherwise, the following is the process for changing procedures in Chapter 4 of the Academic Affairs Procedures. The rights of the Academic Senates to determine the policies, procedures, and processes for the approval of courses and programs shall in no way be amended or diminished by any instructional policies or procedures.

The level of approval is the approval of the Academic Senates subject to the Board of Trustees or its designee.

Once a change for procedures has been approved by the Academic Senates, the changes will become administrative procedures unless there is an objection from the

Board of Trustees or its designee in accordance with BP 2510 titled Participation in Local Decision-Making. The response from the Board of Trustees or its designee must come within 30 calendar days of receipt of the change.

Also see BP/AP 2510 titled Participation in Local Decision-Making