

# Participatory Governance Policy, 10.11

## PURPOSE

The purpose of this policy is to outline Yavapai College's use of a Participatory Governance model that ensures that the institution engages its internal constituencies in collaborative decision making and that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through effective collaborative structures in compliance with *Higher Learning Criteria for Accreditation, Criterion 5: Institutional Effectiveness, Resources & Planning*, Arizona Statute A.R.S. § 15-1444(A)(7) and District Governing Board Resolution 2021-07

## POLICY APPLICATION

This policy applies to all internal constituencies of the College (faculty, staff, administration and students).

## OPERATIONAL POLICY

The District Governing Board (DGB) is the legally constituted and final authority for the operation of Yavapai County Community College District, including any policies that govern the College. The DGB's responsibility includes 1) governing the College as a whole, and 2) delegating authority to the President to perform and oversee the daily operations and administrative functions of the College.

The DGB believes that an effective participatory governance model is necessary and vital to the operations of the College, so that decisions of the DGB and President are fully informed and that an effective participatory governance model is achieved in the College's atmosphere emphasizing collaboration, civility, transparency, and respect.

The DGB expects the President to form and operationalize an effective participatory governance model that complies with A.R.S. § 15-1444(A)(7) and meets the Higher Learning Commission's requirement that the College administration engage all of its internal constituencies through a collaborative participatory governance model.

### I. Participatory Governance Model.

The Yavapai College Participatory Governance Model gives all constituents a voice in key decision-making processes and ensures faculty recommendations on academic matters are given primacy in the president's decision.

Ongoing communication and input into decision-making shall be the driving purpose of the governance model, with a focus on the College's mission and student success.

## II. Authority of the President.

The DGB delegates to the President the authority and responsibility for implementing an All-College Council (Council) that practices participatory governance.

The President is authorized to determine the appropriate make-up of the Council.

After considering all input received from the Council, the President shall have the final decision-making authority.

If the President decides against the recommendation of the Council, a written rationale will be provided to the Council from the President.

The President shall evaluate the Council each year to determine whether it has met the goals adopted by the Governing Board Resolution 2021-07 and whether it should be modified to better effectuate those goals.

## III. All-College Council and Standing Committees.

The Council shall advise the President on matters determined by the President to be of college-wide importance and not directly and/or substantially related to wages, salaries and working condition.

Yavapai College's Participatory Governance Model also includes standing governance committees that consider college-wide issues associated with their specific charge. After consideration by standing committees, recommendations may be forwarded to the College Council for final consideration and recommendation to the President.

The College utilizes a Participatory Governance approach to develop, review, and communicate the operational procedures that support this policy. The President will collaborate with the College Council when making changes to operational procedures associated with this policy.

## DEFINITIONS

**District Governing Board:** The District Governing Board is the legally constituted and final authority for the operation of Yavapai County Community College District, including any policies that govern the College.

**Participatory Governance:** Participatory governance was defined by the District Governing Board (Resolution 2021-07), "as an interactive communication and information-sharing model involving all college groups, including faculty, students, and staff."

~~**Academic Primacy:** Faculty weighting of academic matters demonstrated by academic committees being co-chaired by a faculty member and VP of Academic Affairs, majority of members on academic committees are faculty, recommendations brought forth concerning academic matters from academic committees go directly to the VP of Academic Affairs and the~~

~~President for consideration of approval and College Council is informed, pre-college Council meetings with the College President and VP of Academic Affairs and Faculty Senate Officers occur monthly and faculty members on the academic committees are selected by faculty.~~

**Academic Primacy**, which is defined as faculty weighting of academic matters, is demonstrated on the academic committees by the following:

1. The Academic Committees are chaired by a faculty member and sponsored by the Provost and/or the VP of Workforce Development and Health Sciences (VPWDHS) (non-voting).
2. The majority of members on academic committees are full-time faculty.
3. Recommendations brought forth concerning academic matters from academic committees go directly to the Provost and/or the VPWDHS and the President for approval and to the College Council as information items.
4. Pre-College Council meetings with the College President, Provost, VPWDHS, and Faculty Senate Officers (President/Co-Presidents, Vice Presidents, Secretary, Treasurer, and Past President) occur monthly.
5. Full-time Faculty members on the academic committees are selected by the faculty in the yearly Faculty Association election.

~~**Academic Matters:** Course content in a faculty member's classes, requirements for certificates and degrees, establishing prerequisites, and grading policies. Recommendations on academic matters must come from one or more of the academic committees.~~

In participatory governance, faculty input is crucial to how academic matters and academic primacy are established and demonstrated. As directed by HLC Criterion 5A, "The institution's administration ensures that faculty, and, when appropriate, staff and students, are involved in academic requirements, policy, and processes through effective collaborative structures."

**Academic Matters** include the following areas as described by HLC assumed practices:

- oversight of the development, vetting, and implementation of curriculum offered-including requirements for certificates and degrees and establishing prerequisites; academic substance, including content and rigor appropriate to higher education; currency; and relevance for internal and external constituencies
- assurance of consistency in the level and quality of instruction and in the expectations of student performance, including grading policies
- establishment of the qualifications for instructors, including instructors provided by third parties

- analysis of data and appropriate action on assessment of student learning and program completion, including maintaining a minimum requirement for general education

Recommendations on academic matters must come from one or more of the **academic committees**: Instruction (HLC 3A), General Education (HLC 3B), Curriculum (HLC 4A), Assessment of Student Learning (HLC 4B), or Academic Master Planning (HLC 4C).

~~**Academic Committees:** Instruction (HLC 3.A), General Education (HLC 3.B), Curriculum (HLC 4.A) and Assessment of Student Learning (HLC 4.B).~~

## RELATED PROCEDURES

[Procedure 10.11-1: Participatory Governance Procedures](#)

## RELATED POLICIES

[District Governing Board Policy 401: Delegation to and Accountability of President](#)

## RELATED INFORMATION

[Arizona Revised Statutes Chapter 15](#)

[Governing Board Resolution 2021-07](#)

[Higher Learning Commission Criteria for Accreditation, Criterion 5: Institutional Effectiveness. Resources and Planning](#)

## POLICY HISTORY

Replaces Shared Governance Policy 10.11