



Standard Operating Procedure

Procedure Title: Academic Senate Participation in Governance

Procedure #: AS.001

Revision #: 003

Unit Responsible: LCC Academic Senate

Individual Responsible: Academic Senate President

Effective Date: 02/17/2023

Initial Approval Date: 01/24/2020

Last Review/Update Date: 02/17/2023

Next Review Date: 02/2026

***Does this procedure support a Board Policy? Yes**

If yes, identify: [3.050-Approval of New Courses and Programs; 3.060-Assessment of Student Learning Outcomes](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: [2C, 2E, 3A, 3B, 4A, 4B, 5B, 5C](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? No**

If yes, identify: n/a

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Academic Senate Participation in Governance, Board Policy 3.050, 3.060

1. Purpose

To effectively implement Academic Senate participation in governance per the Academic Senate charter.

2. Scope

This procedure applies to all matters related to College-wide educational philosophy, College-wide academic policy, and priorities in the College-wide deployment of capital or financial resources, except those covered by the scope of collective bargaining.

3. Prerequisites

n/a

4. Responsibilities

The Academic Senate President and the Provost are responsible for developing, interpreting, and implementing this Standard Operating Procedure (SOP).

5. Procedure

- When the College determines that changes are needed related to issues of College-wide educational philosophy, academic policies, or other such issues as defined within the scope of the Academic Senate's charter listed above, the College should formally notify the Academic Senate.
 - This notification should take place when the exploration of such a change shifts from the discussion of a hypothetical to anticipating a concrete proposal, before any decisions have been made, and it should include anticipated timelines for implementation.
- The College should collaborate with the Academic Senate in forming appropriate committees (or teams) consisting of faculty and staff in the affected programs or departments (or college-wide) to solicit input and guidance. These committees (or teams) will provide regular updates to the Academic Senate regarding the progress of this collaborative process.
- The Academic Senate then will have the opportunity to advise the College once a proposed change has advanced beyond the development stage. That is, once the collaborative process defined above has been completed, the committees (or teams)

will share the results of that process and seek the advice and input of the Academic Senate regarding the proposed changes.

- The committees (or teams) will report back to the College with input and guidance.
- Appropriate timeframes should be established on a situational basis to allow both the College and the Academic Senate to fulfill their responsibilities in this process.

6. Reference

The charter for the Academic Senate states that the purpose of the Senate is to “provide faculty input and advice to the administration concerning issues of College-wide educational philosophy, College-wide academic policy, and priorities in the College-wide deployment of capital or financial resources, except as covered by the scope of collective bargaining.”

- [Academic Senate](#) webpage

7. Definitions

n/a