

## Procedure for Participation in Decision-Making Processes

Norco College

Spring 2013

Institutions are required to establish and implement written policies for faculty, staff, administrators, and students to participate in decision-making processes. The policies should specify the manner in which individuals bring forward ideas from their constituencies and work together in planning to provide input into institutional governance (Accreditation Standard IV.A.2.).

*Board Policy 3250 Institutional Planning* and *AP 3250 Institutional Planning* are the district policies which provide the foundation for participatory institutional planning.

At the local level, Norco College has established a robust planning and decision-making process which includes the Academic Senate and its standing committees, as well as a number of other standing committees and councils, each with its own unique membership and purpose. Representation within committees and councils includes faculty, staff, administrators, and students who make significant contributions based on their particular areas of expertise and knowledge.

In addition, the College solicits input from a variety of community entities such as career and technical advisory groups, the Corona Norco Unified School District, local Chambers of Commerce, Kiwanis and Rotary clubs, the Norconian Foundation, and the President's Advisory Group.

### **Norco College Procedure:**

Individuals wishing to bring forward ideas may do so by bringing their ideas to the committee most closely associated with the topic. If guidance is needed in the selection of a starting point, individuals may seek input from a member of the

Institutional Planning Council (ISPC) or a College Vice President. Committee business that has broad impact on institutional resources and/or long-term planning should first be directed to the planning councils (Academic Planning Council, Student Services Planning Council, Business and Facilities Planning Council, or the Academic Senate). After meeting with the planning council or committee the individual will be directed as to the next steps to be taken in the process. For further implementation, some ideas may require the approval of the ISPC, and ultimately the Committee of the Whole (COTW). In most instances items are moved from a committee to either the Senate or a planning council; however, individuals may also bring items directly to the ISPC with the prior approval of the ISPC co-chairs. All decisions are forwarded as recommendations to the College president.