

Proposal Process

Proposals to committees and Leadership Councils follow a similar process. Proposals to committees may originate within the committee or may come from individuals or groups. The committee shall consider all proposals brought to it in good faith and may only consider proposals that are related to its charge, as defined in its charter. If approved by the committee, then the proposal will be either implemented by the committee or forwarded to a Leadership Council and/or the Academic Senate for consideration, if necessary. The Leadership Council co-chairs shall consider all proposals brought forward in good faith and shall confer to determine if the proposal should be added to the agenda as submitted or referred to a different governance entity with a more germane scope. Once a proposal is submitted to a Leadership Council, the Council shall deliberate and act in accordance with parliamentary procedure ([Robert's Rules of Order 12th ed. 2020 xlvii](#)). If the proposal is accepted, then it will be either implemented by the Leadership Council or forwarded to the College Council and/or the Academic Senate for consideration, if necessary. If the proposal is denied, then it will be returned with feedback, and no further action will be taken on the proposal by the Leadership Council. Proposals can be resubmitted to a governance entity at any point.

Appeals Process of Committee/Council Decisions

Decisions made by a committee or Leadership Council can be appealed either due to a breach of process or on the merits of the proposal content.

Process Appeals

This appeals process applies to situations in which an individual or group does not agree with a decision on a proposal made by a committee/Council during the course of its evaluation of the proposal.

1. The individual or group that disagrees with the decision shall appeal in writing the decision to the senior Council. The written appeal shall consist of a) the formal decision of the junior entity, b) written justification/rationale for why it is believed the proposal merits a third-party review including any alleged breach of process, and c) a request for the senior Council to consider hearing the appeal as an agenda item.
2. Upon receipt of the appeal, the Council co-chairs shall convene to form an appeals committee to consider the appeal in good faith. If one or more of the co-chairs of the Council is also a co-chair of the committee/Leadership Council that denied the proposal, then a designee for each co-chair will be appointed by the respective constituent group to serve on the appeals committee. If more than one of the co-chairs of the College Council are also co-chairs of the committee/Leadership Council that denied the proposal, then designees for those co-chairs will be appointed by their respective constituent groups to serve on the appeals committee. Those appointees will be selected from the other Council co-chairs. Thus, the appeals committee will be comprised of one administrator, one faculty member, and one classified professional.
3. The committee/Council that denied the proposal shall also provide a written report to the appeals committee (or College President) outlining the process that was followed and the reason the proposal was denied.
4. The appeals committee has the authority to determine one of the following on behalf of the senior Council:

- a. deny the appeal, thereby upholding the lower entity's decision, and no further consideration will be given to the proposal.
 - b. Recommend modifications to the proposal and suggest that the modified proposal be resubmitted to the original committee/Council.
 - c. Approve the appeal, in which case the decision by the committee/Council that originally denied the proposal is overturned, and the proposal is approved.
5. If the appeal pertains to a decision made by the College Council, then the College President shall hear the appeal following steps 1 and 3 above.
6. All appeals-related decisions are subject to approval/denial by the College President.

(From SPGM, pages 68-69)