

SEQUOIAS COMMUNITY COLLEGE DISTRICT **BYLAWS OF THE ACADEMIC SENATE**

Article I: Definition of Divisions

For the purposes of representation on the Academic Senate, the following entities are considered “divisions” whether or not they are presided over by a chair: Agriculture, Consumer/Family Studies, Counseling, Industry & Technology, Library, Physical Education, Math & Engineering, Science, Business, Fine Arts, English, Language and Communication Studies, Nursing, and Social Science.

Article II: Election of Officers

- A. In the academic year during which elections for Senate officers is to take place, the Academic Senate Executive Board shall call for nominations and develop a slate of candidates.
- B. Each senator is eligible to cast one vote per office.
- C. A minimum of two weeks’ notice by email shall be given prior to the date of the election.
- D. The election shall be held at a February Academic Senate meeting of the even-numbered year, by secret ballot.
- E. For each office, the candidate receiving the most votes shall be deemed the winner.
- F. For each office, the number of ballots cast and the number of votes received by each candidate shall be announced.
- G. No candidate for Academic Senate office shall participate in the planning, administration, or vote tabulation of any Academic Senate election.

Article III: Duties of Elected Officers

- A. The Academic Senate President shall:
 - 1. Establish the time and place for all general meetings and all Executive Board meetings.
 - 2. Prepare the agendas for all general meetings and Executive Board meetings.
 - 3. Preside over all general and Executive Board meetings in an impartial manner. The President may not introduce motions or resolutions, and may only vote in the event of a tie.
 - 4. Represent the Academic Senate at the meetings of the Board of Trustees.

5. Report to the Academic Senate in a timely manner the disposition of Senate actions.

B. The Vice-President of the Academic Senate shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Serve as Co-Chair of the Institutional Planning and Effectiveness Committee.
4. Represent the Academic Senate on District Governance Senate.
5. Chair the Equivalency Committee.

C. The Secretary-Treasurer shall:

1. Act as President in the absence of the President and Vice-President.
2. Record all minutes of all general and special meetings of the Senate. In the event the Secretary Treasurer must act as President, he or she may appoint a Senator to act as Secretary for that meeting. The Secretary-Treasurer will also ensure that agendas are posted at least 72 hours before each meeting, in accordance with the Brown Act and/or other applicable laws.
3. Maintain the currency of all mailing lists of the Academic Senate.
4. Maintain and update the COS Academic Senate website, including, but not limited to, the posting of minutes and agendas, in accordance with the *Governance and Decision-Making Manual*.

D. The Faculty Enrichment Chair shall:

1. Plan, develop, and host faculty development workshops.
2. Promote and approve sabbatical proposals and institutional improvement projects.
3. Coordinate with other groups and committees to provide staff training.
4. Facilitate new faculty orientation prior to the first day of the fall semester.
5. Supervise the approval of FLEX hours.
6. Serve as flexible calendar coordinator.

E. The Senate State Delegate shall:

1. Vote at State Academic Senate meetings.
2. Ascertain Academic Senate preference on significant State Academic Senate resolutions.
3. Bring relevant state and local resolutions to the attention of the Academic Senate.
4. Facilitate nominations for State Academic Senate awards.

Article IV: Senate Meetings and Voting

- A. Senate meetings are to be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*.
- B. At its first meetings of the academic year, the Senate shall review the "Organizational Meeting Agenda Guide" as indicated in the District's *Integrated Planning Manual*.
- C. Business of the Academic Senate shall be decided by each Academic Senator casting one vote. A vote may only take place with the presence of a quorum as defined in Article V.B of the Constitution. There shall be no proxy votes.
- D. Anyone may bring matters to the attention of the Academic Senate as an item not on the agenda. In order to receive consideration as an item on the agenda, such matters must be brought to the Academic Senate president, by email, by 9:00 a.m. on the Friday morning preceding the next scheduled Academic Senate meeting.

Article V: General Faculty Meetings

- A. The Academic Senate President has the authority to call and preside over a general faculty meeting.
- B. Upon the request of the majority of the Academic Senators or any four divisions, the Academic Senate President shall be required to call and to preside over a general faculty meeting.
- C. Upon a majority vote by the Academic Senate, the Academic Senate can submit a matter to a vote of the full-time faculty.
- D. The majority of the faculty of any four divisions can request that any decision made by the Senate be submitted to the faculty for a referendum.
- E. Any matter other than a Constitutional amendment referred by the Senate to the faculty for a decision shall require a simple majority vote of the full-time faculty for passage.

Article VI: Academic Senate Executive Board

- A. The Executive Board of the Academic Senate shall comprise the five officers of the Academic Senate, the chairs of the standing committees, the Distance Education Coordinator, Faculty Enrichment Chair, and the Curriculum Coordinator. The Executive Board shall perform administrative functions consistent with the mission of the Academic Senate and the purposes of the Constitution and its Bylaws.
- B. Executive Board Meetings shall be chaired by the Academic Senate President.
- C. In the event that the Senate President is absent from an Executive Board meeting, the Vice President shall chair the meeting; in the event of the absence of both President and Vice-President of the Academic Senate, the Executive Board meeting may be chaired by the Secretary-Treasurer of the Academic Senate.

Article VII: Senate Committees and Committee Duties

- A. The Academic Senate shall maintain committees, including the following:
 - 1. Up to three standing committees (A, B, and C)
 - 2. Faculty Enrichment Committee
 - 3. Curriculum Committee
 - 4. General Education Committee (subcommittee of Curriculum)
 - 5. Outcomes and Assessment Committee
 - 6. Equivalency Committee
 - 7. Educational Technology Committee
 - 8. Distance Education Committee (subcommittee of Ed Tech)
- B. The Senate may create one or more task forces if necessary to investigate short-term issues.
- C. Each Academic Senate committee shall meet as needed for the conduct of its business and shall submit at least three progress reports to the Academic Senate during the academic year:
 - 1. An initial report after the committee's first meetings of the academic year. This report will:

- i. List committee members.
 - ii. Provide a schedule of meeting dates/times.
 - iii. Share initiatives to be addressed during the school year.
 2. A midterm report in January. This report will:
 - i. Provide a list of initiatives.
 - ii. Explain progress made on those initiatives, even if they have been changed or deleted.
 3. End-of-year report on or about May 1. This report will
 - i. Provide a comprehensive list of initiatives.
 - ii. Explain progress made on those initiatives.
 - iii. Provide tentative plans for the following academic year.
 - iv. Provide assessment of the committee's governance survey.
- D. Each Senate committee, at its first meeting of the academic year, shall review the "Organizational Meeting Agenda Guide" as indicated in the District's *Integrated Planning Manual*.
- E. Each committee is responsible for developing its own Bylaws.
- F. All committees must give a summary of their current business from time to time to the full Academic Senate at the discretion of the Academic Senate Executive Committee.
- G. The Academic Senate shall distribute to the Board of Trustees, faculty, and administration a summary of accomplishments at the close of the academic year.
- H. Academic Senate standing committees shall operate as follows:
 1. Each standing committee shall have a chair appointed by the President of the Academic Senate with the consensus of the Academic Senate. The chair shall establish meeting times and agendas.
 2. Each standing committee shall elect its own secretary.
 3. Each Senator must serve on one of the standing committees; however, no Senator may serve on more than two standing committees simultaneously; no Senator may be chair of more than one standing committee.

4. The Academic Senate President shall appoint Academic Senators to standing committees with the consensus of the Academic Senate.
5. Senate business to be referred to committee shall be delegated to the appropriate standing committee by the Academic Senate President with the consensus of the Academic Senate.

I. The Faculty Enrichment Committee shall:

1. Approve enrichment activities proposed by faculty, staff, and administration.
2. Track flex hours for faculty.
3. Communicate available development opportunities .
4. Promote and approve sabbatical proposals and institutional improvement projects.

J. The Curriculum Committee shall:

1. Determine that courses meet quality standards.
2. Review prerequisites.
3. Assure courses meet standards for articulation.
4. Review distance education classes for conformity to regulations.
5. Determine associate degree requirements.
6. Determine the District's GE courses.
7. Recommend the courses for transfer and articulation.
8. Review existing courses to maintain course currency.
9. Bring to the Academic Senate in a timely manner courses for approval.

K. The General Education Committee (subcommittee of Curriculum) shall:

1. Draft and maintain the District's general education policy and plans.
2. Assess the general education learning outcomes.

L. The Outcomes and Assessment Committee shall:

1. Recommend policies to the Academic Senate regarding student outcomes assessment.
2. Use outcomes to assess and improve student learning and institutional effectiveness.
3. Facilitate training and dialogue regarding student outcomes assessment.
4. Contribute to the Accreditation Reports.

M. The Equivalency Committee shall:

1. Be available as a resource to screening and selection committees.
2. Recommend all equivalency determinations to the Board.
3. Keep careful records of all equivalency determinations.
4. Periodically review this procedure and recommend necessary changes to the Academic Senate and the District Governing Board.
5. Ensure that the process works well and meets the requirements of the law.

N. The Educational Technology Committee (ETC) shall:

1. Develop and make recommendations concerning the management and support for the District's learning management system (LMS).
2. Serve as a voice and advocate for the appropriate application of technologies to the teaching and learning process.
3. Facilitate District-wide communication on instructional technology issues, including compliance with Section 508 of the Rehabilitation Act of 1973 and U.S. Copyright laws.
4. Develop and make recommendations for the specifications and uses of classroom technologies.
5. Develop and make recommendations concerning professional development activities related to the District's (LMS) and other learning technologies.

O. The Distance Education Committee (subcommittee of ETC) shall:

1. Recommend to the Senate policies regarding distance education, including training and certification for faculty.

Article VIII: Summer Operations

- A. There shall be no scheduled meetings of the Academic Senate from the end of the Spring Semester to the beginning of the Fall Semester, except in emergency.
- B. The Academic Senate President or Vice President shall inform the Academic Senate Executive Board about all academic and professional matters that arise during the summer or that must be addressed during the course of the summer. A meeting of the Executive Board may be called by any of its members to consider such issues. A summary of any such meetings called will be made available to all Academic Senators by email.

Article IX: Resolutions

- A. Senate meetings and resolutions shall adhere to the most recent edition of *Robert's Rules of Order, Newly Revised*, except in cases where *Robert's Rules* conflict with the present article.
- B. Academic Senate resolutions are designed to recommend policy or action to the Board of Trustees, the Superintendent/President of the District, the Academic Senate, and/or the faculty.
- C. Resolutions may be drafted in committee or by individual Senators.
- D. Resolutions should be submitted for a first reading and then designated as an "action item" at a subsequent Senate meeting.
- E. A resolution can be designated as an "action item" on the agenda; however, if it is also a first reading, any Senator can move that it be re-designated as a first reading for that meeting. Attention should be given in such cases to the status of the action item within the processes established by the *Integrated Planning Manual*.
- F. Resolutions must be made available by email three days prior to the general Academic Senate meeting.
- G. Any attendee of the Academic Senate meeting may engage in the debate once recognized by the chair; however, only Academic Senators may vote on the resolution.
- H. Approved resolutions shall be forwarded to the President/Superintendent and to the Board of Trustees and/or any other appropriate parties by email within ten days of their approval.
- I. Operating within the criteria of the Delegation of Authority passed by the Board of Trustees, the Academic Senate will expect the Board of Trustees to "primarily rely" upon

the advice of the Academic Senate or to reach “mutual agreement” with the Academic Senate before deciding on the issue.

- J. When the Superintendent/President does not forward a recommendation to the Board of Trustees, the Academic Senate must be notified by email.

Article X: Enactment and Amendment Clause

- A. These Bylaws shall be effective upon approval by a two-thirds vote of a quorum of the Academic Senate.
- B. The Academic Senate may amend its Bylaws by the following procedure:
 - 1. Amendments to Bylaws may be proposed by any Academic Senate member.
 - 2. A proposed amendment must be submitted by email to each member of the Academic Senate at least thirty days prior to a vote.
 - 3. Amendments to the Bylaws must be ratified by a 2/3 vote of the Academic Senate.
- C. In the event these Bylaws interfere with the faithful execution of the Constitution or its Bylaws, individual components may be temporarily suspended by a 2/3 vote of the Academic Senate. Such suspension is not subject to the thirty-day notification stipulated in this article.