

College of the Canyons
Academic Senate Agenda
December 13, 2012 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Approval of the agenda
3. Adoption of the Consent Calendar
 - a. Approval of Academic Senate Meeting Summary: November 29, 2012 (pg.2)
 - b. Approval of Summary for Curriculum Committee Meeting: December 6, 2012 (pg.5)
4. President's Report
5. Vice-President's Report

B. Committee Reports

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
3. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items

1. Proposed Changes to the Calendar Committee for 2013-2014 College Calendar – Garrett Hooper
2. Proposed Program Review Committee Operating Procedures – Paul Wickline (pg. 14)

E. Action Items

1. Approval of AA-T and AS-T Majors Report to the Chancellor's Office (pg. 12)
2. by-Laws for the Academic Senate – David Andrus (pg. 17)
3. Emeriti Status for Diane Ayres, Leslie Bretall, and Doug Forbes.

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Senate meeting is **February 14, 2012**
As always everyone is welcomed

Summary of Academic Senate Meeting November 29, 2012

Attendance: Edel Alonso, Michelle La Brie, Deanna Riviera, Mojdeh Mahn, Garrett Hooper, Lisa Hooper, Lori Brown, Michael Sherry, Ruth Rassool, Victoria Leonard, Rebecca Eikey, Lee Hilliard, Juan Buriel, Wendy Brill-Wynkoop, David Brill, Regina Blasberg, Greg Mucha, Shane Ramey, Sarah Burns, Michael Kramer, Paul Wickline and Ann Lowe

A. Routine Matters

1. Call to order: Edel welcomed everyone and called the meeting to order at 3:00 p.m.
2. Approval of the agenda: **Approved**
3. Adoption of the Consent Calendar
 - a. Approval of the Academic Senate Summary for November 8, 2012: **Approved**
 - b. Approval of the Summary for Curriculum Committee Meeting November 15, 2012: **Approved**
 - c. Approval of additional discipline assignment for Nicole Faudree: **Approved**
 - d. Approval of additional discipline assignment for Carmen Dominguez: **Approved**

4. A. Report of Dr. Edel Alonso, Senate President:

- ✓ The Administration had made a proposal to the Calendar Committee to change the college calendar for the 2013-2014 as follows:

Fall: August – December (16 weeks/two 8-week sessions)
 Spring: January – May 1 (16 weeks/two 8-week sessions)
 Summer: June – August (two 8-week sessions)

The administration expressed some urgency at the Calendar Committee meeting. However, the Senate will need time to discuss the issue further and gather input from faculty on this matter. She will add this item to the Senate agenda for the December meeting as a Discussion Item.
- ✓ Edel suggested to PAC-B at its last meeting when discussing Budget Parameters that the parameters be organized into categories rather than listed without order. She will be part of a PAC-B subcommittee to consider organizing the parameters. Following the meeting, she sent the members of PAC-B proposed language, to serve as a starting point, that includes a preface to the document and the parameters divided into General Parameters, Revenue Parameters, Expense Parameters, and Asset Parameters as well as an introductory statement for each category.

B. Report of VP Senate Paul Wickline: No report.

B. Committee Reports

1. PAC-B: Greg Mucha.

Greg informed the Senate that there have been two PAC-B meetings since he last made a report to the Senate. He explained the FON number was set and is not expected to change despite the passage of Prop 30. Discussions continue in PAC-B about the role and purpose of the committee. As previously reported, a small task force of PAC-B that included Sharlene Coleal, Joe Gerda, Edel Alonso, and Greg Mucha worked to draft proposed revisions to the description

that appears in The Decision Making Guide. PAC-B is having discussions to make budget decisions more transparent by providing feedback to departments throughout the process. At the committee's suggestion, Barry Gribbons is working to make ranking priorities available to the department chairs via the Program Review module through each stage of the process.

2. Curriculum Committee– Ann Lowe.

- ✓ Now that repeatability has been removed from most PE courses, there was concern in the state that PE courses, which had previously been accepted to meet the CSU “Lifelong Understanding and Self-Development” requirement, would lose that designation. Ann had reassurance from the articulation officers from the CSU's that the new non-repeatable versions of those courses would be grandfathered.
- ✓ There is pressure from the Chancellor's Office to have many AA-T's and AS-T's degrees. By Fall of 2013, every college must offer 80% of the possible top 22 TMC's and by 2014 offer 100% of the top 22. Each college is required to complete a report summarizing their progress in offering AA-T and AS-T degrees by January 31, 2013. The blank report form was sent around for Senators to see. At present, there are no consequences for not meeting the target levels. If a college does not have the courses that meet the degree requirements it is not required to offer one. But if the college has the courses for a TMC degree, it is supposed to make a good faith effort to offer the degree. They are pushing the CSU's very hard to accept these degrees so that our students can easily transfer in. The AA-T/AS-T Report will be on the agenda for the next Senate meeting as an Action item for Senate approval since it requires the Senate President's signature. To complete the report, we will need to know from the departments how many of the AA-T/AS-T degrees they are planning to complete in this academic year.
- ✓ There are three people working on curriculum revisions at stage 3, and they are backlogged given the volume of changes submitted to address Title 5 changes in repeatability and our own Senate policy on the 5yr course revision cycle. Ann made a motion to allow courses to be at stage 3 instead of at stage 7 this time only by Dec. 14, 2012 in order to be offered in spring 2013 and not restricted. Joe Gerda and Audrey Green are in agreement. Ann made a second motion to extend the deadline for courses to reach stage 7 by March 8, 2013 to be eligible for the Fall 2013 schedule of classes. Both motions were **approved** with one abstention.

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
3. Faculty Professional Development Committee Procedures – in FPD Committee
4. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items

1. Proposed By-Laws for the Academic Senate – David Andrus.

There were minor editing suggestions and requests for explanation of the term “shall” in several instances. “Skills for Success” should be deleted from the list of Collegial Consultation Committees on page 14 since it is actually a college committee and not a consultation committee. It was proposed that the By-laws return as an action item on the agenda for the next Academic Senate meeting.

2. Proposed Program Review Committee Operating Procedures – Paul Wickline.

Paul reviewed the proposed operating procedures for the Program Review Committee as developed by the members of the Academic Program Review Committee. There were minor editing suggestions from the Senators.

E. Action Items - None

F. Division Reports - None

G. Announcements - None

H. Open Forum - None

I. Adjournment - 4:35 p.m.

CURRICULUM COMMITTEE SUMMARY

December 6th, 2012

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on November 30th, 2012:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Lowe, Ann – Co-Chair, Faculty; Marenco, Anne – Social Science & Business; Matsumoto, Saburo – Member at Large; Ramey, Shane – Adjunct Faculty; Solomon, Diane – Member at Large; Waller, Tina – Allied Health

Members absent: Brill, David – Fine & Performing Arts; Brode, Robert – Member at Large; Richter, Christy – Enrollment Services; Ruys, Jasmine – Admissions & Records, Non-voting member; Stanich, Diana – Physical Education & Athletics; Vacant – Humanities

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
GERO	103	Health Promotion: Program Implementation	Changing prerequisite of GERO-101 to a co-requisite. - Approved	P. Robinson
PHYSI	101	Physical Science	Adding Discipline/Minimum Qualifications of Earth Science & Physics Astronomy. - Approved	V. Devlahovich

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
BIOSCI	100	General Biology	Revised objective and content, added assignment examples, updated texts. - Approved	K. Burke
BUS	101	Bookkeeping and Accounting	Revised SLO, revised objectives and content, updated text. - Approved	D. Saucena
BUS	111	Human Relations in the Workplace	Revised SLO's (2), revised objectives and content, updated text. - Approved	R. Maxwell
BUS	112	Human Resource Management	Revised objectives and content, updated text. - Approved	R. Maxwell
BUS	113	Retail Management	Revised catalog description, Revised SLO. Revised objectives and content, updated text. - Approved	D. Slonko
BUS	141	Principles of Advertising	Revised SLO's (2), revised objectives and content, updated texts. - Approved	D. Slonko
BUS	143	International Marketing	Revised SLO's (2), revised objectives and content, updated texts. - Approved	R. Walden
BUS	154	Finance	Revised SLO, revised objectives and content, updated text. - Approved	R. Maxwell
BUS	156	Introduction to Investments	Revised SLO, revised objectives and content, updated text. - Approved	R. Maxwell
BUS	159	International Finance	Revised objectives and content, updated text. - Approved	R. Walden
BUS	201	Principles of Accounting I	Revised SLO, revised objectives and content, updated text. Removed prerequisite of MATH-025/026. - Approved	D. Saucena
BUS	202	Principles of Accounting II	Revised descriptions, Revised SLO. Revised objectives and content, updated text. - Approved	D. Saucena

1 OF 3

ENGL	091	Introduction to College Reading and Writing	Revised objectives, updated typical assignments, texts, and DLA.- Approved	J. Burriel
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REPEATABLE COURSES:

Subject	#	Title	Description of action	Author
COMS	190	Forensics	Course is part of an intercollegiate academic competition and will remain repeatable. Sufficient documentation was provided and will be kept on file with the Academic Affairs office - Approved	M. Leach
POLSCI	210	Model United Nations	Course is part of an intercollegiate academic competition and will remain repeatable. Sufficient documentation was provided and will be kept on file with the Academic Affairs office - Approved	P. Guerin
THEATR	190	Theatre Production	Course is no longer repeatable, effective Fall 2013	P. Wickline
THEATR	190A	New Plays Workshop and Production	Course is no longer repeatable, effective Fall 2013	P. Wickline
THEATR	190B	Classical Theatre Production	Course is no longer repeatable, effective Fall 2013	P. Wickline
THEATR	190C	Theatre Production – Comedy	Course is no longer repeatable, effective Fall 2013	P. Wickline
THEATR	190D	Theatre Production - Drama	Course is no longer repeatable, effective Fall 2013	P. Wickline
THEATR	191	Technical Theatre Production	Course is no longer repeatable, effective Fall 2013	P. Wickline
THEATR	193	Summer Theatre Workshop	Course is no longer repeatable, effective Fall 2013	P. Wickline

FAMILY COURSES:

Department	Description of action	Author
Art	Establishment of course families, see attached documentation - Approved	E. Lorigan
Dance	Establishment of course families, see attached documentation - Approved	D. Stanich
Graphic & Multimedia Design	Establishment of course families, see attached documentation - Approved	R. Jessino
Media Entertainment Arts	Establishment of course families, see attached documentation - Approved	D. Reilly
Music	Establishment of course families, see attached documentation - Approved	B. Feldman
Photography	Establishment of course families, see attached documentation - Approved	M. Reilly
Theatre	Establishment of course families, see attached documentation - Approved	P. Wickline

Discussion Items:

1. Ann Lowe reviewed the audit trail and course review documents with the committee members present. These two documents will be useful for committee members when reviewing course proposals.
2. The Five year revision list was reviewed, and all division representatives will be contacting department chairs who still have unrevised courses to help them complete the process.

New Courses Includes ISA's	-0-	Modified Non Credit Courses	-0-	Modified Prerequisites	1
New Programs	-0-	New DLA's	-0-	Deleted Courses	-0-
Modified Courses	13	New SLO's	-0-	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	11	Proposals Reviewed in Technical Review Session	18
New Non Credit Courses	-0-	New Prerequisites	-0-	Proposals Returned from Technical Review Session	5

ART FAMILIES**Design:**

- ART140 – Beginning Design: 2D
- ART 141 –Beginning Design: 3D

Drawing:

- ART 124A – Drawing I
- ART 124B – Drawing II
- ART 222 – Illustration
- ART 224A – Drawing III

Painting:

- ART 220 – Watercolor Painting
- ART 227 – Painting I
- ART 228 – Painting II
- ART 229 – Landscape Painting

Sculpture:

- ART 235 – Sculpture
- ART 236 – Sculpture II

Printmaking:

- ART 237 – Fundamentals of Printmaking
- ART 238 – Intaglio

Professional Practices:

- ART 295 – Professional Skills for Artists

DANCE FAMILIES

Ballet:

- Dance 141 – Introduction to Ballet
- Dance 142 – Intermediate Ballet

Modern Dance:

- Dance 121 – Modern Dance I
- Dance 122 – Modern Dance II

Jazz:

- Dance 131 – Introduction to Jazz Techniques
- Dance 132 – Intermediate Jazz
- Dance 130 – Hip Hop

Tap:

- Dance 135 – Beginning Tap Dance
- Dance 136 – Intermediate Tap Dance

Global Dance:

- Dance 101 - Introduction to World Dance
- Dance 134 – Ballroom and Social Dance
- Dance 133 – African Dance
- Dance 137 – Flamenco Dance

Performance Dance:

- Dance 159 – Commercial Dance
- Dance 160 – Introduction to Choreography
- Dance 161 – Dance Company

Preparation for Dance & Conditioning:

- Dance 107 – Dance Conditioning
- Dance 111 – Fundamentals of Dance Movement
- Dance 108 – Pilates
- Dance 180 – Introduction to Yoga

GMD FAMILIES

Communication Design:

- GMD 142
- GMD 144
- GMD 145
- GMD242

Design for Interactivity:

- GMD 175
- GMD 177
- GMD 277

Digital Imagining:

- GMD 101
- GMD 105
- GMD 173

Independent Labs:

- GMD 094L
- GMD 097L

Developmental Courses:

- GMD 041
- GMD 044
- GMD 047
- GMD 070
- GMD 071
- GMD 074
- GMD 077

MEA FAMILIES**Audio/Sound:**

114 Digital Audio
155 Sound
159 Music
255 Post-production

Video Production:

111 Video Field Production
112 Video Studio Production
118 Editing I
206 Editing II

Film Production:

120 Introduction to Cinematography
180 Filmmaking I
280 Filmmaking II

Animation Design/Concept:

109 Storyboarding
232 Character Design
233 Layout

Computer Animation:

135 Special Effects
234 Character Animation
245 Visual Effects

Computer Production (animation):

118 Flash Animation
131 3D Modeling
218 Game Animation
231 Digital Sculpture

Animation Production:

106 Introduction to Animation
261 Advanced Animation

265 Production

News Reporting:

119 Announcing
125 News Reporting
225 Production
230 Online Production

Professional Practices:

295 Professional Practices/Portfolio

MUSIC FAMILIES

Jazz Ensembles: all repeatable

Music 153 Studio Jazz Ensemble (instrumental)
 Music 173 Just Jazz, advanced vocal jazz
 Music 188: House Blend, intermediate vocal jazz

Classical Ensembles: all repeatable

Music 116 Ensemble for Musical Theatre
 Music 165 Symphony of the Canyons
 Music 174 College Chorus
 Music 175 Festival Choir
 Music 176 Chamber Singers
 Music 177 Women's Choir
 Music 185 Symphonic Band
 Music 186 Music Ensemble

Keyboard Instruction:

Music 131 Keyboard Instruction I
 Music 132 Keyboard Instruction II

Musicianship Skills:

Music 101 Musicianship Skills I
 Music 102 Musicianship Skills II
 Music 103 Musicianship Skills III
 Music 104 Musicianship Skills IV

Composition:

Music 118 Popular Songwriting
 Music 125 Studies in Music Composition
 Music 142 Electronic Music Composition
 Music 146 Electronic Music for the Stage
 Music 159 Music for Film, Television, and New Media

Group Lessons:

Music 140 Vocal Development for Popular Music
 Music 141 Voice Development: Baroque to 21st Century
 Music 151 Jazz Improvisation
 Music 180 Guitar Studies I
 Music 181 Guitar Studies II
 Music 187 Jazz Guitar Studies I
 Music 188 Jazz Guitar Studies II

Music 189 Improvisation for Guitarists
 Music 170 Bass Guitar Studies I
 Music 171 Bass Guitar Studies II

Applied Music Lessons: May be taken 4 times

Music 189 Individualized Music Lessons

Applied Performance: May be taken 4 times

Music 190 Applied Performance

PHOTOGRAPHY FAMILIES

Independent Lab:

- PHOTO 090L – Black and White Lab Practices (revised title)
- PHOTO 091L – Digital Lab Practices (revised title)

Fundamentals:

- PHOTO 155 – Photography
- PHOTO 160 – Black and White Photography
- PHOTO 195 – Color Photography

Fine Art:

- PHOTO 171 – Handmade Books
- PHOTO 180 – Documentary and Landscape Photography
- PHOTO 185 – Experimental Photography
- PHOTO 280 – View Camera
- PHOTO 285 – Concept

Commercial:

- PHOTO 190 – Studio
- PHOTO 200 – Portrait
- PHOTO 210 – Wedding
- PHOTO 295 – Professional Practices

Photojournalism:

- PHOTO 215 – Photojournalism

THEATRE FAMILIES**Production – Modern Performance:**

TH 190A
TH 190D
TH 195

Production – Classical Performance:

TH 190B

Production – Musical Theatre:

TH 190
TH 190C
TH 193

Production – Technical Theatre:

TH 191

Acting - Musical Theatre:

TH 161

Acting - Voice/Movement:

TH 241
TH 242

Acting – Techniques

TH 140
TH 141
TH 240

Acting - Specialty Techniques

TH 061
TH 126
TH 127
TH 144

Technical Theatre

TH 120
TH 130
TH 150
TH 180

THEATR-190, 190A, 190B, 190C, 190D, 191, and 193 will no longer be repeatable.



CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
AA-T AND AS-T CERTIFICATION FORM
100% GOAL WORKSHEET
Due January 31, 2013

District: _____ College: _____

No.	TMC	TMC Code	Program Award	TOP Code	Column A Active AA/ AS TMC Aligned	Column B Active AA-T/AS-T	Column C Planned AA-T/AS-T
1	Administration of Justice	2002	AS-T	2105.00			
2	Anthropology	1015	AA-T	2202.00			
3	Art History	1006	AA-T	1001.00			
4	Business Administration	2006	AA-T	0505.00			
5	Communication Studies	1001	AA-T	1506.00			
6	Computer Science	2007	AS-T	0706.00			
7	Early Childhood Education	2003	AS-T	1305.00			
8	Elementary Teacher Education	1012	AA-T	4901.20			
9	English	1007	AA-T	1501.00			
10	Geography	1013	AA-T	2206.00			
11	Geology	2004	AS-T	1914.00			
12	History	1004	AA-T	2205.00			
13	Journalism	1014	AA-T	0602.00			
14	Kinesiology	1008	AA-T	1270.00			
15	Mathematics	2001	AS-T	1701.00			
16	Music	1011	AA-T	1004.00			
17	Physics	2005	AS-T	1902.00			
18	Political Science	1009	AA-T	2207.00			
19	Psychology	1002	AA-T	2001.00			
20	Sociology	1003	AA-T	2208.00			
21	Studio Arts	1010	AA-T	1002.00			
22	Theatre Arts	1005	AA-T	1007.00			
TOTAL							
Number of AA-T and AS-T Degrees to be Offered by Fall 2014							

CALIFORNIA COMMUNITY COLLEGES CHANCLOR'S OFFICE
AA-T AND AS-T CERTIFICATION FORM
100% GOAL WORKSHEET
Due January 31, 2013
(CONTINUED)

Required Signatures:

_____ Date	_____ Name	_____ Signature: President, Academic Senate
_____ Date	_____ Name	_____ Signature: Chief Instructional Officer
_____ Date	_____ Name	_____ Signature: President/Superintendent

November 2012/ Revised 11.21.12

Operating Agreement
College of the Canyons Program Review Committee

1. Mission

- a. The purpose of the **Program Review Committee** (an Academic Senate subcommittee) is to provide training, advisement and assistance to College of the Canyons faculty and staff to facilitate and improve the program review process. The committee will provide leadership and guidance by reviewing comprehensive program reviews, annual plans, outcomes and assessment cycles, and evaluating the program review planning process.

2. Oversight

- a. The Academic Senate reviews the activity of the Committee and gives general direction to its work.

3. Duties and Functions

- a. The Program Review Committee will be responsible for maintaining a process by which instructional and administrative programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes.
- b. The committee will review all proposed procedural and content changes to the program review including budget processes.
- c. The Committee will:
 - Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
 - Review final instructional and administrative program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.
 - Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

4. Membership

- a. The committee will be composed of appointed and standing members from faculty and administration.
 - Appointed members
 1. One faculty member from each instructional division.
 - a. Allied Health
 - b. CTE
 - c. ECE
 - d. Enrollment Services
 - e. FAPA
 - f. Humanities
 - g. Kinesiology/PE/Athletics
 - h. Math, Science and Engineering
 - i. Social Science and Business

- The Program Review Committee is open to all but the goal is to include at least one representative from each academic division, with possible alternates to attend in case of absences.
- Standing members
 1. CIO or academic dean
 2. Director, Institutional Research
 3. Assistant Superintendent–Vice President, institutional development & technology or designee
 3. Academic Senate President or designee
 4. Professional Development Committee representative
 5. SLO coordinator
- b. Any change in membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate.
- c. If a new academic division is created, it will be immediately entitled to representation within the committee.

5. Management

- a. The co-chairs will be elected at the first meeting of the academic year for a two-year term.
- b. The co-chairs shall have served at least one semester on the committee prior to his/her term.
- ~~c. Committee co chairs will be limited to two consecutive 2 year terms. Chairs who have served consecutive terms may be re-elected after a 2 year period has passed.~~
- d. Only division representatives will have voting rights concerning academic program review processes and functions.
- e. Only administrative representatives will have voting rights concerning administrative program review processes and functions.
- f. When there is more than one faculty representative per division present, only one vote per division is allowed.
- g. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
- h. Committee chairs may vote only if they are also acting as their division's main representative.
- i. Committee members will share the responsibility of taking minutes.
- j. All documents related to the business of the Committee will be posted on the COC intranet committee website.
- k. The committee will meet on twice each month during the fall and spring semesters.
- l. All changes to procedures and forms will be submitted to constituencies for review before implementation.
- m. Quorum will be 50% plus one of the total current membership.
- n. The Committee will make decisions based on a majority vote.

- o. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
- p. The Committee will review this agreement on an annual basis.

6. Attendance

- a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
- ~~b. If a member of the Committee has three absences in one semester, a co-chair will notify that member and request the Academic Senate president to appoint a new division representative.~~
- c. If a member of the Committee isn't able to attend a meeting, he/she may have another faculty member attend in his/her place.

**BYLAWS
of the
ACADEMIC SENATE
COLLEGE OF THE CANYONS**

(PROPOSED)

ARTICLE I – MEMBERSHIP

Section A - The Electorate

1. The Electorate shall consist of tenured and tenure-track Faculty as defined in Article III of the Academic Senate Constitution (hereinafter “the Constitution”).
2. Voting members of the Academic Senate shall be selected by and from the Electorate.
3. A maximum of three Adjunct Faculty Members ~~may~~ **shall** be elected as voting members to the Academic Senate per Article IV of the Constitution.

ARTICLE II – RESPONSIBILITIES

Section A – Statement of General Duties and Expectations

The Academic Senate strives to ensure shared governance, faculty representation, and the successful development of academic standards. Therefore, faculty elected to serve as members of the Academic Senate, and those faculty members working on behalf of the Academic Senate, shall make every attempt to adhere to the rules and expectations listed herein—conducting due diligence in all matters brought before them, while adhering to the highest degree of professional behavior in carrying out the duties bestowed upon them by the Electorate.

Section B – Duties of President

1. The President shall prepare the agenda of all regular and special meetings of the Academic Senate, post each agenda in compliance with the Brown Act, and distribute each agenda to all Senators at the time of public posting.
2. The President shall preside at all meetings of the Academic Senate.
3. The President or a designated Senator shall represent the Academic Senate at all Board of Trustees meetings, as well as relevant district and college meetings.
4. The President, in consultation with the Academic Senate, shall appoint faculty members to represent the faculty in college-wide committees.
5. The President shall manage all income and expenses incurred by the Senate.
6. The President or the President’s designee shall attend Fall and Spring meetings of the California Community College Academic Senate and regional Community College Academic Senate meetings.
7. The President shall chair all meetings of the Executive Committee.

Section C – Duties of Vice-President

1. The Vice-President shall preside over meetings of the Academic Senate in the President's absence.
2. The Vice-President shall assume the duties of the President if the President vacates the Office of the Presidency during his or her term. The Vice President shall assume the duties of the President on an interim basis upon the request of the President.
3. The Vice-President shall assist the President and perform other duties, as assigned by the President at Academic Senate and Executive Committee Meetings. The Vice President shall attend all meetings of the Executive Committee and Academic Senate.
4. The Vice-President shall make every effort to attend the next scheduled leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference at least once previously.

Section D - Duties of the President-Elect

1. Any member of the Electorate who is elected to serve as President of the Academic Senate will be designated "President-Elect". The President-Elect is essentially the President in waiting whose term shall begin upon confirmation of said election results by the Academic Senate and end on the first day of the subsequent month of July in which they assume the duties of the Presidency. If the President-Elect also sits as a member of the current term of the Academic Senate, then he or she must fulfill all duties assigned and shall not neglect their current position on the Senate in anticipation of assuming the Presidency.
2. The President-Elect shall make every effort to attend all meetings of the Academic Senate to ensure an effective transition to leadership.
3. The President-Elect shall make every effort to attend the next leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference.
4. The President-Elect shall make any and all attempts to attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District during his or her term as President-Elect and before he or she assumes the duties of the Presidency.

Section E - Duties of the Past President

1. The Past President shall provide support and expertise to the President.
2. The Past President, acting as parliamentarian, shall recommend parliamentary procedures as prescribed in the Robert's Rules of Order or any other parliamentary authority adopted by the Academic Senate. In the absence of the Past President, the Chair of the Policy Committee shall serve as parliamentarian.

Section F - Duties of Senators

1. Division Senators

a. Attendance - Senators serving as Division Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time.

i. Absence – Division Representatives shall make any and all effort to secure an alternate Representative from their respective division in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

b. Appointments - All Division Representatives shall be eligible for and should anticipate appointment to at least one Academic Senate standing committee or ad hoc committee per academic year.

c. Liaison Duties - Senators serving as Division Representatives shall be the liaison between their representational areas and the Academic Senate. Senators shall explain Academic Senate agenda material to their constituents and present to the Senate concerns from their affected areas.

2. At-Large Senators

a. Attendance - Senators serving as At-Large Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time.

b. Appointments - At-Large Representatives shall be eligible for and should anticipate being appointed to represent any academic division lacking a Division Representative on the Academic Senate.

i. Absence – At-Large Representatives shall make any and all effort to secure an alternate Representative from the Electorate in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

c. Liaison Duties - Senators serving At-Large Representatives shall be the liaison between the full Electorate and the Academic Senate. Senators shall be prepared to explain Academic Senate agenda material to their constituents and present to the Senate concerns from any affected campus area.

Section G - Transition Duties

1. It is the duty of the President and the President-Elect to:
 - a. Schedule at least two “transition” meetings whereby the outgoing President informs and prepares the President-Elect regarding ongoing matters of professional concern and Academic Senate business as well as debriefs the President-Elect on typical procedural requirements of the Office of the Presidency.
 - b. Ensure the President-Elect has key access to the physical office space assigned to the Academic Senate as well as the overall resources of the Academic Senate.
 - c. Ensure a meeting of the President, President-Elect, and Executive Committee to ensure seamless transition of Academic Senate business.
 - d. Jointly attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District.

ARTICLE III – MEETINGS AND SENATE PROCEDURES

Section A - Ralph M. Brown Act

1. Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.
2. All meetings of this organization shall be public meetings. No meeting or executive session of this organization, or any committee or sub-committee meeting of this organization shall be closed to the public except to discuss a personnel matter, or to discuss litigation in which the Academic Senate is involved, or may be involved.
3. All Votes shall be taken in accordance with the Provisions of the Brown Act.
4. The President may put the meeting into executive session as prescribed in The Ralph M. Brown Act.

Section B – Meeting Procedures and Standing Rules

1. Meeting Procedures

- a. Except as otherwise provided, the most recent Robert’s Rules of Order shall govern meeting procedures.
- b. All votes shall be taken by voice, roll call or signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.

2. Standing Rules

- a. The Academic Senate may adopt Standing Rules to implement the intent and purposes of these Bylaws.

- b. Standing Rules shall be adopted by a majority vote of the Academic Senate.

ARTICLE IV – ELECTIONS

Unless otherwise assigned by a majority of the Academic Senate, the administration of all elections outlined in Article IV of the Academic Senate Constitution shall be conducted by the Elections Committee of the Academic Senate.

ARTICLE V – COMMITTEES

Section A - Committee Membership Eligibility

All faculty are eligible to serve on committees of the Academic Senate.

Section B - Standing Committees

Membership on standing committees shall be approved by a majority vote of a quorum of the Academic Senate. The standing committees are:

1. Academic Staffing Committee
2. Academic Standards Committee
3. Board Policies and Procedures
4. Constitution and Bylaws Committee
5. Cultural Heritage Committee
6. Curriculum Committee
7. Elections Committee
8. Equivalencies Committee
9. Faculty Professional Development Committee
10. Honors Program Committee
11. Interdisciplinary Committee and Coffee on the Side
12. Program Review Committee
13. Scholarly Presentation Committee
14. Student Learning Outcomes Committee

Section C – Collegial Consultation Committees

1 - Collegial Consultation Committees are a reflection of the spirit and requirement of AB 1725 shared governance. AB 1725 not only enables, but demands faculty participation in the governance of matters at the local district level. Doing so ensures necessary faculty input on matters concerning the development of sound policy and maintenance of quality academic standards. Consequently, active membership and participation on shared governance committees is essential to the charge of the Academic Senate and the mission of the District.

2 - Membership on collegial consultation committees shall be approved by a majority vote of a quorum of the Academic Senate. The collegial consultation committees are:

- a. College Planning Team (CPT)
- b. College Policy Council
- c. Facilities Master Plan
- d. Enrollment Management
- e. President’s Advisory Council on the Budget (PAC-B)
- f. Technology
- g. Health and Safety Committee
- ~~h. Skills for Successful Committee~~

Section D - Ad Hoc Committees

The Academic Senate may establish “Ad-Hoc” committees to accomplish specific tasks. Upon completion of these tasks, these committees may be dissolved or approved as a standing committee. Membership on ad-hoc committees shall be approved by a majority vote of a quorum of the Academic Senate.

Section E - Committee Chairpersons

1 - Committee chairpersons may be recommended by the Academic Senate President or by the committee and approved by a majority of a quorum of the Academic Senate. Chairpersons of standing committees shall be appointed for one academic year unless otherwise directed by the operating procedures of the assigned committee.

2 - All terms of committee chairpersons shall commence on the first day of July subsequent to their appointment and confirmation by the Academic Senate. Appointments occurring after the first of July may be deemed retroactive by a majority vote of a quorum of the Academic Senate.

ARTICLE VI – AMENDMENTS

Section A – These Bylaws may be amended by a two-thirds vote of a quorum of the Academic Senate.

ARTICLE VII – ENACTMENT CLAUSE

Section A – Initial Effective Date

These Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.

Section B – Amendments

Amendments to these Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.