

Academic Senate Orientation – Fall 2016



Roles and Responsibilities of Local Senates

- ❑ Familiarity with the statutory context in which the senate operates
- ❑ Knowledge of local participatory/shared governance policies
- ❑ Advocating for faculty interest
- ❑ Maintaining effective relationships with other governance groups
- ❑ Developing senate participation and leadership
- ❑ Fostering communication

Academic Senate

The Academic Senate is the primary voice of the faculty in academic and professional matters at Santa Rosa Junior College.



Some Questions to Consider?

- Where does the Academic Senate Authority come from?
- What is the role of the Academic Senate?
- What does the Academic Senate have authority over?

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Where does the Academic Senate Authority come from?

- Education Code
- Title 5 Regulations

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California Education Code

- Laws resulting from legislation
- Requires legislation to be changed
- Always supersedes Title 5 regulation
- Governance was amended by AB 1725 in 1988

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Title 5

- California Code of Regulations
- Derived by the Board of Governors from the California Education Code
- Division 6 – applies to California Community Colleges
- Regulation with the force of law

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nate?

The Governing Board shall ... ensure ... the right of academic senates to assume primary responsibility for making recommendation in the areas of **curriculum and academic standards**.

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What is the role of the Academic Senate?

- *Title 5 § 53200 (B)*

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

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What is the role of the Academic Senate?

- *Title 5 § 53200 (C)*

Academic and Professional matters means the following policy development and implementation matters:

The “10 + 1”

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The “10 + 1”

Section § 53200 (c)

1. Curriculum, including establishing prerequisites
2. Degree & Certificate Requirements
3. Grading Policies
4. Educational Program Development
5. Standards & Policies regarding Student Preparation and Success

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The “10 + 1”

Section § 53200 (c)

6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

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The “+ 1”

Section § 53200 (c)

11. Other academic and professional matters as mutually agreed upon.

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Collegial Consultation – Defined

Title 5 § 53200 (d):

- ...the district governing board shall develop policies on academic and professional matters through either or both of:
 1. ***Rely primarily*** upon the advice & judgment of the Academic Senate
 2. Reach ***mutual agreement*** with the Academic Senate by written resolution, regulation, or policy

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Collegial Consultation – Defined

Section § 53200 (d)(1):

- When **rely primarily**:

The recommendations of the senate will normally be accepted...

- Only in **exceptional circumstances and for compelling reasons** will the recommendations not be accepted.
- If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly **communicate its reasons in writing** to the academic senate.

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Collegial Consultation – Defined

Section § 53200 (d)(1):

- When ***mutually agree*** (and an agreement has not been reached):
 - Existing policy shall remain in effect except in cases of legal liability or fiscal hardship.
 - Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

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The “10 + 1” Primacy

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

10 + 1

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The Brown Act!



COMMITMENT TO:

Openness

Transparency

Public Access to information

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The Brown Act!

- Applies to meetings of all legislative bodies (GC 54952)
- Adopted in 1953
- What is considered a meeting?

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Does the Brown Act Apply to Local Academic Senates?

Yes

No

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Applying the Brown Act

- All meetings are open!
- Who's "in charge" of the agenda?

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Applying the Brown Act

Agendas

- Publically posted 72 hours prior
- email 1 week before
- Must Include:
 - Time & Place
 - Public comments
 - Action items with brief description

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Applying the Brown Act

Votes

- All votes are public record
- Individual Senator votes are recorded in minutes

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Rules of Order

ByLaws: Robert's Rules of Order, Revised

- <http://www.robertsrules.com/>
- Can choose elements to use
- Parliamentarian

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Senate Meeting Conduct (Robert's Rules of Order)

President's Role in Meetings

- Prioritize
- Balance discussion and debate with decisions
- Keep agenda moving

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Senate Meeting Conduct (Robert's Rules of Order)

- The meetings are run by the Senate President
- The Senate President convenes and adjourns Senate meetings
- One must be recognized by the President before speaking
 - Raise your hand and wait to be acknowledged by the President before speaking
 - When discussion or action items are presented, the President is responsible for governing the discussion of the item, therefore address questions to the President not the presenter

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Senate Meeting Conduct (Robert's Rules of Order)

Agenda Changes?

- Can change order
- Cannot add items
- Time limits



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Senate Meeting Conduct (Robert's Rules of Order)

Agendas

- Open Forum
- Minutes
- Reports
- Action
- Discussion

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Senate Meeting Conduct (Robert's Rules of Order)

The reports are information items only

- Members are allowed to ask clarifying questions, but the reports are not intended for discussion, nor commentary
- Senate members can appeal to have an item from Reports put on a future agenda as a discussion item

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Senate Meeting Conduct (Robert's Rules of Order)

Action Items

- Format of action items?
- Need a first reading
- Published agenda items only!
 - Exceptions??



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Senate Meeting Conduct (Robert's Rules of Order)

Discussion Items

- Discuss only, no action
 - Can be moved to action agenda
 - May be information only (currently, no action required)
- Important to note:
 - All information must be available to the public
 - Documents become public documents

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Senate Meeting Conduct (Robert's Rules of Order)

When making a motion

- State your name for the record
- Clearly phrase the motion that you wish to move forward
“I, _____, make a motion to”
- A move must be seconded
- President states: “It is moved and seconded that we ...”

Once a move is on the table

- Debate on the motion can follow

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Senate Meeting Conduct (Robert's Rules of Order)

- The person making a motion is allowed to speak first and expand the motion.
- No member can speak twice to the same issue until everyone who wants to speak has had an opportunity.
- Refrain from speaking merely in order to agree with what has already been said.
- Keep comments brief and to the point, recognizing time restraints and the desire for others to contribute.

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Senate Meeting Conduct (Robert's Rules of Order)

- **Any Motion to Suspend Rules** – requires 2/3 vote
 - Time needs to be allowed for debate, if desired
- **Suspension of Rules to Vote on a Discussion Item** should be reserved for time sensitive issues only
- **A second reading allows:**
 - Notification that a vote will be held
 - Senators to seek input from constituents and reflect prior to voting

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Senate Meeting Conduct (Robert's Rules of Order)

- **To vote on a motion:**
 - President states: “Are you ready for the question?”
If there is no more discussion, a vote is taken.
 - To end debate, a member states: “I move the previous question”
(2/3 vote required to cut off additional debate)

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Senate Meeting Conduct (Robert's Rules of Order)

Decision Making

- Other Actions

- Close debate, limit or extend debate
- Refer to committee
- Modify wording of a motion
- Suspend rules
- Divide motion
- Table

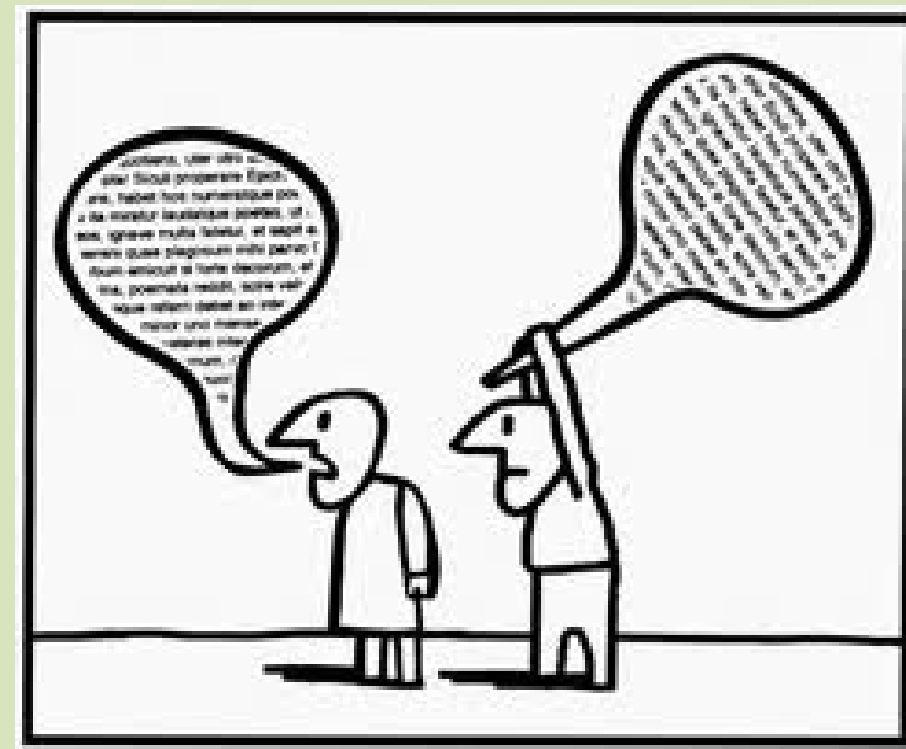
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Discussion & Debate

- Limit to a topic
- Courteous comments



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Discussion & Debate: Discussion of Guiding Principles

- Treat everyone with courtesy and respect
- Listen actively – respect others when they are talking
- Listen to others with an open mind
- One person speaks at a time – no crosstalk or side conversations
- Be aware of your own and other’s participation – step up and step back!
- Share your own experiences and opinions with “I” statements, rather than generalizing with “We” or “They” comments
- Respectfully challenge an idea, not a person
- Respect the groups’ time and keep comments brief and to the point



Group Discussion on Rules of Order (sort by color)

What would you like to see happen to make sure that the meetings move along and everyone has a chance to participate?

1. How strictly should we follow Robert's Rules?
 - No member can speak twice to the same issue until everyone who wants to speak has had an opportunity.
 - Refrain from speaking merely in order to agree with what has already been said.
 - What else would you like to consider?
2. Should we continue to attempt to abide by time guidelines?
3. Do we want to have Senators stand to speak?
4. Do you want to continue with a brief stretch break?