

notes fr: Senate President 10/12/24

BYLAWS TO THE CONSTITUTION OF THE SANTA ROSA JUNIOR COLLEGE ACADEMIC SENATE

ARTICLE I:

As specified in the Constitution of the Academic Senate, a major responsibility of the Senate as a whole is to carry out all responsibilities delegated to a community college academic senate by state law, the Board of Governors of the California Community Colleges, and the Board of Trustees. These include, but are not limited to, the following:

- A. Through collegial consultation, provide the Board of Trustees with the advice and judgment of the faculty on professional and academic matters, as agreed upon with the Academic Senate and including all 10+1 matters as either "as rely primarily upon" or "reach mutual agreement with" as represented in Board Policy:
 1. Curriculum, including establishing prerequisites and placing courses within disciplines.
 2. Degree and certificate requirements.
 3. Grading policies.
 4. Educational program development.
 5. Standards or policies regarding student preparation and success.
 6. District and College governance structures, as related to faculty roles.
 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
 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 between the governing board and the Academic Senate. (Title 5 Regulations, Subchapter 2, Section 53200, 53203)
- B. Through joint agreement with the Board of Trustees, assist in the development of District and College hiring criteria, policies and procedures (section 87360).
- C. Through joint agreement with the Board, assist in the development of District and College policies and procedures regarding equivalencies to minimum qualifications (section 87359), reassignment of administrators to contract faculty positions (section 87458), and exceptions to the minimum degree requirements for tenure (section 87615), and provide the Board with the advice and judgment of the faculty in regards to these matters.
- D. Through consultation with the collective bargaining agent(s) assist in the development of faculty evaluation procedures and policies, and concerning faculty service areas and competency requirements (section 87663, 87743.2).
- E. Through consultation with the chief executive officer [SRJC Superintendent/President] or their designee, appoint faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters (section 53202, f).

Any updates needed re section refs

ARTICLE II: DUTIES OF OFFICERS

Section 1: President

It will be the duty of the President to:

- C. The Past President will advise the Senate and its officers on any matter affecting the duties and responsibilities of the Senate.
- D. Perform other duties as assigned by the Senate President.

Section 5: President-elect

- A. The President-elect is a Senator or past Senator who is elected to become president. The President-elect will serve on the Senate Executive Committee.
- B. If the President-elect is not a seated Senator, then they will attend Senate meetings but they will not have a vote.
- C. The President-elect will prepare for office by attending, at minimum,
 - 1. One State Academic Senate Plenary during the year prior to assuming the Presidency, preferably the spring Plenary.
 - 2. One Area B meeting during the year prior to assuming the Presidency.
 - 3. The State Academic Senate Leadership Institute within three years prior to taking office.
 - 4. Various Council meetings whenever possible.

Section 6: Equity Advocate

It will be the duty of the Equity Advocate to:

- A. Serve as a member of the Senate Executive Committee.
- B. Provide the Senate and Senate Executive Committee with perspective focused on, but not limited to, the areas of Inclusion, Diversity, Equity, Anti-Racism and Access (IDEAA).
- C. Serve as a Senate representative on selected College committees as may be assigned by the Senate Executive Committee.
- D. Perform such other duties as may be assigned by the President.

Section 7: At-Large Representative

It will be the duty of the At-Large Representative to:

- A. Serve as a member of the Senate Executive Committee.
- B. Serve as a Senate representative on selected College committees as may be assigned by the Senate Executive Committee.
- C. Perform such other duties as may be assigned by the President.

Section 8: Associate Faculty Representative

It will be the duty of the Associate Faculty Representative to:

- A. Serve as a member of the Senate Executive Committee.
- B. Provide the Senate Executive Committee with perspective focused on, but not limited to, associate faculty Senate interests.
- C. Perform such other duties as may be assigned by the President.

Section 9: Administrative Assistant (Classified Employee)

It will be the duty of the Administrative Assistant to:

- A. Manage the Academic Senate Office, including being available to officers, faculty, and

also needs to be reviewed + updated

- B. In accordance with Title 5, Section 53203 of the CA Education Code, the Senate will have consultation committees and councils, also known as standing committees of the college, herein referred to as consultation committees. Senate consultation committees are identified in Board Policy. Senate will have consultation committees that are also Presidents Advisory Committees.
- C. In addition, the following President's Advisory Committee has a faculty co-chair: Faculty Staffing.
- D. Each Senate Consultation Committee will keep a record of business transacted and will submit periodic written progress reports or summaries to the Senate and to the Senate Administrative Assistant. Reports should be provided a minimum of once a semester or year based on the frequency of meetings.
- E. Issues or conflicts brought to any Senate Consultation Committee that cannot be resolved through the committee process may be referred to the full Senate. Upon hearing the issues the Senate may exercise the options of:
 - 1. Hearing the matter and taking appropriate Senate action.
 - 2. Referring the matter to the Educational Planning and Coordinating Council.
 - 3. Referring the matter to an ad hoc Senate committee.
- F. Terms of committee members are for one to three academic year(s) per approval by College Council. For temporary ad hoc task force, the assignment will be the period of time needed for the group to complete its assigned task.
- G. The appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer [SRJC Superintendent/President] or their designee, by the Academic Senate. Notwithstanding this subsection, the college bargaining representative may seek to appoint faculty members to committees, task forces, or other groups as per Title 5 Section 53203 (f)
- H. QUORUM: A quorum of any Senate or standing committee is a simple majority of its membership. A quorum is required to vote on action items.

Section 2: Election ~~Committee~~ Taskforce

- A. Composition: Three Senate members appointed by the President of the Senate.
- B. Duties: The Election ~~Committee~~ will:
 - 1. Supervise and administer all elections of the Senate, Executive Officers and faculty members on committees with elected representatives.
 - 2. Act as tellers when votes are cast by ballot and report the results to the Administrative Assistant and the Senate Executive Committee.
 - 3. In consultation with the Office of Institutional Effectiveness, Research, and Planning, conduct opinion polls of the electorate on any issue, as directed by the Senate.
- C. Meetings: Meetings will be scheduled during the Spring Semester or as needed.

Section 3: Executive Committee

- A. Composition: The Senate President, Vice President, Executive Secretary, President-elect, Equity Advocate, At-Large Representative, Associate Faculty Representative, Administrative Assistant and the Past President during that person's tenure as defined in the Constitution.
- B. Duties: The Executive Committee will:
 - 1. Meet informally with the Administration for the purpose of maintaining free and

whose job requires an administrative or supervisory credential or who are placed on the administrative salary schedule do not qualify as members.

B. Duties:

1. To promote the professional interests of the faculty of the Sonoma County Junior College District and to participate in the collegial governance of the college as it specifically concerns the Petaluma Campus.
2. To promote communication and mutual understanding among the faculty on the Petaluma campus, to strengthen communication between the Petaluma and Santa Rosa campuses, and to facilitate and maintain communication between the PFF and the Academic Senate of the college.
3. To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibilities and ethics, especially as this pertains to the Petaluma campus.

- C. Meetings: An average of once a month when the College is in session. Special meetings may be called at the discretion of the Chair of the PFF or by written petition to the Chair of at least four regular participants of PFF. No business may be transacted other than that for which the special meeting was called.

policy BP/AP

Section 7: Program Review, Revitalization, and Discontinuance

name change under way

- A. Composition: Six faculty members appointed by the Senate, including: the Senate President or designee and the Faculty Co-chair of Curriculum Review or designee. Other faculty members whenever possible will include: Student Services, Career Education and diverse disciplinary representation. Preferably at least one member will be a Department Chair. The Curriculum and Career Education deans may be requested to attend meetings in an ex-officio capacity.
- B. Duties: The Academic Senate Evaluation Committee will evaluate certificates or majors in the six-year rotation cycle using the rubric information, District compiled data, PRPP documents, and consideration of the recommendations made by the Academic Affairs Council. The Evaluation Committee will make recommendations to the Vice President of Academic Affairs.
- C. Meetings: An average of twice a month during the fall and spring review cycle. Fall meetings focus on new programs being reviewed. Spring meetings focus on progress made on Evaluation Committee recommendations and approved by the Academic Affairs.

Section 8: Faculty Fund for Advanced Studies (FFAS)

Talk for U

- A. Composition: 8 to 10 contract faculty members appointed by the Senate.
- B. Duties:
1. Solicitation of funds in support of contract faculty professional development opportunities.
 2. Work with the SRJC Foundation to oversee the stewardship of FFAS funds and their distribution.
 3. Solicitation of applications by contract faculty in support of professional development.
 4. Screening of applicants and selection of grant winners.
 5. Organization and hosting the annual Grant Distribution Event.
- C. Meetings: A required, meeting is held early spring to select grant recipients and plan the distribution event. Other fall and spring meetings are held as needed and email is the major form of communication.

Section 2:

The following will be the order of business for all regular meetings, unless changed for a particular meeting by two-thirds of those present at a regular meeting.

- A. Call to Order.
- B. Open Forum: Not to exceed 3 minutes per person or 10 minutes per topic. Time may be extended by the President or by approval of two-thirds of those present.
- C. Minutes: Correction and adoption of the minutes of the previous meeting.
- D. Adjustments to the agenda: At this time, any item can be removed from the consent agenda by any senator and moved to the action agenda to allow for discussion on the item.
- E. Reports: President's Report and other Senate committee reports.
- F. Action agenda: Items must come from the discussion agenda of a previous meeting or be carried over from a previous action agenda.
- G. Consent agenda: The consent agenda will be treated collectively as one action item. At the request of any member of the Senate an item will be removed from the consent agenda to the action agenda to allow for discussion.
- H. Discussion agenda: Following discussion, items may be moved to the action agenda of a subsequent meeting or carried over for further discussion. If a discussion item is marked as urgent on the agenda, it may be placed on the action agenda for the current meeting with approval of two-thirds of those present.
- I. Information agenda: Items placed on the information agenda may involve discussion, but no action will be taken.
- J. Adjournment.

Section 3:

Any member of the electorate may present to the President, in writing, an item for the discussion agenda. The item must be presented not later than one week prior to the meeting. The President, in consultation with the Executive Committee, will place the item on the discussion agenda on a priority basis. The President will notify the submitter of the date of the meeting the item will first appear on the discussion agenda, and the earliest date that the time could potentially be considered as an action item. If the submitter or the Executive Committee would like the matter to be considered urgent and potentially approved at the first appearance, the Executive Committee will mark the item as urgent on the agenda and will schedule appropriate time for adequate consideration by the Senate.

Add Section on Resolutions ?

Section 4:

The Senate will have up to two retreats per academic year for the purpose of setting goals, clarifying parliamentary procedure, and discussing ongoing issues of concern to the Senate. No action on any item will be taken at a retreat. All meetings of the Academic Senate, including retreats, will comply with the requirements of the Brown Act.

Revised" insofar as they do not conflict with the Constitution and/or Bylaws of the Senate.

ARTICLE VIII: ELECTION CODE

Section 1:

may need to be updated (reapportionment)

The Administrative Assistant will conduct elections for Senate positions in a timely manner to allow faculty members to arrange a work schedule to accord with Senate meetings. Each contract faculty area will have two representatives. Half of all Senate positions will be elected each year. Associate faculty will have six representatives. Half of all associate positions will be elected each year.

Section 2:

Members of the electorate may offer their own name in nomination for a Senate seat or another member of the electorate may nominate a member of the electorate provided that the name is submitted by permission of the nominee. In either case, the nominees should provide the Administrative Assistant a statement supporting their candidacy and explaining their intention to serve in the capacity of a member of the Academic Senate. Candidate headshots, to be included with their ballot, are permissible. The statement will be presented on the ballot. Any eligible faculty member may run for any area representative position. If no one is nominated for a seat for an area representative, then that seat will be filled by an at-large representative. The Administrative Assistant will publicize the manner and the time window during which nominations will be accepted. The nomination period will be open for three weeks. At the close of the nomination period, the Administrative Assistant, in partnership with the Elections Committee, will send out electronic ballots to the areas. Elections will run for one week.

Following the area elections, the nomination period for At-Large seats will be two weeks and the election will be open for one week.

Section 3:

Voting will be by means of an email ballot. In area elections, only eligible faculty members within the area may vote. Area representative ballots will offer an option to vote for an "at-large representative." If "at-large representative" receives the highest number of votes, the position will then change to an at-large position to be filled at the next at-large election. At-large elections occur after the area election. All eligible faculty members may vote for at-large representatives. After completion of the normal two-year term, the at-large position(s) will become an area position again.

Voting procedures:

review/update to reflect current procedures.

- A. Careful distribution of appropriate email ballots to the area electorate for area representatives.
- B. The Senate Office will maintain an accurate list of electorate members, with their representational area specified.
- C. The Senate Office will provide written notice of the deadline for the submission of the ballots.
- D. Representational Seats – The Senate Office will provide election results; to be elected candidates must receive a plurality of the total votes cast by the constituency.
- E. If a seat is vacated after area nominations are close, then that seat will be added to the At-

may elect to run to continue service as President during the spring of the first year of service. During the election cycle of the first term, the Senate President can decide to run for an additional one year or a two year term. If they run for a one year term, they are eligible the following spring to run for another one year term. Presidents are limited to a maximum of four consecutive years serving as President; however, they may run for election after vacating the seat for at least one two-year term.

- B. Nominations for President-elect – During the spring semester of the election cycle, the Administrative Assistant will call for candidates for Senate President. The Senate will work to encourage an open nomination and selection process, and contested elections. Election dates will be set well in advance in order to permit adequate participation and publicity.
- C. Elections of President-elect – The President-elect will be chosen by the faculty electorate at-large. A plurality of votes cast constitutes election. If no majority arises, there will be a run-off election between the candidates with the highest vote count. During the first year after election, the winning candidate will serve as President-elect. The President-elect will assume office of the President at the end of the last meeting in May and at the end of their year as President-elect.
- D. Election of Executive Committee Officers – The Vice President and Executive Secretary, Equity, At-large, and Associate Representatives are selected by the Senate from among the Senators to serve two-year term(s). Elections will be held at the last meeting in May of the election cycle. Officers will assume office immediately. A majority vote of the Senate quorum will be required for election. Approximately half of officers will be elected each year.

ARTICLE IX: CHANGES TO BYLAWS

Section 1:

Changes or additions to the Bylaws will be placed on the agenda at two meetings in succession. Bylaws changes may be adopted by the Senate at the second or subsequent meeting and require a two-thirds vote.

Section 2:

Whenever there is a change to the Bylaws the Administrative Assistant will ensure that the changes are made in the Senate records, posted on the Senate webpage, and that revised copies of the Bylaws are electronically distributed to all Senators.

Section 3:

The Administrative Assistant will maintain a historical file of all changes to the Bylaws and Constitution.

Adopted: 05/21/86

Revised: 02/10/98, 02/17/99, 03/15/00, 11/12/02, 11/07/07, 02/20/13, 04/29/15, 12/07/2016, 11/07/2018, 05/17/2023