

Appendix B

BY-LAWS OF ACADEMIC SENATE OF THE COLLEGE OF SAN MATEO

Revised April 2017

ARTICLE I

NAME

The name of this body shall be the Academic Senate of College of San Mateo, hereinafter referred to as the Senate.

SENATE MEMBERSHIP AND DUES

Consistent with Title 5 of the California Administrative Code, Section 53200, and in accordance with Section 53202.d, all full-time and part-time faculty in the College are faculty members with all rights and responsibilities thereunto. The Academic Senate shall include the following faculty members: officers elected by the faculty; standing committee chairs elected or appointed by the faculty committee members or the academic senate; senators and senate committee members elected or appointed by the faculty of the academic divisions. Administrators, classified staff, and students are not members of the faculty. Any employee who supervises faculty is not permitted to serve as division representatives on senate committees. Classified staff who are also adjunct faculty are permitted to serve as division representatives on senate committees, provided they are adjunct faculty for the division at the time of service.

Consistent with Title 5, Section 13532, the Senate may call upon its faculty members for payment of professional dues; however, professional dues are not to be expended on items for which taxpayers' dollars cannot be spent; dues may be used to support approved Senate projects and functions.

ARTICLE II

PURPOSE

The Academic Senate has been established in accordance with Education Code Section 70902(b)(7), which call on the Board of Governors to enact regulations to ensure the right of faculty, as well as staff and students, to participate effectively in district and college governance. It further ensures the right of Academic Senates to assume the primary responsibility for "making recommendations in the areas of curriculum and academic standards."

The Senate shall make recommendations regarding academic and professional matters to Cabinet, District Academic Senate, the College and District administration, the Board of Trustees, and to other appropriate individuals and bodies. The Board of Trustees shall ensure the right of the Senate to assume primary responsibility with respect to academic and professional matters, including exercise of the authority to appoint faculty to committees or groups dealing with academic and professional matters as specified in Title 5, Section 53203(f), and to participate in all other aspects of shared governance. The Senate shall inform the District Academic Senate of current issues and hold meetings for discussion and shall uphold all designated responsibilities pertaining to Senate rules and regulations as determined by State laws.

Academic and professional matters, as summarized from Title 5, Section 53200, include the following policy development matters:

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 involvements in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for instructional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

The Senate has the **primary responsibility** for making recommendations in academic and professional matters, while Government Code Section 3540 (et seq. Rodda Act) establishes the right of exclusive bargaining agents to negotiate hours, wages, and working conditions. Title 5, Section 53204 states, "Nothing in this subchapter shall be construed to impinge upon the dues process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulation." The Senate recognizes the interests of both groups on issues with both academic and working conditions implications.

ARTICLE III

MEMBERSHIP & QUORUM FOR MEETINGS

The Academic Senate shall consist of the following faculty members: officers elected by the faculty; standing committee chairs elected by the faculty; senators elected or appointed by the faculty of the academic divisions.

Instructional divisions shall elect and be represented by two Senate members. Library faculty shall elect one representative; if library faculty belong to an academic division, that division should elect one of its committee members from library faculty. Student Services faculty shall elect and be represented by two Senate members. Faculty members belonging to more than one division may be elected to serve on senate committees by either division, but may not represent two divisions on the same committee, and must be active in the division for which they are elected.

One representative to the Senate may be chosen by the Student Senate to represent students, according to the Student Senate's own criteria for selection. This member shall not be considered a member of the faculty, as defined in Article I, but shall have an advisory vote on Senate. It is the responsibility of the Senate to assure that students, staff, and administrators participate effectively in the development of recommendations on matters that affect them, as specified in Title 5, Section 51023.7 and Section 52023.5.

A quorum for a meeting of the Senate and all Senate committees shall consist of 6 of the committee's faculty members.

ARTICLE IV

ELECTION AND TERMS OF SENATE MEMBERS

The election of Senate members shall be conducted each year within their divisions. The Election shall be completed at least four weeks before the end of the spring semester.

In each division, it is the responsibility of the senior Senate member to see that elections are completed to replace outgoing Senate members.

Senate and Committee members shall serve for a two-year term beginning on the day of the last Senate meeting of the semester in which the election was held. In cases of multiple representation from one Division, an attempt shall be made to stagger terms.

Vacancies on the Senate shall be filled at the time of the regular election. To be elected to fill an unexpired term, a candidate must satisfy the provisions of Article.

ARTICLE V

ELECTION, TERMS, & DUTIES OF OFFICERS

The officers of the Senate shall be the following: President, Vice President, Secretary, Treasurer, and Immediate Past President. Officers, with the exception of the Immediate Past President, shall be elected by secret ballot from within and by the faculty at large. The election must be completed at least four weeks before the end of the semester. The term of the office shall be two years.

The President shall call all meetings of the Senate and Executive Committee; prepare agendas for meetings of the Senate; preside at all meetings of the Senate and Executive Committee; become familiar with the By-laws of the Senate and with parliamentary procedure as set forth in Robert's Rules of Order, Revised; be an ex-officio member of all faculty committees herein specified; suggest policies and plans for faculty and special committees; appoint the Senate delegate to the Academic Senate for California Community Colleges if the Vice President is unable to attend, which delegate shall serve subject to the approval of Senate; establish and maintain liaison with the Presidents of the Academic and Faculty Senates of the other colleges in the San Mateo County Community College District and with the collective bargaining agent; be held responsible for the work of the Senate; attend all regular and special meeting of college and district shared governance councils, college budget and planning committees, and the San Mateo County Community College District Board of Trustees.

The Vice President shall serve as assistant to the President in all duties of the President, and shall serve as President in the absence of the President. The Vice President (or the appointed designee) shall serve as the Senate delegate to the Academic Senate for California Community Colleges plenary sessions and shall attend all regular and special meetings of the college shared governance council and of college budget and planning committees. The Vice President shall serve as a member of the Executive Committee.

The Secretary shall keep a record of the proceedings of each Senate and Executive Committee meeting; maintain the files of the Senate; be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President; prepare for distribution minutes of all actions taken by Senate; publish at the beginning of the academic year a roster of all committees herein specified, including Senate, indicating divisions represented and expiration of terms. The Secretary shall serve as a member of the Executive Committee.

The Treasurer shall receive all monies belonging to the Senate; sign orders and pay out the monies of the Senate; keep an itemized list of receipts and expenditures; arrange for an audit of the books; make a written report at the last regular meeting of the Senate in the academic year; and be responsible for preparing all documents required by the U.S. Internal Revenue Service. The Treasurer shall serve as a member of the Executive Committee and, if possessing the requisite expertise in institutional finances, shall serve on college and district budget and planning committees.

The Immediate Past President, who will assume office automatically after leaving the office of President unless there is an impediment to service, shall carry out such duties as are assigned by the President. In the case of impediment to service (such as no longer being a faculty member at the college) or resignation from the position, the Senate may either name someone else to the position or leave it vacant. If the President is re-elected, the Immediate Past President will remain in office unless there is an impediment to service or resignation from the position.

The Nominating Committee shall consist of the past Academic Senate Presidents of terms immediately preceding the current one. Vacancies on the Nominating Committee may be filled by appointment of the President, subject to approval of Senate. The report of the Nominating Committee shall be submitted to the Senate at a regular meeting of the Senate. This meeting shall be held at least two weeks prior to the spring election. Additional nominations may be made from the floor. The President shall be responsible for giving notice of the election to faculty members within ten instructional days of the meeting.

Elections shall be held by secret ballot. If paper ballots are used, these ballots will be returned to and tabulated by a three-person ad hoc Tellers Committee appointed by the President, subject to the approval of Senate. Interested faculty are invited to witness the counting of the ballots. The ballots will be available for inspection for two weeks following the election. If electronic ballots are used, the three-person ad hoc Tellers Committee will review and tabulate election results from an election report furnished by SMCCCD District Information Technology Services. This report will be available for inspection for two weeks following the election.

ARTICLE VI

MEETINGS

All meetings of the Senate and of Senate Committees shall be open meetings consistent with the Brown Act, California Government Code, Sections 54950-54962.

Regular meetings of the Senate shall be held at least once a month during the academic year. The time, date, and place of such meetings shall be published prior to each meeting; Brown Act regulations require 72 hour notice of regular meetings. Faculty members may attend any meeting of the Senate.

Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

The President must place an item on the agenda of the Senate meeting (a) at the request of any Senate member or (b) on receipt of a signed, written request to the President by at least 10 faculty members.

The agenda for each Senate meeting shall be delivered for posting at each Division at least 2 instructional days prior to such a meeting, and mailed at the same time to all Senate members and Senate committee chairpersons.

The Senate may not take action on any matter not on the agenda unless by a two-thirds vote of members present it declares that matter to be an emergency matter. The minutes of the Senate meetings shall be distributed to all faculty members, administrators, and classified staff as soon as possible after each meeting.

Special meetings of the Senate may be called in the following ways: (a) by the President, (b) on petition of a majority of the Senate, (c) on petition of 50 members of the faculty. No business other than that for which special meetings are called shall be transacted at such meetings.

ARTICLE VII

RECOMMENDATIONS

The Senate is authorized to make recommendations on behalf of the faculty subject to the following provisions:

- a. The Senate may, on its own judgment and in its own initiative, refer to the faculty any matter affecting the welfare of the college community.
- b. The Senate may, on its own judgment and in its own initiative, forward recommendations to the Administration or the Board of Trustees, with respect to academic and professional matters.
- c. If 50 faculty members so request in a petition delivered to the President of the Senate within three weeks of distribution of the official minutes in which any resolution has been passed by Senate, that resolution shall be submitted to a referendum by secret ballot or to formal consideration by the faculty members.
- d. On matters on which the Board of Trustees or the administration intend to act when the college is not in regular session, the Senate, after a special meeting, may make recommendations to the Board of Trustees or the administration. The President of the Senate shall inform the faculty members of all such recommendations. If the President of the Senate receives within three weeks of those recommendations

a petition signed by 50 faculty members objecting to any recommendation made to the Board of Trustees, the Senate shall be required to submit the disputed recommendation(s) to the faculty members for ratification.

- e. Nothing herein shall prohibit the President of the Senate from addressing the Board of Trustees as a representative of the faculty members on any matter within their purview so long as the President does not make unauthorized recommendations on behalf of the faculty members.
- f. Outside of the regular school calendar, the President may act on behalf of the Senate, provided the President is following established Senate policies and reporting regularly to the Executive Committee.

ARTICLE VIII

AMENDMENTS

Amendments to the By-laws may be made by a simple majority affirmative vote of those Senate members preceding the balloting.

ARTICLE IX

COMMITTEES

Committees may be created at the discretion of the Senate. The Senate shall appoint the faculty members to any committee requiring Senate membership or representation as granted in Title 5 Section 53203(f).

Committees shall operate, consistent with established procedures, within the strictures indicated below:

The Executive Committee shall consist of the officers of the Senate: the President, Vice President, Secretary, Treasurer, and Immediate Past President. It shall serve as a steering organization performing routine tasks for the Senate and shall give, in the absence of specific instructions from the Senate, its advice and consent to proposed actions of the President of the Senate.

Elected Permanent Faculty Committees shall be elected from the same constituent bodies as representatives to Senate and according to the same formula, as described in Article IV of these By-laws.

Representatives shall serve two years. Each committee shall include appropriate members of the college administration, classified staff, and students as members; the charter of each committee shall specify whether non-faculty members have voting privileges. Faculty members belonging to more than one division may be elected to serve on senate committees by either division, but may not represent two divisions on the same committee, and must be active in the division for which they are elected. Each committee shall elect a chair from among its voting members at its last regular meeting of the academic year, such chair to serve for the following year. The chair of each committee, or the chair's designee, shall keep the Senate informed of the committee's actions. There shall be the following elected, permanent committees:

Committee on Instruction (COI)

Committee on Instruction shall report and recommend to Senate and advise the Vice President, Instruction, concerning curriculum, instructional courses and programs, and instructional procedures, including program review. Committee on Instruction provides for two student representatives with voting privileges. In addition, the Committee on Instruction may establish committees as needed on other instructional matters, as it deems necessary. All responsibilities of the Committee on Instruction shall be carried out in accordance with applicable State laws.

Duties and Responsibilities

- a. Carry on a regular review of the college curriculum.
- b. Inform faculty of and oversees adherence to curricular aspects of the Education Code.
- c. Consider for recommendation proposals for new courses and programs.
- d. Consider for recommendation all deletions, classifications, and changes in courses and programs.

Committee Structure

Committee on Instruction shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee. Library faculty shall elect one representative; if library faculty belong to an academic division, that division should elect one of its committee members from library faculty. The committee elects a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Academic Senate.

Library Advisory Committee (LAC)

Library Advisory Committee shall report and recommend to Senate, advise the Vice President, Instruction, Director of Library Services, and the Board concerning library policies. The committee fosters communication among the library, the faculty, and the larger college community.

Duties and Responsibilities

- a. Work to ensure that the library satisfies accreditation requirements and has the capacity to support student success in developmental education, transfer readiness, workforce development, and information competency.
- b. Work to ensure that the library receives adequate institutional funding to implement best practices for academic libraries in the areas of faculty and classified staffing, information resources and related technologies for on-campus and distance education access services, student learning outcomes, design and maintenance of the physical facility.
- c. Raise visibility and facilitate communication about library and information resources to the greater college community.
- d. Review regularly Library technology, facility, and resource issues that impact the campus community.

Committee Structure

Library Advisory Committee shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee. Library faculty shall elect one representative; if library faculty belong to an academic division, that division should elect one of its committee members from library faculty. Faculty members serve two-year terms. Every two years, the committee shall elect a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Senate.

College Assessment Committee (CAC)

College Assessment Committee shall report and recommend to Senate, advise the Vice President, Instruction, and Accreditation Liaison Officer concerning student learning outcomes and assessment of courses, programs, and the institution. CAC will provide the student learning outcome (SLO) assessment cycle, a process fostering dialogue, and a vehicle for continuous education improvement.

Duties and Responsibilities

- a. Develop, promote, and implement student learning outcomes and assessment at the course, program and college level.
- b. Integrate Student Learning Outcomes and Assessment with other college initiatives.
- c. Assist faculty, department heads, and deans to integrate assessment of student learning outcomes activities and data into the program planning and review process.
- d. Document the progress of every year's student learning outcomes assessment activities and accomplishments across the campus, including instructional and non-instructional areas.
- e. Carry on regular review of SLOs and resource issues that impact the college.

Committee Structure

College Assessment Committee shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee. Library faculty shall elect one representative; if library faculty belong to an academic division, that division should elect one of its committee members from library faculty. Faculty members serve two-year

terms. Every two years, the committee shall elect a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Academic Senate.

Center for Academic Excellence Committee (CAEC)

The Center for Academic Excellence Committee shall report and recommend to Senate and advise the Dean of Academic Support and Learning Technologies regarding professional development activities. The primary focus and purview of the committee shall be faculty professional development and pedagogy, but the committee shall also oversee and facilitate professional development for staff, and other college employees. The CAEC may establish committees as needed on other professional development matters, as it deems necessary. All responsibilities of the CAEC shall be carried out in accordance with applicable State Laws.

Duties and Responsibilities

- a. Oversee, develop and facilitate professional development activities for faculty and staff.
- b. Inform faculty of pertinent local and statewide opportunities for professional growth.
- c. Collaborate with college administration and staff to insure support and innovation regarding professional development.
- d. Collaborate with the Committee on Instruction, the College Assessment Committee, the division of Academic Support and Learning Technologies, and other relevant college programs and services to achieve high-quality instruction and student success.

Committee Structure

Center for Academic Excellence Committee shall consist of representatives from the faculty, as well as representatives from staff and administration. The faculty member serving as Professional Development Coordinator shall chair the committee. Each instructional division, including counseling, shall elect one representative to the committee; other committee members will include a library faculty representative, a staff representative, the Dean of Academic Support and Learning Technologies, and two student representatives. The chair will report at least monthly to Academic Senate.

ARTICLE X

REMOVAL OF AN OFFICER

Any officer of the Council may be removed from office by a motion made by an officer of the Senate, which is properly seconded and passed by a two-thirds vote of those officers of the Council casting votes in a secret ballot. A proposal to remove an officer must appear on the agenda established prior to the meeting in which it will be considered. Replacement of an officer will be made according to Article VI of this Constitution.

A vote to recall any officer of the Senate may be initiated by a petition signed by 50 members of the faculty and presented to the Executive Council.

The recall vote will take place by secret ballot of the faculty members within three weeks. A two-thirds vote of the valid ballots cast will be required to recall any officer of the Senate. Replacement for a recalled officer of the Senate will be made according to Article V, unless more than three vacancies are created, in which case a special election will be initiated within three weeks.