

~~ARTICLE I: NAME, MEMBERSHIP, AND DUES~~

~~Name ¶¶~~

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

~~Senate Membership ¶¶~~

~~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 a 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.~~

~~Dues ¶¶~~

~~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 I Reviewed 20182023.~~

ARTICLE II: NAME & PURPOSE

Name

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

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 I# Reviewed ~~2018~~Fall 2023.

ARTICLE III: MEMBERSHIP & QUORUM FOR MEETINGS

Senate Membership

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:

- Senate officers elected by the faculty;
- Standing committee chairs elected or appointed by the faculty committee members or the Academic Senate;
- Senators elected or appointed by the academic divisions to the Senate

Administrators, classified staff, and students are not members of the faculty. Any employee who supervises faculty is not permitted to serve as a senator. Classified staff who are also adjunct faculty are permitted to serve as a senator, provided they are adjunct faculty for the division at the time of service.

~~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.~~

All divisions, with the exception of Enrollment Services and Special Programs, ~~instructional divisions~~ shall ~~elect and~~ be represented by two ~~senators~~ members. Enrollment Services and Special Programs will be represented by one senator. Of the senators representing the Academic Support and Learning Technologies division, at least one shall be library faculty. ~~r. 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 from the counseling faculty. Non-instructional faculty will have one representative.~~ 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.

Please see Appendix A for voting membership. ▀

Quorum

Senate meetings shall require a quorum of the membership to vote on action items. A quorum for a meeting of the Senate and all Senate committees shall consist of 50% plus 1 of the committee's voting faculty members.

~~Please see Appendix A for voting membership.~~

Article III Reviewed Fall 2023.

ARTICLE III: DUES

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 III Reviewed Fall 2023

ARTICLE IV: ~~ELECTION AND TERMS OF SENATE MEMBERS SERVICE~~

~~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.~~

Senators

Divisions have the freedom to elect senators by a majority vote of faculty members within that division or appoint senators directly to Senate without an election.

~~Senators 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 the Fall semester of the academic year in which they are elected or appointed by their division. In cases of multiple representation from one Division, an attempt shall be made to stagger terms.~~ Divisions will make an effort to stagger terms for their two division representatives so that a new Senator is elected or appointed every academic year.

Sub-Committee Members & Chairs

Sub-Committee Members and Chairs will be elected and serve terms of service according to their individual by-laws outlined in Article X.

Academic Senate Officers

Academic Senate Officers will serve a two-year term beginning on the last day of the semester in which they are elected following procedures outlined in Article V.

Vacancies on Senate Officers ~~the Senate~~ shall be filled per the process outlined in Article VI. To be elected to fill an unexpired term, a candidate must satisfy the provisions of Article IV.

Article IV Reviewed ~~and~~ Fall 2023.

ARTICLE V : BUDGET FOR ADJUNCT PARTICIPATION & SENATE PROFESSIONAL DEVELOPMENT

At the beginning of each academic year, the President and Treasurer of Senate will consult with the College President to set two budgets for Academic Senate:

- Adjunct Participation Budget
- Academic Senate Professional Development Budget

After establishing the budgets, the Treasurer of Senate will provide regular updates throughout the year on the use of the budgets.

Adjunct Participation Budget

In Fall 2018, Academic Senate voted to to earmark part of its budget for compensating adjunct faculty who serve on the Academic Senate and its sub-committees. This includes service on the following committees:

- Academic Senate
- Curriculum Committee
- Committee on Teaching and Learning (CTL)
- Distance Education Advisory Committee (DEAC)

Adjuncts serving on the above committees are paid hourly at the special rate for time spent at scheduled meetings. Additionally, due to the workload, adjunct faculty serving on the Curriculum Committee are paid for an additional two hours per month for meeting preparation (e.g. reviewing course outlines, GE requirements, etc.). At this time, adjuncts can only be compensated from this fund for the above committees. Adjunct faculty cannot be paid from this fund for other institutional/district committees or for additional work on committees beyond the hours specified above (i.e. task forces, work groups, special projects).

The Adjunct Participaton Budget will be reviewed regularly, or at least at the beginning of each semester, and funding for adjunct participation on Senate committees may be paused at any time if there is not sufficient funding available in the budget.

Academic Senate Professional Development Budget

The Academic Senate Professional Development Budget is used to pay Academic Senate's annual dues to the Academic Senate for California Community College (ASCCC) in fall semester and fund Senate participation at ASCCC events throughout the year, including:

- Fall & Spring Plenary
- ASCCC Leadership Institute
- ASCCC Curriculum Institute
- Other ASCCC Events

ARTICLE VI: ELECTION, TERMS, RELEASE TIME & DUTIES OF OFFICERS

The officers of the Senate shall be the following:

- President
- ~~;~~Vice President
- ~~;~~Secretary
- ~~;~~Treasurer
- ~~;~~and Immediate Past President.

The Immediate Past President of Senate will not be considered an officer but will act as a mentor to the incoming President, attending meetings as necessary to support the transition of new leadership.

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.

In agreement with the Office of Instruction and President of the College, officers of the Senate will receive the following release time:

- President: 1.0 FTE
- Vice President: 0.4 FTE
- Secretary: 0.2 FTE
- Treasurer: 0.2 FTE~~—~~

The President shall:

- ~~Shall serve as a member of the Executive Committee—~~
- Attend the ASCCC Leadership Institute at Curriculum Institute in preparation for the responsibilities of Senate leadership
- Call and preside at all meetings of the Senate and the Executive Committee
- Prepare agendas for meetings of the Senate with the support of the Executive Committee
- ~~Preside at all meetings of the Senate and Executive Committee—~~
- ~~—~~Become familiar with and enforce the Brown Act, ~~b~~By-laws of the Senate and ~~with~~ parliamentary procedures as set forth in Robert's Rules of Order, Revised
- Co-chair/~~and~~ attend all regular and special meetings of college/~~district~~ shared governance councils, including (but not limited to):
 - Institutional Planning~~Committee~~ (tri-chair, voting)
 - District Academic Senate (voting)
 - District Participatory Governance Council (voting)
 - Accreditation Oversight Committttee

- Attend one-on-one meetings with key administrators at least monthly, including (but not limited to):
 - College President
 - Vice President of Instruction
 - Vice President of Student Services
- Be an ex-officio faculty member of all institutional ~~faculty committees herein specified~~ as needed
- In coordination with the Treasurer, establish annual budgets with the Office of the President at the beginning of each academic year
- Suggest policies and plans for faculty and special committees
- Act as the default ~~Appoint the~~ Senate delegate to the Academic Senate for California Community Colleges ~~from the officers of the Senate, subject to the approval of Senate~~ or appoint a designee to be approved by the Senate
- Establish and maintain ~~liaison~~ relationships 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
- Send weekly communication and updates to the faculty at large
- Maintain the Senate website, including membership list, records of meeting agendas/minutes, etc.
- ~~Meet regularly with college administrators, including the President, Vice President of Instruction, and ASCSM President~~
- Be involved in the planning and participation of events, such as the Faculty Service Awards ceremony, Transfer Tribute ceremony, Graduation, college-wide town halls, flex day workshops, and New Faculty Orientation and Institute
- Be involved in the resource request process related to faculty prioritization
- ~~Be involved in the faculty equivalency process~~ Organize faculty equivalency committees for College of San Mateo faculty equivalency requests
- Be involved in accreditation ~~related processes~~ as it relates to faculty roles

The Vice President shall:

- Shall serve as a member of the Executive Committee
- Serve as assistant to the President in all duties of the President
- Serve as President in the absence of the President
- Attend all regular and special meetings of the District Academic Senate as a voting member
- Attend all regular and special meetings of the college shared governance council in the absence of the President
- Publish at the beginning of the academic year a roster of all committees herein specified, including Senate, indicating divisions represented and expiration of terms
- Serve as a liaison to Classified Senate
- Have full oversight of Program Review, including the form, process, faculty outreach, program review feedback processes; and coordination with the SLO coordinator, student services, VPI, VPSS, marketing, PRIE

The Secretary shall:

- Serve as a member of the Executive Committee
- 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

The Treasurer shall:

- Serve as a member of the Executive Committee
- In coordination with the Senate President, establish annual budgets with the Office of the President at the beginning of each academic year
- 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 that includes an update on the state of the accounts and scholarship fund
- Be responsible for soliciting faculty donations to the scholarship fund annually
- Coordinate a gift for the outgoing president
- Serve as a liaison to the scholarship committee
- Participate in the scholarship ceremony if requested
- Be responsible for preparing all documents required by the U.S. Internal Revenue Service
- Serve on the College Finance Committee ~~(if unable to serve, then another member of the Executive Committee will be appointed to serve on the finance committee)~~ or appoint a designee to be approved by Senate

All officers of the Senate shall participate in regular meetings of the Executive Committee. The Executive Committee will meet in the week prior to an Academic Senate meeting or as needed throughout the semester. The duties of the Executive Committee include:

- Establishing the agenda for Senate meetings
- Distributing participation in institutional committees/taskforces/workgroups as needed
- Overseeing progress on annual Academic Senate goals
- Organizing and/or co-sponsoring campus events/programming

~~The Executive Committee shall distribute the following duties on an annual basis: serve as the Senate delegate to the Academic Senate for California Community Colleges plenary sessions; serve on the District Participatory Governance Committee; be responsible for updating and maintaining the Academic Senate website; be involved in and co-sponsoring event programming college-wide; participate in taskforce groups as needed; and oversee progress on annual Academic Senate goals.~~

Term limits for each position are as follows:

- President – 2 terms
- Vice-President – 2 terms
- Treasurer – 4 terms
- Secretary – 4 terms

In the event that no one runs for Treasurer or Secretary after these positions reach their term limit, they are able to run for one additional term.

~~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.~~

Article VI ~~Revised~~Reviewed Fall 2023

ARTICLE VII: Executive Committee Elections and Vacancies

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 SMCCD District Information Technology Services. This report will be available for inspection for two weeks following the election.

Vacancies in the Executive Committee

For vacancies of under 1 year:

If a vacancy in the Executive Committee occurs (and in the case of the President role, if the Vice President does not feel that they are able to take on the role of the President), then the vacant role will be filled with an interim member. The Executive Committee will put a call out with at