

# **SAN DIEGO MESA COLLEGE**

## **ACADEMIC SENATE CONSTITUTION**

### **ARTICLE I – NAME**

The name of this organization shall be San Diego Mesa College Academic Senate.

### **ARTICLE II - PURPOSES**

The purposes of this Senate shall be:

- A. To serve as the representative of the Faculty in making recommendations to the administration of the College and to the Board of Trustee about academic and professional matters.
- B. To work for the general welfare of San Diego Mesa College, its students, staff and Faculty.
- C. To foster a sense of responsibility among Faculty for maintaining a superior level of instruction and professional activity.
- D. To address academic and professional issues including:
  - 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.

Education Code Sections 66700, 70901, and 70902.

### ARTICLE III - AUTHORIZATION

For the purpose of authorizing creation of the Academic Senate, each member of the College's Faculty shall be entitled to one vote. "Faculty" is used here as defined in Title V of the California Administrative Code, Section 53200: "those certificated persons who teach full-time in a community college or other full-time certificated persons who do not perform any services for the college that require an administrative or supervisory credential."

### ARTICLE IV - OFFICERS

SECTION 1. OFFICERS: The officers of the Senate shall be:

- President,
- President-Elect, or a Vice-President,
- Immediate Past-President,
- Secretary,
- Treasurer,
- Senator-at-Large,
- Chair of Committee of Chairs,
- Chair of the Academic Affairs Committee,
- Chair of the Professional Development Committee,
- Delegate to the State Academic Senate.

SECTION 2. DUTIES:

The duties of the officers shall be as specified in the Bylaws.

SECTION 3. ELECTION:

Nomination and election of all Senate elected positions shall be in accordance with the Education Code of California.

SECTION 4. TERMS IN OFFICE:

- A. The President shall serve for two years, and on the expiration of the term of office shall continue to serve the Senate as Immediate Past-President for one year. During this latter period, the Immediate Past-President shall not be eligible for another elective office and shall have duties as specified elsewhere in this Constitution and its Bylaws.
- B. The President-Elect shall be elected in the spring and will serve for one year before taking office as the President in the following fall.
- C. The Vice-President shall be elected in alternate years when there is no president elect and shall serve for a term of one year.
- D. The Secretary and Treasurer shall be elected for a term of two years and may

succeed themselves for as many terms as elected. The Secretary shall be elected in odd-numbered years and the Treasurer in even-numbered years.

- E. The Chair of Committee of Chairs shall be elected for a term of one year by the sitting members of the Committee of Chairs from the pool of outgoing, continuing and newly elected Department Chairs. No person shall serve in this position for more than two consecutive terms.
- F. The election of the Chair of the Committee of Chairs shall be held one month following the month specified in the contract for the election of Department Chairs.
- G. The Senator-at-Large shall be elected for a term of two years in odd numbered years.
- H. The Delegate to the State Academic Senate shall be elected for a term of two years in even numbered years.
- I. The Faculty co-Chair of the Academic Affairs Committee shall be elected for a one-year term by the faculty members of the committee.
- J. The Faculty Chair of the Professional Development Committee shall be nominated by the committee and ratified by the Senate Executive Committee.
- K. All elections will take place during the Spring semester with the term of office shall beginning with the start of the following Fall semester.

#### SECTION 5. VACANCIES:

- A. **PRESIDENT:** In the case of the continued disability or resignation of the President, the President-Elect, if one exists, shall fill the unexpired term. In the absence of a President-Elect, the Vice-President shall assume the duties of the President until a President-Elect is elected.
- B. **OTHER:** In case of the resignation of any elected officer other than the President, or the continued inability of such officer to perform the duties of the office, the Senate shall designate one of its members to perform such duties during the remainder of the term of the office, or shall call a special election to fill the vacancy, in accordance with the Elections Code. In the case of an Immediate Past-President being unable to perform the duties of the office, the appointment will be expected to go to a former President.
- C. Elected officers may not serve while on leave of absence or on Sabbatical.

### ARTICLE V - THE SENATE

#### SECTION 1. NATURE AND POWER:

The legislative functions of the Faculty shall be vested in the Senate. The executive functions of the Senate shall be vested in the Executive Committee. The Senate shall have the power to act for the Faculty on all academic and instructional matters. Any action of the Executive Committee may be reviewed at a meeting of the Senate, providing a written request signed by twenty percent (20%) of the Senate is submitted to the President of the Senate within two weeks of the action.

SECTION 2. DUTIES AND PROCEDURES:

- A. The Senate shall give consideration to academic and instructional policies of the College and the District. It shall review established policies, consider new policies, and study matters of concern to the Faculty and the students; and shall advise the President of the College and/or the Chancellor of its findings and make recommendations as appropriate.
- B. The Senate shall serve as a resource in the selection and hiring of instructional and administrative personnel.
- C. The Senate shall be responsible for the maintenance of adequate communication between the Faculty and the administration. Any member of the Faculty may request any member of the Senate to transmit to the Senate for discussion any possible action topics coming under the jurisdiction of the Senate.
- D. The Senate shall be responsible for maintaining its own standing committees, providing Faculty representation on College and District committees, and creating special committees as needed.
- E. The President, Vice-President or President-Elect, the Chair of the Academic Affairs Committee and Chair of the Chairs Council shall serve on the President's Cabinet.

### SECTION 3. ELIGIBILITY AND COMPOSITION

- A. The Senate shall consist of: The elective officers of the Senate.
1. No less than one Senator selected from and by each department of the College.
  2. Departments having ten (10) or more members may elect a second Senator.
  3. Five adjunct Faculty duly elected by their campus-wide peers.
  4. A non-voting representative from the Classified Senate.
  5. A non-voting representative from the Associated Students.
- B. All Senators who represent departments shall be faculty members with not less than one year's assignment to the San Diego Community Colleges and with at least three-fourths of their time devoted to classroom instruction and/or research, or to counseling. All full-time librarians and Independent Learning Center certificated personnel and all members of the Faculty who would normally qualify except for special temporary assignments shall be considered eligible.
- C. TERMS:
1. Department Senators shall serve for a term of two years beginning with the Fall semester of the calendar year of the election. Senators shall be eligible for re-election.
  2. Adjunct Faculty shall serve for a term of one year and may run for re-election if they have been assigned classes.
  3. Adjunct representatives from the preceding year shall continue to represent the adjunct Faculty until such time as the results of the election are made official, providing that such representatives are still employed at Mesa College in adjunct Faculty positions.

### SECTION 4. MEETINGS:

- A. The Senate shall meet at least twice a month during the academic year; it shall keep a systematic record of its proceedings, which shall be accessible to the Faculty. A resume of the minutes of both regular and special meetings shall be distributed to the Faculty.
- B. Special meetings may be called by the Executive Committee. Special meetings shall be called by the President on receipt of a written request from twenty-five percent (25%) of the Senate membership or ten percent (10%) of the Faculty.

- C. The agenda of each regular meeting shall be distributed to the members of the Senate by the Secretary at least three days before the meeting.
- D. Written notice of each special meeting and its agenda shall be distributed to the members of the Senate by the Secretary at least three days before the meeting, unless the President, with the concurrence of a majority of the Executive Committee, decides that the urgency of the occasion will not permit the usual three-day notice; in a meeting called under this provision, notice shall be given as far in advance as possible. Action shall require a majority vote of those Senators present in person or by proxy.

**SECTION 5. STANDING COMMITTEES OF THE SENATE:**

The standing committees of the Senate shall include:

- Executive Committee.
- Committee on Committees.
- Professional Development Committee.
- Distance Education Committee.
- Career/Technical Educational Committee.
- Elections Committee.
- LRC Liaison Committee.
- Committee of Chairs.
- Academic Affairs Committee.
- Tenure & Promotion Review Committee.
- Other standing committees as may be specified in the Senate Rules.

**SECTION 6. QUORUM:**

To carry out the Senate business, the Senate meeting must start out with a quorum. A simple majority of the Senate shall constitute a quorum. If Senators are unable to attend, they may designate in writing any other member of their department or any other member of the Senate as their proxy, to speak for them, and to cast votes in their names. All proxies must be in the hands of the Secretary before the meeting is called to order. In no case shall any Senator hold more than one proxy at any given meeting.

**SECTION 7. SENATE RULES:**

- A. The Senate shall be responsible for constructing its own rules of operating procedure, which shall be known as the Senate Rules, and shall have the status of Bylaws of this Constitution. Permanent changes in the Senate Rules may be made by a majority vote of those Senators present, providing the changes have been proposed at a previous meeting of the Senate.
- B. The Senate rules on elections shall be maintained by the Committee on Elections in accordance with the Educational Code of California. These rules shall cover the election of all Faculty elected to Senate office.

SECTION 8. OPINION POLLING:

- A. Whenever in the course of its business the Senate shall decide that a reasonable doubt exists about the wishes of the Faculty as a whole, it may direct the Committee on Elections to conduct a poll of the Faculty before committing the Senate to a major action.
  
- B. Twenty percent (20%) of the Faculty, by submitting an appropriate petition to the Senate, shall cause a poll of the Faculty to be taken on any subject related to the purposes of the Senate, regardless of whether said subject has been considered by the Senate in the course of its deliberations.
  
- C. The tabulation of votes in every poll shall be reported to the Senate by the Committee on Elections as expeditiously as possible and shall be published for the Faculty by the Senate.

ARTICLE VI - PROFESSIONAL DUES

The Academic Senate may call upon its members for payment of dues. However, dues are not to be considered a condition of eligibility for membership in the Academic Senate, and no sanctions are to be imposed upon those members who do not pay such dues. Collection of dues payments may be accomplished under the District's payroll deduction arrangements or through receipt from members of personal checks made payable to San Diego Mesa College Academic Senate.

- Revised: 09/92
- Revised: 05/94
- Revised: 05/96
- Revised: 05/99
- Revised: 06/07

# **BYLAWS TO THE CONSTITUTION OF THE SAN DIEGO MESA COLLEGE ACADEMIC SENATE**

## ARTICLE I - DUTIES OF OFFICERS

SECTION 1. PRESIDENT: It shall be the duty of the President:

- A. To serve as the Chair of the Senate.
- B. To serve as the Chair of the Executive Committee.
- C. To be ex-officio member of all committees, except as otherwise provided in these Bylaws, or in the Senate Rules.
- D. To maintain a regular liaison with the President of the College, the Vice-President of Instruction and Student Services, the School Deans, and the Chancellor of the District.
- E. To protect the integrity of the Senate at all times by maintaining the clear separation between Senate functions and those covered by collective bargaining agreements.
- F. To serve as the Senate's representative on the District Executive Council and the District Budget Development Committee.
- G. To perform such other duties as may be specified in the Senate Rules.
- H. To serve as Senate's representative at Board of Trustees' meetings.

SECTION 2. PRESIDENT-ELECT OR VICE PRESIDENT: It shall be the duty of the President-Elect or Vice President:

- A. To serve with the President in the ongoing liaison with the President of the College, the Vice-President of Instruction and Student Services, the School Deans, and the Chancellor of the district.
- B. To serve as a member on the District Executive Council.
- C. To serve as a member of the Senate Executive Committee.
- D. To serve for the President during any temporary absence of the President.
- E. To serve as Vice-Chair of the Senate.

- F. To serve as the Chair of the Committee on Committees.
- G. To serve as the Senate President's representative when so directed by the Senate President, the Executive Committee or the Senate.
- H. To perform other duties as may be assigned by the President or the Executive Committee.

SECTION 3. SECRETARY: It shall be the duty of the Secretary:

- A. To issue calls to meetings, publish the agenda, keep appropriate records, and publish minutes of all meetings of the Senate.
- B. To conduct all routine correspondence pertaining to this office, including notification to the membership before all Senate activities additional to business meetings.
- C. To serve as a member of the Executive Committee.
- D. To perform such other duties as may be specified in the Senate Rules.

SECTION 4. TREASURER: It shall be the duty of the Treasurer:

- A. To collect all dues of the Senate as directed by the Senate.
- B. To deposit funds in a financial institution in the name of the Senate.
- C. To issue checks, co-signed by the President, for expenses incurred as authorized by the Senate or the Executive Committee.
- D. To maintain a record of all receipts and disbursements of Senate monies and to make this available for audit by the Senate Executive Committee as provided in the Senate Rules.
- E. To serve as a member of the Executive Committee.

SECTION 5. SENATOR-AT-LARGE: It shall be the duty of the Senator-at-Large:

- A. To represent the Faculty as a whole on the Executive Committee.
- B. To investigate and report to the Faculty on ad hoc items assigned to the Senator-at-Large which do not properly pertain to existing standing committees.

SECTION 6. THE DELEGATE TO THE STATE ACADEMIC SENATE: It shall be the duty of the Delegate to the State Academic Senate to:

- A. To attend all statewide Academic Senate Sessions and area meetings.
- B. To advise the Mesa Senate of new and ongoing issues and seek guidance as to positions to be taken in the name of the Mesa Senate.
- C. To publish two major reports each academic year after each State Academic Senate meeting.
- D. To attend all Mesa Senate Executive Committee meetings and be a voting member of the Mesa Senate.

SECTION 7. THE CHAIR OF THE COMMITTEE OF CHAIRS: It shall be the duty of the Chair of the Committee of Chairs:

- A. To represent all Department Chairs at the Academic Senate's meetings, the District Executive Council, and whatever other district or campus meetings are appropriate or assigned by the Senate President.
- B. To preside over one to two meetings of the Committee of Chairs each month and to advise the Senate on interdepartmental and cross-disciplinary issues.

SECTION 8. IMMEDIATE PAST-PRESIDENT: It shall be the duty of the Immediate Past-President to serve as an advisor to the President and to the Senate.

SECTION 9. CHAIR OF ACADEMIC AFFAIRS COMMITTEE: It shall be the duty of the Chair of the Academic Affairs Committee:

- A. To Chair the Academic Affairs Committee.
- B. To serve as a member of the Senate Executive Committee.
- C. To represent the Senate on all appropriate district-level committees dealing with instruction.

SECTION 10. CHAIR OF THE PROFESSIONAL DEVELOPMENT COMMITTEE: It shall be the duty of the Chair of the Professional Development Committee to Chair the committee and serve as a member of the Senate Executive Committee.

Revised: 09/92  
 Revised: 05/94  
 Revised: 05/96  
 Revised: 05/99  
 Revised: 05/07

# **RULES OF THE ACADEMIC SENATE SAN DIEGO MESA COLLEGE**

## **ARTICLE I - COMMITTEE GOVERNANCE**

### **SECTION 1. SENATE COMMITTEES:**

- A. The Senate shall have the following standing committees:
- The Executive Committee
  - The Committee on Committees
  - The Professional Development Committee
  - The Distance Learning Committee
  - The Career/Technical Education Committee
  - The Elections Committee
  - The LRC Liaison Committee
  - The Committee of Chairs
  - The Academic Affairs Committee
  - The Tenure and Promotion Review Committee
- B. Special committees may be established as needed at the direction of the Senate or Executive Committee.

### **SECTION 2. DISTRICT AND COLLEGE COMMITTEES:**

- A. There shall be Faculty representation on all standing committees of the District or College. When the District or College committee parallels a Senate Standing Committee the Chair of that Senate Standing Committee shall be the Faculty representative to the parallel District or College committee.
- B. Special committees and task force groups may be established as needed at the request of the President of the College with the Senate and/or the Executive Committee making the Faculty appointments.
- C. All College committee reports shall be submitted to the Senate for concurrence or suggested amendments. Upon completion of such action, the Senate may forward the report(s) to the President of the College and/or the Chancellor.

### **SECTION 3. FACULTY APPOINTMENT TO COMMITTEES:**

- A. Faculty serving on campus, District, or any other committees shall be appointed by the Academic Senate Title 5, Sec. 53203 (f)

- B. The Committee on Committees shall maintain a continuous and permanent record of all participatory governance committee, Academic Senate standing committee, subcommittee, adhoc committee, or District committee services by all members of the Faculty.
- C. Department/Program Chairs should maintain records of departmental and/or program committees including hiring committees. All appointments should be forwarded to the Chair of the Committee on Committees.

SECTION 4. RULES FOR FORMATION, OPERATION, AND DISSOLUTION OF COMMITTEES INVOLVING FACULTY:

Committees shall be formed as follows:

By the Senate

The Faculty of the College operates through the Senate and College committees. All Faculty serving on committees of the Senate shall be nominated or appointed by the Senate, either (a) by the Senate Committee on Committees, or (b) by the Executive Committee.

By the Administration of San Diego Mesa College

The procedure for Administrators (President, Vice-President or Deans) seeking Faculty for committees is as follows: Describe the proposed committee and its functions to the Senate Committee on Committees, with a request that Faculty be appointed.

By the Chancellor's Office of the San Diego Community College District

Ordinarily requests from this source for Faculty participation on committees will be channeled through the President of the College, and the procedure set forth in #2 above shall then apply. Otherwise, the request should be directed to the President of the Senate, who shall notify the Committee on Committees accordingly.

By Departments or Schools of the College

Faculty may, in the normal course of service, expect to be appointed or elected to departmental or school committees.

By other persons or groups

Any person or group, not named herein, which seeks Faculty advice or assistance, should request such advice or assistance through the President of the College or the President of the Senate. If such a request comes to the President of the College, the procedure set forth in #2 above shall then apply.

## SECTION 5. OPERATION OF SENATE COMMITTEES:

### A. GENERAL PROCEDURE:

Senate rules shall apply to the operation of any Senate committee. Exceptions to these rules may be noted in the latest edition of Robert's Rules of Order (Revised). Specific stipulations for a given committee's authority, tenure, duration, scope, and objectives shall be in accordance with the Constitution, the Bylaws, and the Rules of the Senate.

Faculty members serving on committees formed under Section 4 above are expected to keep the Senate, or its appropriate committee, informed of the progress of activities of such extra-Senate and extra-College committees insofar as they affect the academic programs of San Diego Mesa College, its Faculty, and its students.

The intention of the Academic Senate is to have a broad involvement of Faculty in Senate business. At the beginning of the academic year a list of committees and vacancies will be circulated among the Faculty. Faculty members may request appointment to serve on a college or District committee, taskforce, or other group dealing with academic and professional matters by notifying the Chair of the Committee on Committees (CCC). It is recommended that prior to contacting the CCC, the Faculty member contacts the Chair of the committee on which they wish to serve to determine the commitment required. Terms for committees will be 3 years unless otherwise indicated in the directive of the committee. The CCC may reappoint committee members to additional 3 year terms. To ensure consistency, whenever possible, no more than one half of a committee shall be replaced during any academic year.

Persons wishing to serve on departmental committees shall obtain permission from the Chair who should forward the names to the CCC. These committee appointments are not governed by the term limits stated above.

### B. SELECTION OF COMMITTEE CHAIRS:

Selection and rotation of the Chair of a given committee shall be by a vote of the committee and ratified by the Senate Executive Committee. The Chair will serve for a one-year term. A person cannot serve more than 2 consecutive terms without a vote equal to 2/3 of the current membership. Where no other provision is made, the Vice-President or President-elect of the Senate shall call a meeting of the committee and shall act as Chair pro tem until a permanent Chair is selected. When the Chair resigns or is removed from a committee, or in any other way fails to serve, the committee shall elect a Chair pro tem, notify the Senate of the action taken, and ask for further instruction. The removal of a Senate Committee or Subcommittee Chairperson shall be by simple majority vote of the active membership of said committee or subcommittee, except as is otherwise herein provided.

**C. MEETINGS AND QUORUM:**

Meetings are called by the Chair. Should the Chair fail or decline to call meetings of sufficient frequency to accomplish committee objectives, a meeting may be called by any two members, providing all members, including the Chair, are given sufficient notice. A majority of the members shall constitute a quorum of any committee.

**D. RECORD OF PROCEEDINGS:**

The Chair of the committee shall be responsible for keeping records of all action of the committee.

**E. HEARING AND DELIBERATIONS:**

Committees should, when time permits, hear all testimony relevant to its assignment. Motions to conclude deliberations are in order, the only limit to discussion being the deadline by which the committee must rise and report.

**F. REPORTING:**

1. All committees shall report to the Senate. Committees of the Senate shall report to the Executive Committee on a regular basis.
2. The type of report of any committee will depend on (a) the status of the committee, and (b) the nature of the task assigned to it. This should not be construed as limiting the committee which, upon deliberation, discovers a need for specific recommendations not envisioned in its assignment.
3. If the report contains information only, the proper motion is: "I move that the report of the \_\_\_\_\_ committee be accepted for information only."
4. If the report contains specific recommendations one of the following motions should be applied:
  - A. Policy change or Resolution: "I move the following motion (resolution) be submitted to the Academic Senate for action at its next meeting."
  - B. Immediate Action: "I move to suspend the rules in order to consider the following matter at this meeting."
  - C. Note: The following should apply for suspension of rules:
    1. Vote required is 2/3
    2. A sense of urgency should be apparent (Chair rule)
    3. If a motion is passed, the Senate will consider the committee recommendations either immediately or as new business, depending

on the requirements of the motion.

4. The following rules shall apply to the disposition of matters on the agenda:
  - (a) Old Business: Matters presented previously to Senate, which are up for consideration and vote at this meeting.
  - (b) New Business: Matters presented for the first time. Unless special orders are created to dispose of this business at this meeting, the matter will automatically become Old Business at the next meeting of the Senate.
  - (c) Other New Business: Matters not present on the agenda of the meeting but of such a nature that they should be presented for information only. These matters shall be placed on the agenda as old business for a later meeting at which time they may be debated.
5. The following is a suggested form for presenting a committee report:

Name of Committee \_\_\_\_\_ Date \_\_\_\_

Chair \_\_\_\_\_

Re:

Recommendation(s)

Moved by \_\_\_\_\_ Seconded  
by \_\_\_\_\_

#### SECTION 6. DISSOLUTION OF SENATE COMMITTEES:

- A. Standing committees are dissolved only by amendment of the Senate Constitution.
- B. Ad Hoc committees are dissolved when they rise and report, or at the end of the Senate year in which they were appointed, whichever comes first, unless the authorizing body decides to keep them in existence with new direction. The Committee on Committees shall be notified whenever a committee is dissolved or continued.

### ARTICLE II - SENATE COMMITTEES

#### SECTION I. THE EXECUTIVE COMMITTEE:

- A. COMPOSITION: The committee shall consist of the President, President-Elect or Vice-President, Immediate Past-President, Secretary, Treasurer of the Senate, Senator at Large, Chair of the Committee of Chairs, Chair of the Professional Development Committee, Chair of the Academic Affairs Committee, and Delegate to the State Academic Senate.
- B. DUTIES:
1. The Executive Committee shall function in the name of the Senate when specifically directed by the Senate.
  2. It shall consider such matters as fall within the purview of the Senate, formulate recommendations and opinions on these matters, and forward them to the Senate for approval, or refer them to appropriate committees.
  3. It shall have the authority to act as official representative of the Faculty when it is not possible for the Senate to meet as a body in order to develop official Senate positions on College and District business.
  4. It shall provide direction for the standing committees of the Senate.
  5. It shall respond in writing to decisions and/or actions by any level of administration, where such response delineates an overall Faculty view.
  6. It shall act as a conduit for information flow between Faculty and administration in matters affecting the academic programs of the College.
  7. It shall consider such other matters as may not properly be concerns of the Senate, but which impact the academic programs of the College.
  8. It shall provide the Secretary with information for the agenda to be distributed before all meetings of the Senate.
  9. It shall instruct the Secretary to issue calls to meetings of the Senate and to request attendance at said meetings.
  10. It shall propose to the Senate amendments to the Constitution and Bylaws and to the Rules of the Senate as appropriate.

11. It shall form a subcommittee to review the Faculty Hiring Screening Procedures annually.

C. MEETINGS:

The Executive Committee shall meet regularly at least one week preceding each regular meeting of the Senate and at other times as necessary at the call of the President.

SECTION 2. THE COMMITTEE ON COMMITTEES:

A. COMPOSITION: The Committee shall consist of a Chair, who shall be the Vice-President or President-elect of the Senate, the Secretary of the Senate, the Senator-at-Large, and the Chair of the Committee of Chairs.

B. DUTIES:

1. The Committee on Committees shall make appointments for:
  - (a) Standing committees positions which are not specified.
  - (b) Members of special committees set up by the Senate or by the Executive Committee during the school year;
  - (c) Vacated positions that may occur on standing committees during the school year;
  - (d) Membership for College Participatory Governance Committees as requested by the administration.
  - (e) Such other positions as may be directed by the Senate or the Executive Committee.
2. It shall see that an up-to-date list of all participatory governance, Academic Senate standing, sub, adhoc, or District committee memberships is available to the Executive Committee and to the Senate.
3. It shall inquire into the activities of standing committees to assure itself of the continued usefulness of each. As may be necessary, revision of the list of standing committees and of the duties and functions of each committee, and recommendations shall be submitted to the Senate.

4. It shall carefully observe the following instructions in making its nominations and appointments:
  - (a) A committee shall consist of at least three members, who should represent a cross-section of the instructional academic programs of the College.
  - (b) Administrative officers and Classified Staff of the College may be named as members of Senate standing committees.
  - (c) No Faculty member shall be Chair of more than one standing committee unless specified below.
  - (d) When possible, the entire personnel of a committee shall not be completely changed from one year to the next.
  - (e) Unless otherwise specified in the Senate rules, the Chair of a committee or sub-committee shall normally be chosen, with Senate approval, by the faculty members of the committee.
  - (f) Faculty Chairs and co-Chair of a participatory governance committee, an Academic Senate standing committee, subcommittee, or adhoc committee, or a District committee will serve one-year terms. A person cannot serve more than 2 consecutive terms without a vote equal to 2/3 of the current membership.
  - (g) Faculty on leave of absence or sabbatical may not serve as committee or sub-committee Chairs.

### SECTION 3. THE PROFESSIONAL-DEVELOPMENT COMMITTEE:

- A. COMPOSITION: The Committee shall consist of a Faculty Chair and at least nine (9) other faculty members appointed by the Committee on Committees, selected on the basis of particular abilities, and representing a variety of departments.
- B. DUTIES:
  1. Review Professional Development Proposals, Reports of Completion, and Revisions for Faculty and Human Resources and make recommendations for approval.
  2. Advise Faculty of Salary Advancement deadlines and Sabbatical

Leave deadlines made by the Faculty with the District.

3. Provide Faculty with information as to how to accurately complete Professional Development forms.
4. Review applications for sabbatical leaves and scholarships for faculty and make recommendations for approval.
5. Review sabbatical completion reports from Faculty and recommend acceptance.

#### SECTION 4. THE DISTANCE EDUCATION COMMITTEE:

- A. COMPOSITION: The Committee shall consist of a Faculty Chair and at least nine (9) other faculty members appointed by the Committee on Committees, selected on the basis of particular abilities, and representing a variety of departments.
- B. DUTIES:
  1. Provide advice on matters affecting computers and computing in an academic setting.
  2. Promote and coordinate academic computing activities on campus.
  3. Develop long-range plans to fulfill the college's academic need for distance education.
  4. Review proposals for the developing of academic programs and make recommendations on the use of facilities and allocation of resources.
  5. Assist the needs analysis.
  6. Conduct/provide workshops and/or presentations on or about microcomputer hardware and software.

#### SECTION 5. THE CAREER/TECHNICAL EDUCATION COMMITTEE:

- A. COMPOSITION: The committee shall consist of a Faculty Chair and at least five (5) other faculty members appointed by the Committee on Committees and selected from the list of career and technical Faculty with at least one Faculty member from Arts and Sciences and one counselor.
- B. DUTIES:
  1. Investigate concerns of the Career/Technical Faculty and Academic Senate relating to the Career/Technical Education program and

courses at Mesa College. Concerns are to include areas of administration, contract education, curriculum, academics, scheduling, facilities, industry advisory committees, personnel, program accreditation and scheduling.

2. Provide a means of hearing testimony, evidence and complaints from Faculty and students.
3. Represent Career/Technical Faculty and programs to the District Economic and Career Development Office, especially with regard to Contract Education.
4. Make recommendations to the Academic Senate regarding Career/Technical education matters.

#### SECTION 6. THE COMMITTEE ON ELECTIONS:

- A. COMPOSITION: The Committee shall consist of a Faculty Chair and at least three (3) other faculty members appointed by the Committee on Committees, selected on the basis of particular abilities, and representing a variety of departments.
- B. DUTIES:
  1. Devise procedures, supervise and administer all elections of the elective officers of the Senate.
  2. Be responsible for determining vacancies, procedures, and recruitment strategies for filling vacancies in the Senate
  3. Be responsible for the conduct of all opinion polls directed by the Senate.
  4. Act as tellers, if requested, when votes are cast by secret ballot, for all Senate elected positions and report the results to the Executive Committee
  5. Resolve cases of doubt as to results of elections, eligibility of a candidate, membership in the Senate, or ~~as to~~ membership status in the electorate.

#### SECTION 7. THE LRC LIASION COMMITTEE:

- A. COMPOSITION: The Committee shall consist of a Chair and a Faculty Chair and at least four (4) other faculty members appointed by the Committee on Committees, selected on the basis of particular abilities, and representing a variety of departments.

B. DUTIES:

1. Meet with the Learning Resource Center representatives on a regular basis to discuss topics of mutual concern.
2. Act as liaison between Faculty and the Learning Resource Center.
3. Act as a sounding board for the Learning Resource Center for pilot programs and other new ideas.
4. Communicate ideas, knowledge, procedures, services, and changes in the library to Faculty.
5. Make regular reports to the Senate on its findings and recommendations.
6. Notify the Learning Resource Center of Faculty needs.

SECTION 8. COMMITTEE OF CHAIRS:

- A. COMPOSITION: The Committee shall consist of the duly elected Department Chairs of all departments.
- B. DUTIES: The Committee of Chairs shall advise the Senate on interdepartmental and cross-disciplinary issues.

SECTION 9. THE ACADEMIC AFFAIRS COMMITTEE:

- A. COMPOSITION: The Committee shall consist of a Faculty co-Chair, and at least eight (8) other faculty members appointed by the Committee on Committees, representing a variety of departments and service areas, including representatives from Counseling and the Learning Resource Center. Other members shall be the vice president of instruction, who acts as co-chair, two deans (one from Arts and Sciences and one from Career/Technical Education), one student representative, and one classified representative.
- B. DUTIES:
1. Reviews, make recommendations, and facilitates Academic Senate policy regarding curriculum and instructional services.
  2. Reviews, considers and comments on policies and procedures as established by state and local governance agencies. This may include but is not limited to changes to Title 5, district educational policies, general education requirements, course review and approval,

prerequisite and co-requisite validation, review of standards and practices, program review, and course capacities. As needed, the committee may request reports on matters, such as Fast Track, pertaining to the overall instructional program.

3. Creates and, where appropriate, has its own members serve as chairs of standing subcommittees of the Academic Affairs Committee, which may include but not be limited to Program Review, Curriculum Review, Honors, Asian-Pacific Islander, Humanities Institute, Teacher Education, Learning Communities, Women's Studies, and Global Awareness. Membership of subcommittees shall include representatives from other participatory governance bodies where appropriate.

Section 9 revised by Academic Affairs Committee: 10/07

Approved by Senate: 12/07

#### SECTION 10. THE TENURE AND PROMOTION REVIEW COMMITTEE

- A. COMPOSITION: The Committee shall consist of a Faculty Chair, one full professor representative from each School and a Faculty Affirmative Action representative (also a full professor).
- B. DUTIES: The Tenure and Promotion Review Committee will review all promotional recommendations to determine that they are procedurally correct and meet general College and District standards, making final College-level recommendations regarding promotion to the College President. The Committee will review all tenure recommendations, positive and/or negative, to determine that they are procedurally correct and meet general College and District standards, including the standards of early tenure, and will make the final College-level recommendation to the College President.

### ARTICLE III - ORDER OF BUSINESS

SECTION 1. The regular order of business of the Senate shall be the agenda prepared by the Executive Committee.

SECTION 2. Any member of the Senate may present to the Secretary of the Senate items for the agenda. The Secretary shall deliver all such items to the Executive Committee, which shall place them on the agenda for the next regular Senate meeting or refer them to a specific committee. Dispositions of such items shall be indicated in the minutes of the Executive Committee. Items not presented to the

Secretary of the Senate may be presented to the Senate under the segment of the agenda labeled Other New Business.

SECTION 3. During any meeting of the Senate, any member of the Senate may move that the Senate consider immediately, or at a stated time, any item on the agenda. Standard rules of order for creating special orders or changing the agenda shall apply.

#### ARTICLE IV - MEETINGS

SECTION 1. The dates and time of the regular meetings of the Senate shall be set by the Senate far enough in advance to facilitate attendance by members.

#### ARTICLE V - OTHER OFFICES IN THE SENATE

SECTION 1. There shall be a parliamentarian appointed by the Committee on Committees annually. His/her duties shall consist of assisting the officers of the Senate in questions of parliamentary procedure.

#### ARTICLE VI - PARLIAMENTARY AUTHORITY

SECTION 1. All questions of parliamentary procedure not covered by these Senate Rules shall be decided according to the latest edition of *Robert's Rules of Order*, or by such authority as would be consistent with the concepts of Robert's Rules.

#### ARTICLE VII - CONTRIBUTIONS

The Executive Committee is authorized to accept contributions to the Senate.

#### ARTICLE VIII - AMENDMENTS

SECTION 1. Amendments to these Senate Rules may be adopted at any regular business meeting of the Senate by two-thirds vote of those present if presented at a previous meeting.

SECTION 2. An addendum will be attached to these Senate Rules which will contain material dealing with Codification of Senate Operational Procedures. The addendum may be changed by a majority vote of those Senators present in person or by proxy providing the proposed changes are on the agenda for that meeting, having been submitted at a previous meeting.

#### ARTICLE IX - ELECTIONS

## SECTION 1. GENERAL PROCEDURES:

- A. All elections and polls for which the Committee on Elections is responsible shall be by secret ballot. Adequate precautions shall be taken to insure that only bona fide members of the electorate may vote. The Committee on Elections is expected to take steps to maximize voting participation.
- B. The electorate shall be composed of all active, contract members of the Faculty, as well as all hourly representatives elected to the Senate.
- C. Whenever it can be determined, in the judgment of the Committee on Elections, that an individual will meet the eligibility requirements for election to a given position before the start of the term of office, then that person's name shall appear on the list of eligible for nomination and/or election.
- D. A record of each election and poll shall be maintained by the Chair of the Committee on Elections. At the conclusion of the term of office, the Chair shall turn over to the Secretary the complete election record.
- E. If a nominee on a nominating ballot receives a number of votes amounting to a majority of the eligible electorate, that person shall be declared elected. If a nominee at any step in the election following the nominating ballot receives a majority of votes cast, that person shall be declared elected.

## SECTION 2. ELECTION OF SENATE OFFICERS:

- A. ELIGIBILITY:
  - 1. PRESIDENT-ELECT: Any active tenured member of the Faculty eligible for election to the Senate shall be eligible for nomination to the office of President-Elect. This office involves a four-year commitment to the Senate as one progresses from President-Elect to President and then to Immediate Past President.
  - 2. SECRETARY, TREASURER, AND SENATOR-AT-LARGE: Any active, tenured member of the Faculty shall be eligible for nomination to the offices of Secretary, Treasurer, Senator-At-Large, and Delegate to the statewide Senate.
  - 3. VICE-PRESIDENT: Any active tenured member of the Faculty eligible for election to the Senate shall be eligible for nomination to the office of Vice-President.
- B. NOMINATIONS:

For President, President-Elect, Vice President, Secretary, Treasurer, and Senator-At-Large: as soon after February 15 as possible, and at such other times as the circumstances of a special election may require, the Committee

on Committees shall prepare for the use of the Committee on Elections, a list of faculty members eligible for each office for which nominations are to be made. In the event that the Committee on Committees desires that a nomination poll be conducted, the Committee on Elections shall conduct such a poll, and report the results to the Committee on Committees. No person's name shall be included in any list of nominees without his/her consent.

C. ELECTIONS:

On the basis of lists of nominees submitted to it by the Committee on Committees, the Committee on Elections shall prepare ballots and conduct an election according to procedures which it may establish. Results shall be reported at once to the Executive Committee, who shall immediately publish them to the entire Faculty, and shall cause them to become a part of the records of the Senate.

D. TIME:

The regular annual election of officers of the Senate shall be completed at least three weeks, exclusive of holidays, before the first April meeting of the Senate.

SECTION 3: ELECTION OF SENATORS:

A. ELECTION:

DEPARTMENT REPRESENTATION: According to rules and procedures established or agreeable to the Committee on Elections, each department shall conduct its own election for Senator. These elections shall be secret ballot, unless otherwise agreed. Any department may choose to elect hourly Faculty of 3/5 load to serve as Senators representing that department. Departments having ten (10) or more members may elect a second Senator.

B. TIME:

The regular annual election of members of the Senate shall be completed, and the report of the Committee on Elections shall be submitted to the Executive Committee, at least two weeks before the first May meeting of the Senate. Upon receipt of the report, the Executive Committee shall make it available immediately to the Committee on Committees and shall cause it to become a part of the records of the Senate.

C. VACANCIES:

1. The Senate seat of an elected member shall be declared vacant when a member:
  - a. resigns from the Senate,
  - b. fails to meet the eligibility requirements for membership in the Senate,

- c. accepts a leave of absence of any kind,
  - d. encounters any other conditions which necessitate absence for five or more consecutive regular meetings of the Senate.
2. When such a vacancy occurs, the Committee on Elections shall cause a special election to be held by the remaining members of the department whose seat has been vacated, and report the result of the election to the Executive Committee; or in case no eligible person exists, shall so notify the Committee on Committees so that an appointment may be made.
  3. Senators elected or appointed to fill vacancies shall complete the term of office of the Senator they replace.

#### ARTICLE X - REVISION OF THE RULES OF GOVERNANCE

SECTION 1: The rules of Governance shall be revised and a copy of the revision distributed to the members of the Senate, with copies available to any interested Faculty as needed.

SECTION 2: Addendum A of these Rules of the Senate shall be created for the purpose of providing a method of keeping all changes and modifications to these rules or the Constitution and Bylaws up-to-date and available to the members of the Senate between the time the Revision of the Articles Governance takes place and the next revision.

Revised: 09/92

Revised: 05/94

Revised: 05/96

Revised: 05/07

# ADDENDUM A

## To the RULES OF THE SENATE OF SAN DIEGO MESA COLLEGE

I. Sample of report style for Chair, Committee on Committees as required in Senate Rules Article I, Section 1,C.

TO: Chair, Committee on Committees

FR:

RE: Business or Legislation before Committee, report of . . . . .

Date of Submission to Committee: \_\_\_\_\_

Nature and/or intent of Business or Legislation:

II. The following guide shall be used in reporting the action of the Senate when a motion is presented for consideration and action.

A. Main Motion

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Vote: \_\_\_\_\_  
yes no abstain

Re:

B. Amendments

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Vote: \_\_\_\_\_  
yes no abstain

C. Other Disposition: (table, postpone, sent to committee, etc.)

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Vote: \_\_\_\_\_  
yes no abstain

Re: