SKYLINE COLLEGE
ACADEMIC SENATE

PRE-ELECTION PLANNING
AND ARRANGING COURSE LOAD
PREPARING FOR SENATE LEADERSHIP

• Prior to accepting a leadership position, it is important to understand the commitment that the duty brings.
  • Time commitment
  • Task breadth and depth
  • Connections and collaborations expected
• The purpose of this document is to help ensure a successful tenure as a leader with careful planning of future semester teaching loads.
Key Meetings:
1. Academic Senate 2x/month
2. District Academic Senate (2\textsuperscript{nd} Mon/mo 2-4pm)
3. District Strategic Planning Council (2\textsuperscript{nd} Mon/mo 12-2pm)
4. District Participatory Governance Council (1\textsuperscript{st} Mon/mo 2-4 pm)
5. College Budget Committee/IPC (every 2\textsuperscript{nd} and last Thu 2-4pm)
6. College Governance Council (every last Wed 2-4pm)

Other meetings:
• Monthly meetings with college president (1/2 hour, scheduled)
• 2x/monthly meetings with VPI (1/2-1 hour, scheduled)
• Senate plenaries 2x/year (Fall in Irvine, Spring in SF)
Optional affiliations:
• Curriculum Committee (1st/3rd Wed 2-5pm)

General duties:
• Respond to emails in a timely manner
• Prepare agendas, conduct meetings, coordinate posting information to web site
• Coordinate and review equivalencies
• Distribute Senate Rostrums to divisions on arrival
• Conduct all-campus communication as needed (Opening Day letter, forwarded e-notices, notices of meetings 72 hours in advance, etc.)
VICE PRESIDENT

Key Meetings:
1. Academic Senate 2x/month
2. District Academic Senate (2nd Mon/mo 2-4pm)
3. College Governance Council (last Wed 2-4pm)

Other Meetings:
• State plenaries 2x/year, if possible

General desired qualities:
• Respond to emails in a timely manner.
• Fill in for the president in event of absence.
Key Meetings:
• Academic Senate 2x/month

Other Meetings:
• State plenaries 2x/year (if possible)

General desired qualities:
• Take notes with objectivity and detail.
• Submit draft notes in a timely manner.
• Submit revisions in a timely manner.
TREASURER

Key Meetings:
• Academic Senate 2x/month

Other meetings: State plenaries 2x/year (if possible)

General desired qualities:
• Give timely reports on accounting matters
• Coordinate purchases and reimbursements
• Coordinate faculty dues donation
Key Meetings: Academic Senate, Curriculum

Other meetings:
• Curriculum Institute (every summer)
• Academic Academy (if possible)
• District Curriculum Meetings

Desired qualities:
• Respond to emails in a timely manner
• Able to research aspects of curriculum as needed