



## Academic Senate

### Overview

### Minutes and Agendas

### Resources

### Vision Statement

### About Senate in CCCs

### Rep. Senate Revision Task Force

### Members

### Contact Us

## Academic Senate

### Responsibilities of the Academic Senate

The Academic Senate addresses all academic and professional matters outlined in the the 11 areas of responsibilities created by legislation AB 1725 which amended Title 5, Section 53200. These areas are known as the "10+1" and are as follows:

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 are mutually agreed upon between the governing board and the academic senate

The SMCCCD Board of Trustees has agreed to rely primarily upon the expertise of the senate in academic and professional matters (Board Policy 2.09).

**Rep. Senate Revision Task**

**Force**

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#### **Read the Constitution of the Skyline College Academic Senate**

##### **Preamble**

We, the faculty of Skyline College do hereby establish the Academic Senate, in order to promote the best interests of higher education at Skyline College and the San Mateo Community College District.

##### **Name**

The name of this organization shall be the Skyline College Academic Senate (herein referred to as the Senate).

##### **Purpose**

It shall be the purpose of the Skyline College Academic Senate to make recommendations regarding academic and professional matters to 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 full participation in collegial consultation processes. Academic and professional matters as defined in Title 5, Section 53200, include the following:

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 involvement 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

##### **Powers and Responsibilities**

All powers and responsibilities of the Senate are derived from Title 5.

#### **Read the Bylaws of the Skyline College Academic Senate**

#### **Spring 2016: Proposed Senate Constitutional Amendments**

### Meeting Schedule



## Bylaws of the Skyline College Academic Senate Constitution of the Skyline College Academic Senate

Approved May, 2001

### Article I : Elections

Section 1. The nominating committee shall consist of the three immediate past Senate presidents, providing they are still members of the Academic Senate. Vacancies on the Nominating Committee may be filled by appointment of the president, subject to the approval of the Governing Council. The Chair of the Nominating Committee shall be the past president of the Senate.

Section 2. The nominations for president, vice-president, secretary, treasurer, Chair of Curriculum Committee, Chair of Educational Policy Committee, Chair of Professional Personnel Committee, Chair of Research Committee shall be made by the nominating committee.

Section 3. The report of the Nominating Committee shall be submitted to the members of the Senate with the advance notice of a meeting of the Senate; said meeting to be held at least two weeks prior to the election. Additional nominations may be made from the floor after the Governing Council accepts the Nominating Committee's report.

Section 4. Elections shall be held by a method that assures a secret ballot and only eligible voters have cast ballots.

Section 5. The Governing Council shall have the power to interpret rules for the call and conduct of elections.

Section 6. On petition from 40% of the membership of the Academic Senate, a recall election shall be held for any elected officer of the Senate. A simple Yes or No ballot shall be submitted to the Academic Senate membership within two weeks of the submission of said petition. On a 2/3 affirmative vote of those voting, the elected Senate official shall be considered recalled. The officer shall be replaced by a Senate member named by the president of the Senate or by general election and confirmed by the full Governing Council. In case, however, the recalled officer shall be the president of the Senate, the individual shall be replaced by the vice-president of the Senate immediately upon counting of the recall ballots, then the office of vice-president shall be filled as indicated above for recall vacancies.

### Article II : Terms and Duties of Governing Council Members

Section 1. The Governing Council members shall be elected for a term of one year. They shall assume the duties of their respective offices upon being installed in office. Should any Governing Council member resign, said member's successor shall be appointed by the president subject to confirmation by a 2/3 vote of the remaining Council.

Section 2. The president shall preside at all meetings of the Senate and Governing Council. The president shall in every way endeavor to promote the interests and purposes of the Senate. The president shall be familiar with the Constitution and By-Laws of the Senate. The president shall be an ex-officio member of all committees. The president shall authorize all orders drawn upon the Treasury. The president shall call all meetings of the Senate and the Governing Council. The president shall suggest policies and plans for the standing and special committees, and shall be held responsible for the progress and work of the Senate. The president may require an audit of the Senate books at the close of each term of office. Between the president's election and taking office, the president-elect shall be a non-voting member of the Governing

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Section 3. The vice-president shall serve as assistant to the president in all duties and shall serve as president in the absence of the president. The vice-president shall coordinate the appointment of members to the permanent committees. The vice-president shall keep and distribute the agenda for all Governing Council and Senate meetings in accordance with State laws. The vice-president shall attend District Senate and Skyline College Council meetings. Other responsibilities of the vice-president shall be mutually agreed upon with the president.

Section 4. The secretary shall keep a record of the proceedings of each Senate and each Governing Council meeting. The secretary shall maintain the files of the Senate, and shall be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the president. The secretary shall prepare and distribute minutes of all actions taken by the Governing Council in accordance with State laws.

Section 5. The treasurer shall receive all moneys belonging to the Senate. The treasurer shall pay out the moneys of the Senate on orders signed by the president. The treasurer shall keep an itemized list of receipts and expenditures and shall make a written report at the last regular meeting of the Senate in the Governing Council's current elected term. The treasurer shall be responsible for preparing all documents required by the U.S. Bureau of Internal Revenue.

Section 6. The past-president shall serve as parliamentarian for the Governing Council and the Senate. In the absence of a past-president, the president shall appoint a member of the Senate to serve as parliamentarian who shall be a voting member of the Governing Council. The parliamentarian shall be the final judge of parliamentary procedure at Senate and Governing Council meetings. The past-president shall serve as chair of the Nominating Committee.

Section 7. Four members of the Academic Senate shall be elected as standing committee chairpersons and shall be voting members of the Governing Council. These chairpersons shall attend all Governing Council meetings.

## Article III : Committees and Duties

Section 1. The Governing Council shall serve as a steering organization, performing the routine tasks for the Senate, and preparing items for presentation to the Senate. All expenditures are to be authorized by the Governing Council.

Section 2. There shall be the following standing committees: Curriculum Committee, Educational Policy Committee, Professional Personnel Committee, and Research Committee.

Section 3. As necessary, the president may appoint ad hoc committees with the approval of the Governing Council.

Section 4. All standing and ad hoc committees of the Academic Senate are responsible to the Governing Council. Minutes of all meetings shall be filed with the secretary of the Academic Senate within two school weeks of each meeting.

Section 5. Each standing committee shall be composed of one faculty member from each division with the following exceptions

A. Divisions which include 6 or fewer full-time faculty may join another by mutual choice for purposes of representation.

A. Divisions which include 6 or fewer full-time faculty may join another by mutual choice for purposes of representation.

B. Faculty that are not members of a clearly defined division may join a Division by mutual choice for purposes of representation.

Standing committees shall also include Administrators who shall be ex-officio members, appointed by the College President and students who shall be ex-officio, appointed by the Associated Students.

Section 6. All voting members of standing committees shall be elected by the Senate members of the divisions represented. Appointments to ad hoc committees shall be made by the Governing Council.

Section 7. Typical charges of the standing committees are listed in this section. The Governing Council has the ultimate responsibility of assigning work to the committees so that the inclinations of the committees, committee workload, and other special considerations may be taken into account. The channel of communication for all actions of the committees shall be through the Governing Council to the President of the College (with copy to the responding administrator), and District Senate, via the President of the Academic Senate.

## I. CURRICULUM COMMITTEE

All responsibilities of the Curriculum Committee shall be carried out in accordance with applicable State laws.

1. Carries on a regular review of the entire college curriculum through the program review process.
2. Considers for recommendation all matters of administrative policy concerning the curriculum.
3. Considers for recommendation proposals for new courses and programs.
4. Considers for recommendation all deletions, classifications and changes in-courses and programs.

## II. PROFESSIONAL PERSONNEL COMMITTEE

All responsibilities of the Professional Personnel Committee shall be carried out in accordance with applicable State laws.

1. Promotes staff development and professional growth.
2. Considers questions of professional ethics.
3. Reviews and makes recommendations concerning Trustees' Grant Proposals and other faculty proposals as necessary.
4. Coordinates social activities.
5. Reviews materials and makes recommendations concerning faculty awards.

## III. EDUCATIONAL POLICY COMMITTEE

1. All responsibilities of the Educational Policy Committee shall be carried out in accordance with applicable State laws.
2. Considers for recommendation all matters of educational policy including academic standards, probation, disqualification, re-admissions policies, grading procedures, matriculation, student behavior and student grievances.
3. Considers for recommendation all matters of administrative policy concerning educational policy, including policies of the Instruction Office and the Office of Student Services.

## IV. RESEARCH COMMITTEE

1. Shall aid faculty doing institutional research.
2. Shall act as a resource to the Senate and College in matters of institutional research.

## Article IV : Meetings

Section 1. The Governing Council shall meet at least once a month upon call of the president. Special meetings of the Council may be called upon petition of no fewer than three (3) members of the Governing Council.

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Section 1. The Governing Council shall meet at least once a month upon call of the president. Special meetings of the Council may be called upon petition of no fewer than three (3) members of the Governing Council.

Section 2. The Governing Council shall determine the time and place of all regular meetings. A regular meeting of the Senate shall be held at least once each year with written notice sent to the membership at least one week in advance. The agenda for each council meeting shall be delivered for posting at each Division at least 2 instructional days prior to such meeting. The Council may not take action on any matter not on the agenda unless by a two-thirds vote of members present declare that matter to be an emergency. A special meeting shall be called by the president upon the vote of the Governing Council. In addition, special meetings shall be called by the president upon request from 30% of the members of the Senate. The president shall determine the time and place of all special meetings of the Senate.

## Article V : Constitution

The Governing Council is authorized to accept contributions to the Senate.

## Article VI : Rule of Order

Either Robert's Rules of Order or Sturgis Standard Code of Parliamentary Procedure, at the discretion of the parliamentarian, shall be used as the primary reference on questions of parliamentary procedure. The parliamentarian may consult other sources if the primary references are not sufficient.

## Article VII : Polling the Senate on Issues of Special Importance

Section 1. If, in the opinion of the Governing Council, a particular issue should be brought before the Senate for an advisory poll, a motion to that effect should be made within the Governing Council. If a simple majority votes in the affirmative, the question shall be transmitted to all members of the Senate by the secretary one week prior to the advisory poll.

Section 2. Balloting shall be held in accordance with the Senate policies.

## Article VIII : Appeals

The decision of any Senate committee or officer may be appealed to the Governing Council.

## Article IX : Senate Appointments

Section 1. The Senate shall make all faculty appointments to committees dealing with academic and professional matters. Senate appointees to such committees shall report regularly to the Senate Governing Council.

Section 2. If a Senate appointee misses two consecutive committee meetings without sending an alternate, the appointee shall be considered to have resigned. The Senate Governing Council shall either appoint a new representative to the committee, or re-appoint the same representative.

**Spring 2016: Proposed Senate Constitutional Amendments**

## Meeting Schedule

The Academic Senate meets every first and third Thursday from 2:10 p.m. to 4:00 p.m. in Building 6, room

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The Academic Senate meets every first and third Thursday from 2:10 p.m. to 4:00 p.m. in Building 6, room 6203, unless otherwise indicated.

Members of the governing council must attend Academic Senate meetings; if division representatives cannot attend, they are asked to send an alternate. Members of the greater Academic Senate (all faculty) are welcome at any meeting. Guests may request to address the Senate by contacting the Senate president to arrange room on the agenda. Guests who are not on the agenda are welcome to address the senate with information items during the Public Comment segment of any meeting. No action may be taken on any item brought forward during the Public Comment segment.

## ASCCC Conferences, Institutes, and Plenary Information

- [Resolutions from the most recent State Plenary](#)
- [ASCCC Institutes](#)
- [ASCCC Past Resolutions, Disciplines List, and other Resources](#)

## Legislative Information

- **AB 104 (formerly AB 86): Provides funding for CCCs and Adult Education** to create consortia to develop plans for the alignment of services in basic skills, ESL, and other community course needs.

## Additional Information

- [Degreewithaguarantee.com](#) CCCs' and CSU's joint website, "Degree with A Guarantee," which provides comprehensive information about the new Associate Degree for Transfer (AA-T/AS-T) pathway that lets students earn an associate degree and a bachelor's degree with no wasted units.
- **SB 1440:** Transfer Model Curriculum (AA-T and AS-T): State Academic Senate article "[Articulation for Non-experts](#)" offers a good explanation of SB 1440.
- [Meyer Award Nomination Form](#) 

## Skyline College Awards

- **Phil Meyer Award for Excellence in Teaching**
  - Award Nomination Form
  - List of Awardees:

Year awarded	Name
2015	Amber Steele and Chris Gibson
2014	Zack Bruno and Sarita Santos
2013	Jessica Lopez
2012	Tiffany Schmierer
2011	Nate Nevado and Steven Aurillio
2010	Kathryn Williams Browne
2009	Leigh Anne Shaw and Justin Piergrossi
2008	Liza Erpelo
2007	AJ Bates