

# Academic Senate Handbook

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# Introduction

“Academic Senate” refers to the Academic Senate-of-the-Whole (AS), which is steered by the Academic Senate Executive (SE) team.

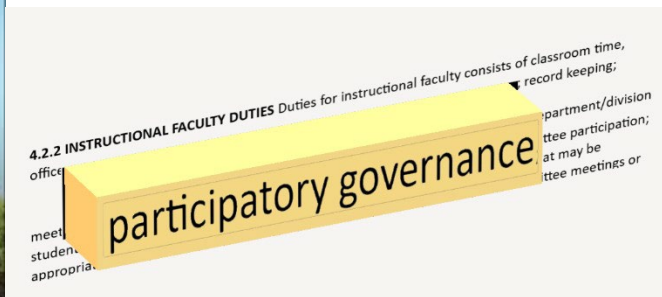
This handbook is designed to assist faculty leaders in carrying out their duties to effectively coordinate the work of the Academic Senate and ensure all faculty voices are given the proper weight and strength that’s expected in 10+1 matters and the overall running of the college.

All full-time faculty are contractually obligated to participate in governing Columbia College (ref 1), and this participation is part of the Faculty Evaluation process (ref 2). Academic Senate is an easy entry point and important first step in participatory governance and faculty are expected to participate in their senator role as fully as feasible. Fulfilling contractual obligations to the spirit of the letter, and not just the letter of the law, is a demonstration of professional behavior and pride in the faculty role. To be the most effective at supporting students, it is imperative that faculty have both a breadth and depth of understanding of curricular, department, college, district, and state-level governance as discussed and voted on in the Academic Senate. The Academic Senate provides these multi-level opportunities for professional growth, which serves to keep faculty relevant, current, and connected. As we expect students to engage in their educational work, faculty are expected to engage in their professional work to act as good role models.

The reality is- there is work to be done, and if faculty do not get involved, it is pushed off onto others or the work goes undone. Let us instead take wisdom from ants, who can move mountains when they work together.

Reference: COLLECTIVE BARGAINING AGREEMENT

- (1) 4.2.2 -Instructional Faculty Duties
- (2) 6.6.3(g), Appendix C- Self Evaluation and Peer Evaluation



# The 10 +1 Academic Senate for California Community Colleges

Title 5 §53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. In Section 53200 (c), “Academic and professional matters” means the following policy development and implementation matters:

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
- +1. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

# Senate Executive Job Descriptions

## Senate President

The Senate President will:

1. Set the agenda and conduct all Senate-of-the-Whole and Senate Executive meetings.
2. Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
3. Participate as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
4. Meet with the College President, Vice President of Instruction, and Senate President-Elect twice a month to confer about current issues and needs of the college.
5. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
6. Attend and participate in monthly meetings representing the Columbia College Academic Senate. For each meeting the president reports to the Senate Executive and Senate-of-the-Whole. Monthly meetings include but are not limited to:
  - a. Board of Trustees Meeting – Second Wednesday at the District Office in Modesto, except once each semester the meeting occurs at Columbia College. Give a report to the Board of Trustees at each Board Meeting regarding Senate endeavors.
  - b. District Council – Fourth Wednesdays in Oakdale
  - c. District Policy and Procedures Meeting- Third Wednesday in Oakdale. Report back to Columbia College all proposed additions and changes to the YCCD Policies and Procedures, and seek comment, advice and consent for all proposals from faculty. The president can designate another senate member to attend the Policies and Procedures meeting.
  - d. Other college meetings as appropriate may include: Curriculum committee, Catalog committee, Institutional Effectiveness Committee, Columbia Technology Committee, Student Success Committee, Teaching Learning Community.
7. Develop and maintain working relationships with Senate leadership at MJC
8. Form and participate in ad hoc Equivalency Committees as needed, per the process in the YCCD Faculty Hiring Procedures document. This includes oversight of the MJC equivalency process.
9. Attend and participate in Fall and Spring Plenary Sessions for the Academic Senate for California Community Colleges (ASCCC). Attend Area A meetings.
10. Participate in the planning and execution of In-Service.
11. Appoint faculty representatives to committees and councils as needed, including screening committees
12. Bring forward Senate Procedures that are in need of review by the Senate
13. Organize and facilitate the annual Fall Faculty Retreat
14. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
15. Contribute an article to the Academic Senate Newsletter (3-4 times a semester)

### Duration:

The term of the Senate President is determined by the Academic Senate and is traditionally a 1-year term. However, if the Senate President would like to reside over the Senate for a second term, the Senate

President must first ensure the President-Elect and past-president are both willing to serve in their capacities another term before resigning as Senate President. If the President-Elect is in agreement, the Senate President may bring the request before the Senate body for possible approval at the November Academic Senate meeting. This position has 80% reassigned time as compensation for duties.

## **President-Elect/Vice President**

The President-Elect/Vice President will:

1. Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
2. Participate as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
3. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
4. Run Academic Senate Meetings in which the Academic Senate President is unavailable.
5. Attend and participate in all College Council meetings.
6. Attend bi-monthly meetings with the Senate President, the College President and College Vice President of Instruction.
7. Attend all Y.C.C.D. Board meetings in which the Academic Senate President is unavailable.
8. Act as a resource for the Academic Senate President.
9. Gather reports from senate leaders and constituents and create a monthly Academic Senate Newsletter during the academic school year.
10. Contribute an article to the Academic Senate Newsletter (3-4 times a semester)
11. Attend Fall and Spring Plenary ASCCC sessions and Area A meetings with the Senate President and report back to the Academic Senate-of-the-Whole.
12. Work with the Student Senate on establishing constant communication.
13. Establish and maintain communication with Teaching Learning Community to collaborate with professional development activities and mentorship.

### **Duration:**

The term of the President-Elect is determined by the Academic Senate and is traditionally for a 1-year term. At the end of the 1-year term, the President-Elect becomes Senate President. If the Senate President decides to serve a second term and the President-Elect is in agreement, the President-Elect will serve for two years before their term as President begins (See duration of President). This position has 20% reassigned time as compensation for duties.

## Past President

The Past President will:

1. Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
2. Participate as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
3. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
4. Assist in the recruitment of the next President elect- this includes talking/emailing potential volunteers
5. Act as resource person for the Academic Senate President (answering questions)
6. Serve as Elections Officer for both Senate and Part-Time Faculty Elections with duties outlined in the Elections Policies and Procedures
7. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
8. May contribute an article to monthly Academic Senate Newsletter.

### Duration:

The term of the Past President is determined by the Academic Senate and is traditionally approved for a 1-year term. According to Senate By-laws, if a Past President is unable to serve, the Senate President may appoint any former Past President subject to approval by the Senate Executive.

## Faculty Representative for College Council

The College Council Rep will:

1. Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
2. Participate as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
3. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
4. Attend College Council (once a month) to serve as a liaison to college administrators and advocate from the faculty's point-of-view.
5. Contribute an article to the Academic Senate Newsletter (3-4 times a semester)
6. Regularly confer with faculty colleagues to gain their input on various topics
7. Communicate with faculty when general or large-scale feedback is needed

### Duration:

The term of the faculty member is determined by the Academic Senate and is currently approved for a 1-year term.

## Curriculum Chair

The Curriculum Chair will:

1. Propose an annual calendar and schedule of Committee meetings to the Senate Executive.
2. Solicit agenda items and set agendas
3. Attend meetings of the Curriculum Committee and its sub-committees or arrange for an alternate when necessary (Tuesdays)
4. Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
5. Participate as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
6. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
7. Facilitate Curriculum Committee deliberations
8. Streamline and facilitate the process of curriculum development and maintenance
9. Forward Committee recommendations to the Academic Senate President
10. Ensure training of those individuals new to the Curriculum Committee, including the use of the course management system and the approval processes
11. Ensure Course Stand-Alone trainings to curriculum members at the beginning of each academic year
12. Contribute an article to the Academic Senate Newsletter (3-4 times a semester)

### Duration:

The term of the Curriculum Chair is determined by the Academic Senate and is currently approved for a 2-year term. This position has 40% reassigned time as compensation for duties.

## YFA Rep-at-Large

The YFA Rep will:

1. Act as liaison between the YFA and Columbia's Academic Senate on routine matters
2. Serve on the College Council (meets once a month)
3. Serve on the YFA Executive Board
4. Serve as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
5. Serve as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
6. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.

### Duration:

The term of the YFA Rep-at-Large Chair is determined by the Yosemite Faculty Association and is a 2-year term. This position comes with 10% reassign time as compensation for duties.

## **Part-Time Faculty Representative for Academic Senate Executive and Academic Senate-of-the-Whole**

Part-Time Faculty Representative elected by a vote of all active Part-Time Faculty.

The Part-Time Faculty Representative will:

1. Regularly confer with Part-Time Faculty colleagues to gain their input on various topics
2. Communicate with Part-Time Faculty when general or large-scale feedback is needed
3. Serve as a liaison to college administrators and advocate for the Part-Time Faculty point-of-view
4. Serve as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
5. Serve as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
6. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus.
7. Facilitate Academic Senate Part-Time Faculty meeting (meets once a month)
8. Present once per semester at the Part-Time Faculty In-Service and help to recruit the three future Academic Senate Part-Time Faculty Representatives
9. Contribute an article to the Academic Senate Newsletter (3-4 times a semester)

### **Duration:**

The term of the faculty member is determined by the Academic Senate and is currently approved for a 1-year term. If the faculty member is no longer active then the Part-Time Faculty Representative with the second most votes in the Fall Semester election will be appointed as the Part-Time Faculty Senate Executive Representative.

An active Part-Time Faculty member is defined as follows: scheduled to teach/provide service to students a minimum of one of three semesters, fall, spring, or summer, during the academic year that the Part-Time Academic Senate Representative position is held. The summer assignment may include the session at the start of the academic year or at the end of the academic year. If the assignment is cancelled, the Part-Time Academic Senate Representative may remain in the elected position.



# Part-Time Faculty Representatives for Academic Senate-of-the-Whole

The Two Part-Time Faculty Representatives are elected by a vote of all active Part-Time Faculty

The Two Part-Time Faculty Representatives will:

1. Regularly confer with Part-Time Faculty colleagues to gain their input on various topics
2. Communicate with Part-Time Faculty when general or large-scale feedback is needed
3. Serve as liaisons to college administrators and advocate for the Part-Time Faculty point-of-view
4. Serve as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
5. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus
6. Attend the Academic Senate Part-Time Faculty meeting and facilitate when AS Part-Time Faculty Representative for Senate Executive is unavailable (meets once a month)
7. Attend the Part-Time Faculty In-Service and help to recruit the three future Academic Senate Part-Time Faculty Representatives (meets once a semester)

## Duration:

The term of the faculty member is determined by the Academic Senate and is currently approved for a 1-year term. If the faculty member is no longer active then the Part-Time Faculty Representative with the second most votes in the spring semester election will be appointed as the Part-Time Faculty Representative for Senate Executive (see job description for Part time Faculty Representative for Academic Senate Executive and Academic Senate-of-the-whole).

An active Part-Time Faculty member is defined as follows: scheduled to teach/provide service to students a minimum of one of three semesters, fall, spring, or summer, during the academic year that the Part-Time Academic Senate Representative position is held. The summer assignment may include the session at the start of the academic year or at the end of the academic year. If the assignment is cancelled, the Part-Time Academic Senate Representative may remain in the elected position.

# Academic Senate of-the-Whole

## Job Descriptions

### Full-Time Faculty

Full-time Faculty will:

1. All full-time faculty (contract, probationary and temporary) are voting members of the Academic Senate-of-the-Whole.
2. Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
3. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus
4. Participate in Academic Senate-of-the-Whole meetings (occurring monthly as well as any special Academic senate meetings)
5. Optional to attend monthly Senate Executive meetings
6. Participate in standing councils and committees, ad hoc committees, and hiring committees under the purview of the Academic Senate.

### Part-time Faculty

Part-time faculty may choose to:

1. Participate as a non-voting member in the Senate Executive or Senate-of-the-Whole, including reading all agendas, resolutions, and minutes. (meets once a month)
2. Participate in communications between Academic Senate meetings including email, Zoom session, phone calls and/or additional meetings on campus
3. Participate in standing councils and committees, ad hoc committees, or hiring committees under the purview of the Academic Senate.

# Election Procedures

## I. Definitions

- The Elections Officer shall be the Past President of the Academic Senate.
- The electorate for the Senate-of-the-Whole shall consist of all Full-Time (contract, probationary and temporary) Columbia College faculty members and three Part-Time Faculty representatives.
- Part-Time Faculty representatives are elected by Part-Time Faculty. The electorate for the election of the Part-Time Faculty representatives are all Part-Time Faculty scheduled to teach a minimum of one of three semesters, fall, spring, or summer, during the academic year that the Part-Time Academic Senate Representative position is held. The summer assignment may include the session at the start of the academic year or at the end of the academic year. If the assignment is cancelled, the Part-Time Academic Senate Representative may remain in the elected position.

## II. Calendar for Elections

### **Fall Semester Full-Time and Part-Time Faculty Elections:**

For all Full-Time Faculty elected positions with re-assign time (Academic Senate President, Academic Senate President Elect/Vice President, Curriculum Chair, Student Learning Outcome Program Review (SLOPR) Coordinator, Accreditation Tri-Chair, Teaching, Learning and Community (TLC) Co-Facilitators)

- First Academic Senate of-the-Whole meeting a Resolution for “Second Term for Current Academic Senate Leadership” must be submitted for a first reading if the leadership has decided they wish to continue for a second term. A second reading of the resolution should take place before the 9<sup>th</sup> week of instruction
- 9<sup>th</sup> week distribute Full-Time Faculty elections process to Full-Time Faculty, which includes call for nominations and Part-Time Faculty elections process to Part-Time Faculty which includes call for nominations.
- 10<sup>th</sup> week of instruction: reminder of call for nominations
- 12<sup>th</sup> week of instruction: nominations close
- 13<sup>th</sup> week of instruction: announce eligible candidates and distribute candidate statements with ballot materials for 7 days
- 14<sup>th</sup> week voting closes with an announcement to faculty and Deans within 24 hours
- Terms to begin the day after graduation.

Unfilled Part-Time faculty positions will hold special elections at the start of the Fall semester and follow the express timeline:

- August Part-time faculty in-service: distribute Part-Time Faculty elections process and call for nominations.
- 1<sup>st</sup> week of instruction: reminder of call for nominations
- 2<sup>nd</sup> week of instruction: nominations close. Announce eligible candidates and distribute candidate statements with ballot materials.
- 3<sup>rd</sup> week voting closes with an announcement within 24 hours.
- Term starts on Friday of 3<sup>rd</sup> week: Elected Part-time faculty representatives to attend September Academic Senate meetings.

### III. Duties of Elections Officer for Full-Time and Part-Time Faculty Elections:

#### It is the responsibility of the Elections Officer to:

- A. Yearly-Work with the Senate Support Staff to issue a written call for nominations to respective electorate:
- Responsibilities and eligibility criteria for open positions
    - Vice President/President Elect (one position, 1-year term)
    - College Council Representative-at-Large (one position, 1-year term)
    - Part-Time Faculty Senate Council Representative (one position, 1-year term)
    - Part-Time Faculty Senate Representative (two positions, 1-year term)
  - Candidates may nominate themselves
  - The nomination form should include:
    - Responsibilities and eligibility criteria of open positions
    - The name of the nominee
    - The office for which they are being nominated
      - Note: For Part-Time Faculty Elections, nominees can designate whether they are running for Part-Time Faculty Senate Representative and/or Part-Time Faculty Senate Council Representative.
    - A request for candidate statement
    - The signature of the nominee indicating their willingness to serve
- B. Bi-Yearly - Issue a written call for nominations for the Curriculum Committee Chair to the Curriculum Committee. The Curriculum Committee will recommend eligible candidates.

The nomination form should include:

- Responsibilities and eligibility criteria for open position
- The name of the nominee
- The position for which they are being nominated
- A request for candidate statement
- The signature of the nominee indicating their willingness to serve

#### C. Conducting Elections

- Ensure that each member of the electorate receives a ballot at the beginning of the voting period.
- Ensure reasonable steps are taken to provide integrity to the voting process. For example, if paper ballots are used, employ distinctive markings on submission envelopes. Electronic ballots, meanwhile, should prevent multiple submissions and the forwarding of ballots.
- Provide clear instructions to the voters on the ballot. Instructions should include deadlines and explain how to mark and submit the ballot. Ballots must be returned within seven working days following distribution.
- Count the votes with Senate Support Staff.
- Part-Time Faculty Election:
  - Academic Senate Council Representative: the nominated candidate for this position with the most votes will become the one voting member for Part-Time Faculty Senate Council and Academic Senate-of-the-Whole Representative.
  - Academic Senate-of-the-Whole Representative: In addition to the Part-Time

Faculty member nominated for both Academic Senate Council and Academic Senate-of-the-Whole, two other nominees with the most votes for this position will become voting members on Academic Senate-of-the-Whole.

- Publish the results within 24 hours of the closing of the election, including:
  - The percentage of eligible voters
  - The percentage of votes cast for each candidate
  - The percentage of disqualified votes
  - Announcement of pending run-off elections, if necessary

**IV. Run-off Elections**

If no candidate receives the majority of votes cast for an office, a run-off election shall be held between the two candidates with the greatest percentage of votes. Ballots shall be distributed within two days following the announcement of election results.

Distribution and submission of ballots shall otherwise follow the same procedures as regular elections.

**V. Special Elections**

A special election may be called at any time by the President to fill a vacated office or to fill an empty office. Such an election should allow at least two weeks for nominations and seven working days to return ballots. Distribution and submission of ballots shall otherwise follow the same procedures as regular elections.