

**SOLANO COLLEGE ACADEMIC SENATE**

**BY-LAWS**

*Ratified*

*by the Solano College Academic Senate: May 2013*

**ARTICLE I  
Meeting Procedures**

**Section 21:**

Any senator or subcommittee chair-faculty member may request that an item be placed on the agenda of the Academic Senate by submitting a written notice to the President. The President will determine whether the issue is within the senate's purview as well as when it should be scheduled for discussion. If the President does not allow the item to be placed on the agenda, the any faculty member may request, during the "Public Comments" portion of the Meeting, that the full Senate consider placing the item on the agenda.

**Section 2:**

All Senate meetings shall generally be open to the public, in accordance with the provisions of Brown Act, CGC 54950. The Senate may meet in Closed Session for meetings of the Executive Council; discussions related to the Distinguished Faculty Member Award or other faculty awards; discussions related to discipline, termination or any other employment issue regarding a specific faculty member or college staff member; and consultation with legal counsel. ~~for any other reason, where and when the Senate chooses by two-thirds vote to meet in Closed Session.~~

Visitors may speak at Senate meetings during the "Public Comment" agenda item, but may be asked to limit their comments to a specific time period, as determined by the President.

Unless the President recognizes visitors during the course of the Senate meeting, they may not participate in Senate debate or discussion.

**Section 3 3:**

The Senate Secretary-Treasurer shall distribute to the Faculty the approved minutes of Senate meetings, within a reasonable time period, as well as to ensure that the minutes are available to the general public.

**Section 14:**

The Senate shall meet twice a month, generally on the First and Third Mondays of the academic year of January through May, and August through December, subject to holidays and the actual beginning and ending dates of the Fall and Spring semesters, or other factors which impact the regularity of the academic year. Additional and/or Special Meetings of the Senate may called by the President, or as directed by a majority vote of the Senate members. The Senate shall hold a meeting of the Senate and a joint meeting of the Senate and Academic Administrators prior to the start of

each semester, typically during Flex-Cal.

Section 3: Senate agendas, minutes and any related documents shall be posted and/or made available per Brown Act, CGC 54950, including the posting of agendas both electronically and in an accessible public space 72 hours in advance of a regular meeting, and no less than 24 hours prior to a special meeting.

## **ARTICLE II**

### **Faculty Representation on the Senate**

#### **Section 1: Representation**

##### Current Representation

School of Applied Technology and Business – 2 Senators  
School of Health Sciences – 2 Senator  
School of Liberal Arts – 2 Senators  
School of Math and Science – 2 Senators  
School of Social and Behavioral Sciences – 2 Senators  
Part-Time (Adjunct) Faculty – 2 Senators  
At-Large – 2 Senators  
Counseling – 1 Senator  
President  
Vice-President

All Senators must be Full-Time Faculty Members, with the exception of the two (2) Part-time Senators. In the absence of any full-time faculty interested in serving as Senate representative, no more than one (1) part-time faculty member may serve as full-time representative for his/her area. Should multiple representatives represent a single area, only one (1) position may be filled by a part-time faculty member. A single nomination of a full-time faculty would retain precedence over any part-time faculty nominations.

The Senate may choose to change or revise the representation or composition of Senators on the Senate, based on Divisions, Departments, Disciplines, Schools, Colleges, or other reasonable designations and/or groups of faculty, by a two-thirds majority vote of all Senate Members (but not just by a two-thirds vote of Members present).

#### **Section 2: Re-Organization**

When the College is Re-Organized, the current standing Senate shall determine the new Senate representation and/or composition, which will become effective the following **Academic Year**. (See **Article II, Section 1**, above.)

Once a **Re-Organization** is announced, standing Senators shall **complete their current year of service, at least through that Academic Year and/or as soon as possible thereafter to allow for elections, to occur no later than the sixth week of the semester. the end of May, and until September if necessary.** By the end of September, each new ~~Division or School or~~ designated

faculty unit or group shall elect or reelect a Senator or Senators according to the new Senate representation and composition format.

When a **Re-Organization** occurs, and the **Senate President**, and/or **Senate Vice-President**, have completed one year of their two-year term, either or both shall continue in Office for their second year of service.

### **Section 3: School Elections**

Each School shall elect two (2) Academic Senators, for alternating two-year terms, **or to finish out an incomplete term.**

By March 15, all Schools that have a Senator completing a two-year term of office shall hold an election to choose the Senator for the next two-year term. The election will be conducted as follows:

- A. It is the responsibility of the outgoing Senator to conduct the election, unless the Senator is going to run for re-election. If a Senator runs for re-election then that Senator must designate another Full-Time School Faculty Member, who is not a candidate, to run the election. **When possible, this designee should be the other Senate representative.**
- B. Each School shall determine the method used to elect their Senator.
- C. Only Full-Time School Faculty members shall have a vote for the School Senator.

### **Section 4: Senators-at-Large**

Two Senators-at-Large will be elected for **alternating** two-year terms, and may serve for no more than four consecutive terms. ~~Their terms shall be staggered.~~ Election for the one Full-Time Senator whose term has ended shall be held in conjunction with the election every two years for President and Vice-President. Only Full-Time Faculty shall be eligible to be Senators-at-Large.

### **Section 4: Part-Time Senators**

Two Part-Time Senators will be elected for **alternating** two-year terms. ~~Their terms shall be staggered.~~ Election for the one Part-Time Senator whose term has ended shall be held in conjunction with the election every two years for President and Vice-President. Only Part-Time Faculty shall be eligible to be Part-Time Senators. A Part-Time Faculty Senator must be teaching at least one class during the semester when running for election.

## **ARTICLE III**

### **Senate Election Voting Procedures**

#### **Section 1:**

When the Senate chooses to or is required to conduct an election, notification to the faculty shall be done within two weeks of the Senate's decision to hold the election, or within a reasonable time.

If the election requires faculty candidates to be nominated, submit nominations and/or submit their reasons for running, those faculty shall be given a minimum of one week, Monday through Friday, to respond, or a reasonably longer period of time.

Faculty shall receive at least Ten (10) School Days (Monday, Tuesday, Wednesday, Thursday, and Friday are School Days), to vote in Senate elections.

The Academic Senate may choose to adopt and use any reasonable method when conducting an election involving the entire Faculty, including but not limited to: Paper Ballots, Postal Ballots, Email Ballots, or by Electronic/Digital methods of voting.

The Senate may change the method or methods used for any Senate election, by a two-thirds majority vote of all the Senate members ~~(and not just by a majority of those present), for any Senate election where the entire Faculty, or a portion of the faculty, will be voting.~~

## **ARTICLE IV**

### **Duties of Officers**

#### **Section 1: President**

1. Preside over Senate meetings.
2. Call special meetings of the Senate.
3. Prepare the Agenda for all Senate meetings.
4. Serve as a member of **College Governance Council** ~~the College Presidents Cabinet~~
5. Make appointments of Faculty to all committees on campus, as necessary.
6. Take an active role in Statewide Academic Senate activities.
7. Ensure that the Academic Senate is represented at ALL meetings of the Governing Board.
8. Attend meetings of **Fiscal Advisory Committee** and/or other appropriate Budget Committees.
9. Perform other duties as authorized by the Academic Senate.
10. With Senate Secretary and Vice President, maintain an Academic Senate webpage.
11. Attend Summer Leadership Institute.
12. Attend regional Academic Senate meetings.
13. Serve as voting delegate to Spring and Fall State Academic Senate Plenary Sessions.
14. Meet with and make presentations to college committees, as required and requested.
15. Serve as Grand Marshal at Commencement.
16. Give a State of the Senate address during Convocation at the start of each semester.
17. With VP of Academic Affairs, create agenda for bi-annual joint meetings with Educational Administrators.

#### **Section 2: Vice President**

1. Preside at Senate meetings in the absence of the President
2. Serve as Parliamentarian of the Senate
3. Succeed to the office of President for duration of unexpired term, if that office becomes vacant.
  4. Perform any other duties as authorized by the Academic Senate or Senate President

5. Attend Summer Leadership Institute, when possible.
6. Attend State local-area network meetings.
7. Attend State Spring/Fall Plenary sessions, when possible.
8. Directs Campus-wide elections for the Academic Senate.

### **Section 3: Secretary-Treasurer**

1. Review minutes of all Academic Senate meetings and Executive Committee meetings.
2. With Senate President, assist in Directing/Supervising Duties of the Senate Secretary, including:
  - A. Maintaining all mailing lists/committees of the Academic Senate.
  - B. Ensuring that all written material shall be prepared for dissemination at Academic Senate meetings.
  - C. Reviewing all minutes; keeping official documents except those placed in the keeping of other officers.
3. Perform such functions as the President assigns.
4. Keep the accounts, books and other financial records up-to-date and in good order.
5. Give an oral report monthly and a written financial report once per semester to the Senate.
6. With the approval for the Senate, make all properly authorized payments.

### ***ADD: Section 4: Standing Senate Subcommittees***

1. Academic Program Review Committee
  - a. Charge: To assess the state of academic programs, highlighting strengths and areas of needed improvement. It is a faculty-driven process bringing faculty and administration together to work toward program improvement, setting goals and prioritizing initiatives based on internal and external factors related to student, college, and community needs. Program review has three essential goals: 1) to maintain academic integrity and rigor; 2) to facilitate integrated, long-range planning; 3) to provide continual program improvement to ensure student success.
  - b. Membership (Voting): APR Coordinator (Chair); School of Liberal Arts (1); School of Health Sciences (1); School of Social and Behavioral Science (1); School of Applied Technology and Business (1); School of Mathematics And Science (1); Library (1); Counseling (1)
  - c. Membership (Non-Voting Ex-officio): Academic Dean (1); Office of Research and Planning (1); Vice President of Academic Affairs (1)
2. Assessment Committee
  - a. Charge: To provide institutional support and guidance on outcomes assessment including student learning outcomes (SLOs), program learning outcomes (PLOs),

- general education learning outcomes (GELOs), institutional learning outcomes (ILOs), and service area outcomes (SAOs). The committee helps shape institutional policy regarding assessment; supports faculty in the completion of timely, quality assessments; helps faculty create quality outcomes and tools for measuring them; and disseminates information about outcomes assessment.
- b. Membership (Voting): Assessment Coordinator (Chair); School of Liberal Arts Faculty Coordinator (1); School of Health Sciences Faculty Coordinator (1); School of Social and Behavioral Science Faculty Coordinator (1); School of Applied Technology and Business Faculty Coordinator (1); School of Mathematics and Science Faculty Coordinator (1); Counseling representative(1); Library representative (1); Program Review Committee representative (1); Curriculum Committee representative (1); Adjunct faculty representative (1)
  - c. Membership (Non-Voting Ex-officio): Vice President of Academic Affairs or designee (1); Research and Planning representative (1); Academic Dean (1)
3. Basic Skills Committee
    - a. Charge: To provide institutional direction to integrate validated effective practices for underprepared students to succeed at college level learning. The committee is responsible for developing and evaluating a yearly basic skills plan reflecting the state's Basic Skills Initiative.
    - b. Membership (Voting): Basic Skills Coordinator (Chair); English Basic Skills Coordinator (1); Math Basic Skills Coordinator (1); DSP/Counseling Faculty Member (1); ESL Faculty Member (1); Academic Success Center Coordinator (1); Dean of Academic Support Services (1)
    - c. Membership (Non-Voting Ex-officio): none
  4. Curriculum Committee
    - a. Charge: To provide leadership for all areas that involve the College's curriculum. It is a faculty committee that reviews and recommends additions, deletions, and changes to the College's courses and programs.
    - b. Membership (Voting): School of Liberal Arts (2); School of Health Sciences (2); School of Social and Behavioral Science (2); School of Applied Technology and Business (2); School of Mathematics And Science (2); Student Services (2); Articulation Officer (1); Librarian (1); Academic Deans (2)
    - c. Membership (Non-Voting Ex-officio): Vice President of Academic Affairs (1); Curriculum Analyst (1); ASSC Student Representative majoring in an academic subject (1); ASSC Student Representative majoring in a vocational subject (1)
    - d. The Technical Review Committee is a Sub-Committee of the Curriculum Committee
      - i. Charge: Review of the Technical Aspects of curriculum proposals prior to content review by the Curriculum Committee, a subcommittee of the Academic Senate.
      - ii. Membership (Voting): Curriculum Committee Chair (1); Articulation Officer (1); Two (2) faculty currently serving on the Curriculum Committee; One (1) Academic Dean
      - iii. Membership (Non-Voting Ex-officio): Vice President of Academic Affairs (1); Assessment Coordinator (1); Curriculum Analyst (1)
  5. Distance Education Committee
    - a. Charge: To deal with campus-wide instructional technology issues with special focus on pedagogical and curricular issues. The Distance Education Committee

reviews and makes recommendations regarding Distance Education at Solano Community College, to include delivery methods, best practices, and state-wide compliance, as well as providing resources, training and support for staff and faculty as it relates to distance education. In addition, the Distance Education Committee certifies individual courses to ensure regular effective contact hours and regular instructor-initiated contact, as well as compliance with the Americans with Disabilities Act, and any other identified provisions relevant to accreditation, Chancellor's Office Guidelines, Title 5, CA Education Code, or other external approving agencies, as well as approved local practice.

- b. Membership (Voting): Distance Education Coordinator (Chair); Math & Science Faculty (2); Health Science Faculty (2); Applied Technology & Business Faculty (2); Liberal Arts Faculty (3); Librarian (1); Social & Behavioral Sciences Faculty (2); Counselor (1)
  - c. Membership (Non-Voting Ex-officio): Academic Dean (1); Technology Services & Support (1); Distance Education Technician (1)
6. Faculty Development and Flexible Calendar Committee
- a. Charge: To promote professional development opportunities for faculty and staff to broaden their knowledge, expand their skills, and enhance their abilities to benefit the students, the college, as well as the greater community including developing and implementing the Flexible Calendar plan.
  - b. Membership (Voting): Faculty Development and Flexible Calendar Committee Faculty Chair (Co-Chair) (1); Dean of Academic Support Services (Co-Chair) (1); Full-time Faculty (3); Adjunct Faculty (1); CSEA Representative (1); Human Resources Representative (1) (Note: ONLY faculty representatives review faculty requests for professional development funds as a standing sub-committee.)
  - c. Membership (Non-Voting Ex-officio): none

**END**