

**CONSTITUTION/BYLAWS OF THE ACADEMIC SENATE
OF
MT. SAN ANTONIO COLLEGE**

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PREAMBLE

IN ORDER TO FURTHER ITS RESPONSIBILITY TO DEVELOP AND RECOMMEND EDUCATIONAL POLICY, THE FACULTY HEREBY CREATES THE ACADEMIC SENATE OF MT. SAN ANTONIO COLLEGE. AS AN INTEGRAL PART OF THE COLLEGE COMMUNITY, THE ACADEMIC SENATE SHALL DEVOTE ITS ATTENTION TO SIGNIFICANT EDUCATIONAL ISSUES WHICH AFFECT LEARNING AND TEACHING AT MT. SAN ANTONIO COLLEGE AS MANDATED BY TITLE 5 AND AB1725 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; AND
11. OTHER ACADEMIC AND PROFESSIONAL MATTERS AS MUTUALLY AGREED UPON BETWEEN THE GOVERNING BOARD AND THE ACADEMIC SENATE.

FURTHER, WITH THE REVISION OF BOARD POLICY 3255 (FALL, 2006), THE BOARD OF TRUSTEES SHALL "PRIMARILY RELY UPON" THE ACADEMIC SENATE FOR RECOMMENDATIONS REGARDING CURRICULUM, DEGREE AND CERTIFICATE REQUIREMENTS, GRADING POLICIES, EDUCATION PROGRAM DEVELOPMENT, STANDARDS OR POLICIES REGARDING STUDENT PREPARATION AND SUCCESS, AND POLICIES FOR FACULTY PROFESSIONAL DEVELOPMENT ACTIVITIES.

**ARTICLE I
NAME**

The name of the representative body herein established shall be the Academic Senate of Mt. San Antonio College.

**ARTICLE II
AUTHORIZATION**

The Academic Senate functions under the revisions to existing Title 5 regulations on Academic Senates: SUBCHAPTER 2. ACADEMIC SENATES, referenced in Education Code Section 70901 and 70902, and referenced in AB1725.

**ARTICLE III
PURPOSES AND FUNCTIONS**

The principal purposes and functions of the Academic Senate of Mt. San Antonio College are encompassed by the following responsibilities and prerogatives, which it assumes:

- A To study and recommend policy on comprehensive issues in higher education particularly as they pertain to the functions and objectives of the community college.
- B To select critical issues for research and discussion, and to provide ample opportunity for serious deliberation on broad questions of educational philosophy.
- C To represent the faculty in participatory governance on academic and professional matters.
- D To provide for the careful study and discussion of matters pertaining to the faculty as defined in ARTICLE IV, and to stimulate and support cooperation and communication among faculty members, their authorized organizations, and the college administration.
- E To recognize the Mt. San Antonio College Faculty Association, Inc., in its role as an instrument for the implementation of college policy in faculty matters pertaining to normal working operations, professional affiliations, and problems concerning individual members of the Association.

**ARTICLE IV
MEMBERSHIP**

SECTION I: Definition of Faculty

The term faculty shall be defined as any employee whose position requires minimum qualifications for hire, as specified by the Board of Governors, and is not designated as administrative or supervisory.

SECTION II: Eligibility

- A All faculty members who satisfy the definition of SECTION I are eligible for election as representatives of departments to the Academic Senate.
- B The Academic Senate shall designate departments eligible for representation in the Academic Senate. The following designated departments are thereby eligible for representation:

ACCOUNTING & MANAGEMENT
 ADULT BASIC EDUCATION (UNDER CONTINUING ED.)
 AERONAUTICS & TRANSPORTATION
 AGRICULTURAL SCIENCES
 AIR CONDITIONING, WELDING, & WATER TECHNOLOGY
 AIRCRAFT MAINTENANCE & MANUFACTURING TECHNOLOGY
 AMERICAN LANGUAGE
 ARCHITECTURE & ENGINEERING DESIGN TECHNOLOGY
 BIOLOGICAL SCIENCES
 BUSINESS ADMINISTRATION
 CHEMISTRY
 CHILD DEVELOPMENT
 COMMERCIAL AND ENTERTAINMENT ARTS
 COMMUNICATION
 COMPUTER INFORMATION SYSTEMS
 CONSUMER SCIENCES AND DESIGN TECHNOLOGIES
 COUNSELING
 DANCE
 DSPS
 EARTH SCIENCE & ASTRONOMY
 ELECTRONICS & COMPUTER TECHNOLOGY
 ENGLISH, LITERATURE & JOURNALISM
 EOPS
 ESL (UNDER CONTINUING ED.)
 FINE ARTS
 FIRE TECHNOLOGY
 FOREIGN LANGUAGES
 HISTORY, GEOGRAPHY, POLITICAL SCIENCE, ART HISTORY
 LEARNING ASSISTANCE
 LIBRARY
 MATHEMATICS & COMPUTER SCIENCE
 MEDICAL SERVICES
 MENTAL HEALTH
 MUSIC
 NURSING
 OFFICE TECHNOLOGY
 OLDER ADULTS PROGRAMS (UNDER CONTINUING ED.)
 PHYSICAL EDUCATION & ATHLETICS
 PHYSICS AND ENGINEERING
 PSYCHOLOGY, EDUCATION
 PUBLIC SERVICES
 RADIOLOGIC TECHNOLOGY
 RESPIRATORY THERAPY
 SIGN LANGUAGE/INTERPRETING
 SOCIOLOGY, PHILOSOPHY
 THEATER

C. The Academic Senate shall modify the list of designated departments to accommodate organizational changes.

SECTION III: Composition of the Academic Senate

A Each designated department shall elect one department senator to the Academic Senate. Designated departments with more than ten full-time members shall elect one additional department senator.

- B Five members of the faculty shall be elected Senators-at-Large.
- C The current President and Vice-President of the Faculty Association and the Past Senate President shall be voting members of the Academic Senate.
- D The President, with the approval of the Executive Board, may appoint a Parliamentarian who may or may not be a member of the Academic Senate.
- E Part-time faculty may serve in any position of the Academic Senate.

SECTION IV: Term of Office

- A The term of office of a Senator shall be two years and begins at the end of the spring semester.
- B Election of members shall be conducted as provided in Article VIII.

SECTION V: Replacement of Senators

- A The President of the Academic Senate shall declare vacant the seat of any Senator who is unable to complete his/her term of office, or who becomes ineligible to hold membership in the Academic Senate. Furthermore, the President of the Academic Senate may declare vacant the seat of any Senator who misses excessive meetings in a semester without the express permission of the Academic Senate President, with the consent of the Executive Board.
- B Vacancies of department senators shall be filled as provided for in Section III, part A of this article.
- C Vacancies of Senators-at-Large shall be filled as provided for in Article V, Section II.E.

**ARTICLE V
EXECUTIVE BOARD**

SECTION I: Membership

The Officers of the Academic Senate shall be President, Vice President, Secretary, and five Directors. The Executive Board of the Academic Senate shall consist of the eight officers of the Academic Senate, the five Senators-at-Large, the Curriculum Liaison, the Past President of the Academic Senate and the State Academic Senate Delegate. The Curriculum Liaison and State Academic Senate Delegate may also serve concurrently as Directors or Senators-at-Large. The Faculty Association President and Vice-President shall be invited to serve as members of the Executive Board.

SECTION II: Selection and Term

- A The term of office of each member of the Executive Board shall commence at the end of the spring semester. The term of office for the Vice President and Secretary shall be one year. The Past President shall serve on the Executive Board for a one year term immediately following his or her presidency. Directors and Senators-at-Large shall serve two-year terms. The State Academic Senate Delegate shall serve a one year term and the Curriculum Liaison shall serve a three-year terms. Director and Senator-at-Large terms shall be staggered so that three Directors and Senators-at-Large shall be elected in odd numbered years and that two Directors and Senators-at-Large shall be elected in even numbered years. The term of office for the President shall be two years. In spring of the first year's term, the President shall be affirmed for the second year by a majority vote of the Senate. In the event that the President is not affirmed for the second year, an election shall be held for a new President in keeping with Article V, Section II. The Vice President may run for the office of President.

- B Officer candidates must be active Academic Senators at the time of the election.
- C Executive Board members may not represent their department or be a department senator.
- D The President of the Academic Senate may declare vacant the seat of any member of the Executive Board who misses excessive meetings in a semester without the express permission of the Academic Senate President, with the consent of the Executive Board.
- E A vacancy in the office of President shall be filled by the Vice President. Vacancies of other elected positions in the Executive Board shall be filled by nomination of the Academic Senate as a Committee of the Whole and elected by the Academic Senate by secret ballot. Any member that fills a vacancy shall serve until the expiration of the term for which his/her predecessor was elected.
- F The President, with the approval of the Academic Senate, shall appoint a Delegate to the State Academic Senate, and the President, with the approval of the Academic Senate, shall appoint a Curriculum Liaison.
- G Vacancies of appointed positions in the Executive Board shall be filled by appointment by the President, with the approval of the Academic Senate.
- H The President shall have a limit of two consecutive terms. The Vice President shall have a limit of four consecutive terms. The President and Vice President shall have the option of running for office again after a break in holding office.

SECTION III: Voting

All members of the Executive Board shall have full voting privileges in the Executive Board. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business.

SECTION IV: Meeting

The Executive Board shall meet regularly during the year. The time and place of such meetings are to be determined by the President and confirmed by the Executive Board. All meetings shall be open.

SECTION V: Powers

The Executive Board shall be vested with power to conduct routine business of the Academic Senate subject to the powers, responsibilities and prerogatives reserved herein to the full Senate. The Executive Board will act as the voice of the Senate when the fall and spring semesters are not in session. Matters involving policy changes not provided for in the Constitution/Bylaws must be referred to the Academic Senate membership for consideration.

SECTION VI: Duties

It shall be the duty of the Executive Board:

- A To council and advise the Senate President regarding all matters pertaining to and under the jurisdiction of the Academic Senate, including Mutual Agreement items.
- B To assist the Senate President in the preparation of the agenda for regular and special meetings of the Academic Senate and make provision for members of the Senate and the faculty to place items on the agenda.
- C To review the structure of the Senate's organization and to make recommendations to the general membership for its revision.
- D To perform all duties described in the Academic Senate Rules under the title Executive Board Duties.

- E To assist the Vice President in organizing Flex Day and other professional development activities. One member, appointed by the President and approved by the Executive Board, will serve on the Professional Development Council.
- F To act on behalf of the Academic Senate when the fall and spring semesters are not in session whenever (in the opinion of the Academic Senate President) the issue in question cannot reasonably be postponed to the regular business sessions of the college (fall and spring semesters).
- G To develop Senate Goals and provide an end of year report of progress toward those goals.

ARTICLE VI SENATE ACTION

SECTION I: Meeting

- A The Academic Senate shall meet in regular session no fewer than fifteen times during the year. The Academic Senate year shall extend from the end of the Spring semester of one year to the end of the Spring semester of the succeeding year. Advance notification of all Academic Senate meetings shall be given to the faculty.
- B A quorum for any regular or special meeting of the Academic Senate shall consist of fifty percent (50%) of the membership.
- C Special meetings of the Academic Senate may be called by the President, the Executive Board, or upon the petition of ten members of the Academic Senate ~~or faculty members~~.
- D Academic Senate meetings shall be open unless a closed session is declared by the Academic Senate President under the provisions of Section 5-4954.5 of the Brown Act. The full Academic Senate may at any time by majority vote invite specific guests to attend designated Academic Senate meetings.
- E Minutes of regular and special meetings shall be distributed to the members of the Academic Senate and to all faculty in a timely manner.

SECTION II: Policy recommendations

- A Policy recommendations passed by the Academic Senate shall be distributed in writing to each member of the Academic Senate and the faculty.
- B Policy recommendations on matters not confined to the internal affairs of the Academic Senate shall be forwarded in writing to the Administration and/or the Board of Trustees of the College.
- C When policy recommendations, which are approved by the Academic Senate, do not receive the unanimous support of the membership, the privilege of filing a dissenting report shall be reserved to those not concurring in the majority decision. Minority reports shall, on the request of those members initiating it, be read into the minutes of the Academic Senate meetings.
- D Policy implementation notices will be made to each affected department or committee.

ARTICLE VII COMMITTEES

SECTION I: Academic Senate Committees

- A Academic Senate committees shall include Standing, Ad Hoc, and Special Academic Senate committees, each of which shall be established by majority approval of the Academic Senate.
- B The Chairperson or Co-Chair of each Academic Senate committee shall be a current Senator, and shall be appointed by the President of the Academic Senate.
- C An Academic Senate committee may, by majority approval of the committee itself, request faculty members to serve on the committee subject to the approval of the Academic Senate President.
- D Vacancies on Academic Senate committees shall be filled by the President of the Academic Senate subject to approval by the Academic Senate Executive Board and confirmed by the full Senate.
- E Academic Senate committees shall report and be responsible to the Academic Senate.
- F Standing Academic Senate committee members shall be appointed by the Academic Senate President promptly at the beginning of each academic year. The term of membership shall be three (3) years.
- G Reasonable effort should be directed toward assuring some continuity in standing committee membership from one year to the next.
- H The Academic Senate President with the approval of the Executive Board may, when necessary, declare a vacancy or rescind any committee appointment. A vacancy may be declared if the appointed member misses excessive meetings in a semester without the express permission of the Academic Senate President and with the consent of the Executive Board.

SECTION II: College – Wide Committees

- A Faculty members on Governance, Academic Senate, Operational, and Task Force Committees shall be appointed by the Academic Senate President, approved by the Executive Board, and confirmed by the full Academic Senate.
- B Faculty members on these committees shall serve as liaisons between the committees and the Academic Senate and shall report to the President of the Academic Senate upon request by the President and/or the Executive Board.
- C Faculty members appointed to Governance, Academic Senate, and Operational Committees shall serve a three year term.
- D Vacancies on college-wide committees shall be filled for the unexpired portion according to the procedure outlined in Section II: A of this article.
- E The Academic Senate President with the approval of the Executive Board may, when necessary, declare a vacancy or rescind any committee appointment. A vacancy may be declared if the appointed member misses excessive meetings in a semester without the express permission of the Academic Senate President and with the consent of the Executive Board.

SECTION III: Nominating and Elections Committee

The President shall appoint, with the approval of the Academic Senate, a Nominating and Elections Committee consisting of one Director (chair) and three other Academic Senators. The Nominating and Elections Committee shall

solicit nominations of candidates for the offices of President, Vice President, Secretary and Directors, and shall report to the Academic Senate. The Nominating and Elections Committee shall arrange and supervise the elections of Academic Senate Officers and Senators-at-Large.

ARTICLE VIII ELECTIONS

SECTION I: General Membership

Department Senators shall be elected by the members of their designated departments. Election results shall be made public. Departments may elect part-time faculty members as their representatives to the Academic Senate.

SECTION II: The Nominating and Elections Committee

The Nominating and Elections Committee of the Academic Senate shall conduct and supervise the elections of the Academic Senate Officers and Senators-at-Large during the Spring semester of each year. The Officers shall be elected by the Academic Senate by secret ballot. A quorum of senators shall be sufficient to elect. Proxy voting shall not be permitted. Election results shall be made public.

SECTION III: Senators-at-Large Membership

Nominations for Senators-at-Large shall be made by the full Academic Senate. Election of Senators-at-Large shall be by the faculty and by secret ballot under conditions prescribed in the Academic Senate Rules, Election Rules and Procedures. Election results shall be made public.

ARTICLE IX REFERENDUM

Upon written demand of not less than one-third (1/3) of the Academic Senate membership or by one third (1/3) vote of the full-time faculty, a policy recommendation shall be referred to the full-time faculty for final approval.

ARTICLE X AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of those Senators at any general or special meeting called for the purpose, provided that the proposed amendment shall have been presented in writing to each member of the Academic Senate at least one week preceding the meeting at which the amendment is to be voted upon. Amendments to the Constitution/Bylaws become effective immediately unless otherwise specified.

ARTICLE XI PROCEDURES

SECTION I: Senate Rules

The Academic Senate may adopt Senate Rules to establish rules of procedure and other provisions for implementing the intent and purposes of the Constitution/Bylaws or the Senate Rules. In cases not provided for in the Senate Rules, the procedures contained in Robert's Rules of Order, Newly Revised shall govern the Academic Senate meetings.

SECTION II: Adoption

Senate Rules shall be adopted by a two-thirds (2/3) vote of the Senators present at an Academic Senate meeting.

The Academic Senate Rules

Meeting Rules and Procedures:

- A The President shall call the meeting to order at the stated start time or when a quorum is present, whichever is later. Additions to the agenda or modifications to the order of the agenda may be made by majority vote provided the alteration does not violate the Brown Act.
- B Items on the Consent Agenda will only include items considered unlikely to cause dissent, such as the approval of minutes, appointments to committees, and routine recommendations by councils presented at the previous Academic Senate meeting. Any one senator may call to have an item from the Consent Agenda moved to "Action".
- C Public Comment shall be limited to three minutes per speaker and nine minutes per topic.
- D Reports (President, Vice President, Legislative Liaison, Faculty Association, Associated Students, Councils) shall be provided to the Academic Senators in writing. A concise verbal report may accompany the written report.
- E Items in Council reports designated as "Action" items shall also appear in the "Discussion" portion of the agenda.
- F Upon receiving a motion and second to take action on an "Action" item, debate shall ensue with the President calling alternately on those wishing to present "Pro" and "Con" arguments. Debate on an action item shall be limited to ten (10) minutes. Should time expire, any senator may make a motion to extend debate an additional ten (10) minutes. Should this motion find a second, the vote on whether to extend debate shall occur immediately without discussion. A majority of votes cast shall suffice to extend debate.
- G Items designated as "Discussion" must be introduced, explained, and discussed before they may advance as an "Action" item on the next agenda. Since "Discussion" items are not under immediate consideration for adoption, no amendment, referral, adoption, or other motion may be taken.
- H The meeting shall adjourn at the stated end time, when a quorum is no longer present, or when a motion to adjourn is passed. Any items remaining on the agenda shall return on the next agenda.
- I Rules C – G may be suspended on a one-time basis upon a two-thirds (2/3) vote of the quorum.

Election Rules and Procedures:

- A The Nominating and Elections Committee shall present a slate of candidates for the offices of President, Vice President, Secretary, and Directors to the full Academic Senate.
- B Nominations from the floor should be taken before the day of the election at a time determined by the Executive Board. The time for floor nominations should be published in the agenda, and all nominations are closed at the end of the meeting.
- C At the time of nomination, the nominees will indicate whether they wish to stand for Senator-at-Large positions if they do not prevail for the office nominated.
- D The election of officers shall take place early enough in the spring semester so as to be able to conclude the senator-at-large elections by the end of the spring semester. The election will take place at an Academic Senate meeting and notice will be published on an agenda. Secret ballots will be distributed at the Academic Senate meeting for immediate use. After the senators vote, the ballots will be collected by members of the

Nominating and Elections Committee. The Nominating and Elections Committee will tabulate the results and announce these results no later than the next full Academic Senate meeting.

- E Following the Academic Senate election of the officers, a Senator-at-Large ballot will be prepared with the names of the candidates nominated for Senator-at-Large and of those who did not prevail in the election of the Academic Senate officers yet indicated their intent to run for Senator-at-Large. The full faculty will vote for Senators-at-Large by secret ballot.
- F The Nominating and Elections Committee will tabulate the Senator-at-Large results and make these results public.

Executive Board Member Duties:

- A The President shall:
 - 1. Be the official spokesperson for the faculty on academic and professional matters.
 - 2. Be in charge of all communications between the Academic Senate and any other person or organization.
 - 3. Be responsible for establishing the time and place for all Academic Senate meetings and all Executive Board meetings.
 - 4. Be responsible for the preparation of the agenda for all Academic Senate meetings and all Executive Board meetings.
 - 5. Preside over and be a voting member of all Academic Senate meetings and all Executive Board meetings.
 - 6. Make all appointments of faculty to campus and Senate committees.
 - 7. Appoint the following positions: Delegate to the State Academic Senate, Curriculum Liaison, Professional Development Coordinator, Honors Program Coordinator, Study Abroad Program Coordinator, Assistant International Education Program Coordinator, Online Faculty Mentor, Assistant Online Faculty Mentor, Student Learning Outcomes Coordinator, General Education Outcomes Coordinator, ECHS Coordinator, and New Faculty Seminar Facilitator(s). Vacancies shall be filled by the President of the Academic Senate subject to approval by the Academic Senate Executive Board and confirmed by the full Senate.
 - 8. Be a member, ex-officio, of all Academic Senate Committees.
 - 9. Have the right to call special meetings of the Executive Board and of the Academic Senate.
 - 10. Serve on the following: ACADEMIC MUTUAL AGREEMENT COUNCIL, PRESIDENT'S ADVISORY COUNCIL, CURRICULUM & INSTRUCTION COUNCIL, STUDENT PREPARATION & SUCCESS COUNCIL, and EQUIVALENCY COMMITTEE.
 - 11. Serve on the Executive Board of the Faculty Association and attend all Faculty Association meetings.
 - 12. Attend, report, and represent the faculty at the Board of Trustees' meetings.
 - 13. Attend Instruction Team meetings as per agreement with the Vice President of Instruction.
 - 14. Attend State Academic Senate Leadership Institutes.
 - 15. Have the right to appoint a representative to attend meetings, if not personally able to attend, subject to the approval of the majority of the Academic Senate Executive Board.
 - 16. Perform any other function normally thought to be within the realm of a presiding officer, who is otherwise not denied by the Constitution/Bylaws or Senate Rules.
- B The Vice President shall:
 - 1. Act as the President in the absence of that officer.
 - 2. Succeed to the Presidency in the event of the vacancy of that office.
 - 3. Attend all Academic Senate meetings and all Executive Board meetings.
 - 4. Be responsible for the creation, tracking, and completion of Academic Senate Resolutions.
 - 5. Have the right to appoint Directors to author Academic Senate Resolutions.
 - 6. Serve on the following: ACADEMIC MUTUAL AGREEMENT COUNCIL, PRESIDENT'S ADVISORY COUNCIL, CURRICULUM & INSTRUCTION COUNCIL, and STUDENT PREPARATION & SUCCESS COUNCIL, and FLEX DAY PLANNING COMMITTEE.
 - 7. Attend State Academic Senate Leadership Institutes.

8. Have the right to appoint a representative to attend meetings, if not personally able to attend, subject to the approval of the majority of the Academic Senate Executive Board.
 9. Chair special ad-hoc Senate committees that are deemed as important by the President, Executive Board, or the Academic Senate.
 10. Serve on the Executive Board of the Faculty Association and attend all Faculty Association meetings.
 11. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate.
- C The Secretary shall:
1. Be responsible for recording, distributing and Internet posting, in a timely manner, electronic and/or hard copies of minutes for all Academic Senate meetings.
 2. Compile agendas with the Senate President; type and distribute Senate and Executive agendas.
 3. Compile, copy, and distribute resolutions and all other handouts for Executive and Full Senate meetings.
 4. Maintain the Academic Senate channel and groups in Banner/Luminis.
 5. Create and maintain the roll sheet for Senate meetings.
 6. Maintain and distribute the schedule for Senate meetings.
 7. Create, maintain and distribute an email and phone extension contact sheet for all members of Senate.
 8. Back up all Senate documents electronically.
 9. Serve on at least one Academic Senate Committee.
 10. Maintain the Academic Senate bulletin board outside the Academic Senate offices.
 11. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate.
- D The Directors shall:
1. Attend all Academic Senate meetings and all Executive Board meetings.
 2. Be responsible for authoring the majority of Academic Senate Resolutions.
 3. Serve on at least one Academic Senate committee.
 4. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate.
- E The Delegate to The State Academic Senate shall:
1. Attend all Academic Senate meetings and all Executive Board meetings.
 2. Attend both the fall and spring State Academic Senate Plenary sessions and represent Mt. San Antonio College by voting on the presented resolutions.
 3. Report to the full Academic Senate following each State session.
 4. Attend all area meetings.
 5. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate.
- F The Curriculum Liaison shall:
1. Be the Co-Chair of the Curriculum & Instruction Council and the Educational Design Committee.
 2. Attend all Academic Senate meetings and all Executive Board meetings.
 3. Be the faculty contact for all curriculum questions and/or concerns.
 4. Attend the State Academic Senate Curriculum Institutes.
 5. Be responsible for presenting written curriculum reports to the Academic Senate and for posting these reports on the Internet on a regular basis.
 6. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate with regard to curriculum.
- G The Senators-at-Large shall:
1. Attend all Academic Senate meetings and all Executive Board meetings.
 2. Represent all campus faculty and present issues or concerns to the Academic Senate on any faculty member's behalf.
 3. Serve on Academic Senate committees or task forces as assigned by the Academic Senate President.

4. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate.
- H The Professional Development Coordinator shall:
1. Serve a three year term.
 2. Co-chair the Professional Development Council, chair the Faculty Professional Development Committee, and serve on the Travel and Conference Committee.
 3. Initiate and coordinate professional development opportunities for faculty offered through Professional and Organizational Development (POD).
 4. Serve as a liaison between POD and the New Faculty Seminar Facilitators.
 5. Serve as a liaison to the Salary and Leaves Committee.
 6. Make regular reports to the Academic Senate.
- I The Past President shall:
1. Serve a one year term.
 2. Attend all Academic Senate meetings and all Executive Board meetings.
 3. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate.

Appointed Positions Duties:

- A The Honors Program Coordinator shall:
1. Serve a three year term.
 2. Meet with the Academic Senate President on a regular basis.
 3. Be responsible for representing the position of the Academic Senate on all Honors matters.
 4. Be the primary faculty contact for all Honors questions and/or concerns.
 5. Be responsible for presenting a written Honors Report to the Academic Senate each semester.
 6. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate with regard to the Honors Program.
- B The Study Abroad Program Coordinator shall:
1. Serve a three year term.
 2. Meet with the Academic Senate President on a regular basis.
 3. Be responsible for representing the position of the Academic Senate on all Study Abroad matters.
 4. Be the primary faculty contact for all Study Abroad questions and/or concerns.
 5. Be responsible for presenting a written Study Abroad Report to the Academic Senate each semester.
 6. Perform such functions as the President or the Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate with regard to the Study Abroad Program.
- C The Assistant Study Abroad Program Coordinator shall:
1. Assist the Coordinator of the Study Abroad Program with student contact.
 2. Serve a one year term.
 3. Serve as a liaison with program providers in the U.S. and abroad.
 4. Serve as a liaison with other campuses and professional organizations.
 5. Perform other duties as assigned by the Academic Senate President or Study Abroad Program Coordinator.
- D The Online Faculty Mentor (OLFM) shall:
1. Co-chair the Distance Learning Committee.
 2. Serve a three year term.
 3. Mentor faculty on distance learning course/component design and delivery.
 4. Keep organized and accurate records of Distance Learning Program information.
 5. Make regular reports to the Academic Senate and the Curriculum & Instruction Council.
 6. Mentor and facilitate the college's use of course management software.
 7. Develop training materials for faculty workshops relating to distance learning (DL).
 8. Work closely with Online Learning Support Center staff.

- 9 Work closely with the Educational Design Committee on DL course approvals.
 - 10 Work closely with Faculty Association and Information Technology on DL issues.
 - 11 Periodically review and update the Distance Learning Strategic Plan in consultation with the Dean of Library and Learning Resources.
- E The Assistant Online Faculty Mentor shall:
- 1 Serve as a Distance Learning Committee member.
 - 2 Serve a one year term.
 - 3 Work with OLFM to mentor faculty on distance learning course/component design and delivery.
 - 4 Facilitate the Certification for Online Teaching (SPOT) process.
 - 5 Mentor and facilitate the college's use of course management software.
 - 6 Maintain training materials for faculty workshops.
 - 7 Work closely with Online Learning Support Center staff.
 - 8 Conduct periodic studies on the success & retention of students in DL courses.
- F The Student Learning Outcomes Coordinator shall:
- 1 Facilitate and document the work of departments and units on SLOs.
 - 2 Serve a three year term.
 - 3 Maintain the quality of the SLO processes.
 - 4 Make regular reports to the Academic Senate and the Curriculum & Instruction Council.
 - 5 Work closely with the Office of Institutional Research and Effectiveness, particularly the Educational Research Assessment Analyst.
 - 6 Serve on the Institutional Effectiveness and Outcomes Committees and the Curriculum & Instruction Council.
 - 7 Serve as a source of information regarding the planning, assessment, and evaluation efforts occurring on campus.
- G The General Education Outcomes Coordinator shall:
- 1 Facilitate and document the college's General Education Outcomes assessment efforts.
 - 2 Serve a three year term.
 - 3 Make regular reports to the Academic Senate and the Curriculum & Instruction Council.
 - 4 Work closely with the Office of Institutional Research and Institutional Effectiveness, particularly the Educational Research Assessment Analyst.
 - 5 Serve on the Institutional Effectiveness and Outcomes Committees and the Curriculum & Instruction Council.
 - 6 Serve as a source of information regarding the General Education planning, assessment, and evaluation efforts occurring on campus.
- H The Early College High School Coordinator shall:
- 1 Oversee academic planning for the ECHS program.
 - 2 Serve a three year term.
 - 3 Coordinate with the counselors and the Dean of Instruction to do course scheduling.
 - 4 Orient and train new faculty teaching in the program.
 - 5 Supervise the creation and maintenance of SLOs for the program.
 - 6 Monitor student success data.
 - 7 Present a written ECHS Report to the Academic Senate each semester.
 - 8 Make reports to the Board of Trustees when requested.
 - 9 Teach one class in the ECHS program, if appropriate.
 - 10 Create and publish a monthly newsletter for the Village Academy faculty, parents of ECHS students, and all involved Mt. SAC faculty, staff, and students.
 - 11 Coordinate Mt. SAC campus tours and other campus visits for ECHS students.
- I The New Faculty Seminar Facilitator(s) shall:
- 1 Design the program with input and assistance from the Academic Senate and the Faculty Association.
 - 2 Serve a three year term if Lead Facilitator. Other facilitators will serve a one year term as needed.
 - 3 Set the calendar for activities and workshops.

- 4 Create program agendas prior to the beginning of the fall and spring semesters.
- 5 Facilitate the seminar.
- 6 Select and schedule speakers/presentations.
- 7 Work with POD to coordinate facilities and equipment.
- 8 Meet with the Academic Senate President on a regular basis.

Campus Committees:

Governance Committees:

- Budget
- President's Advisory Council
- Campus Equity and Diversity
- Professional Development Council
- Institutional Effectiveness

Academic Senate Committees:

- Academic Mutual Agreement Council
- Assessment and Matriculation
- Distance Learning
- Educational Design
- Student Preparation and Success Council
- Curriculum and Instruction Council
- Equivalency
- Student Equity
- Outcomes
- Professional Relations
- Senate Planning
- Basic Skills Coordinating
- Senate Events Planning

Operational Committees with Senate appointments:

- Appeals
- Scholarship