

4. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

F The Past President shall:

1. Serve no more than a one year term immediately following the end of their Presidential term.
2. While serving, attend all Academic Senate meetings and all Executive Board meetings.
3. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

Standing Appointed Positions Duties: The following positions shall be appointed by the Academic Senate President subject to approval by the Academic Senate Executive Board and confirmation by the Academic Senate. The President may, at their discretion, appoint two individuals to share the following positions and divide responsibilities accordingly.

A The Legislative Liaison shall:

1. Serve a two-year term.
2. Attend all Academic Senate meetings and all Executive Board meetings.
3. Attend all ASCCC Area C meetings.
4. Attend both the fall and spring ASCCC Plenary sessions and represent Mt. San Antonio College by voting on the presented resolutions.
5. Report to the full Academic Senate on State issues, including actions taken at State Area C meetings and plenaries.
6. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

B The Career Education (CE) Coordinator shall:

1. Serve a two-year term.
2. Attend meetings of the Academic Senate, and represent CE faculty.
3. Provide reports to the Academic Senate as needed about statewide issues of concern in CE.
4. Identify local and regional CE issues of concern.
5. Communicate opportunities for CE faculty to participate in statewide initiatives, workgroups, and task forces.
6. Attend, as funding and time permits, state/regional Academic Senate meetings, conferences, trainings, and regional consortia meetings (such as California Community College Association for Occupational Education (CCCAOE) meetings).
7. Work with the Director of CTE to provide faculty input on Perkins and the Strong Workforce Project (SWP).
8. Help Coordinate and participate in the 3 annual mandatory Faculty Perkins meetings.
9. Co-Chair Strong Workforce Advisory Committee (SWAC), including developing SWAC Agenda with manager Co-chair.
10. Be a resource for faculty on questions related to CE.
11. Advise the Academic Senate President and Executive Board on CE issues.
12. Provide a written annual summary report to the Academic Senate by week 10 of spring semester.
13. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

C The Curriculum Liaison shall:

1. Serve a two-year term.
2. Attend all Academic Senate meetings and all Executive Board meetings.
3. Serve as the Co-Chair of the Curriculum & Instruction (C&I) Council and the Educational Design Committee (EDC). Ensure that action items recommended by C&I and committees which report to C&I are brought to Senate Exec and Senate.
4. Be the faculty contact for all curriculum questions and/or concerns.
5. Attend the ASCCC Curriculum Institutes.
6. Work to ensure DEISA (Diversity, Equity, Inclusion, Social Justice, and Anti-racism) is integrated in the curriculum and the curriculum process.

7. Prescreen curriculum ensuring that it meets Title 5 and College guidelines before forwarding it to EDC for review.
 8. Work with the Curriculum Specialists to ensure correct information regarding courses and programs due for 5-year review.
 9. Mediate curriculum conflicts that occur between departments.
 10. Be responsible for presenting written curriculum reports to the Academic Senate and for submitting - these reports to the Academic Senate Secretary for posting on BoardDocs on a regular basis.
 11. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to curriculum.
- D The Assistant Curriculum Liaison shall:
1. Serve a two-year term.
 2. Attend all Academic Senate meetings.
 3. Serve on the Educational Design Committee and the Curriculum and Instruction Council.
 4. Chair the Transfer and GE Subcommittee of the Educational Design Committee.
 5. Assist the Curriculum Liaison with faculty contact.
 6. Assist the Curriculum Liaison in the prescreening of curriculum for alignment with Title 5 and College guidelines before forwarding it to EDC for review.
 7. Attend the ASCCC Curriculum Institutes.
 8. Be responsible for maintaining the College's Disciplines List.
 9. Serve as acting Curriculum Liaison in the event that the Curriculum Liaison cannot perform their duties.
 10. Perform other duties as assigned by the Academic Senate President or Curriculum Liaison.
- E The Noncredit Liaison shall:
1. Serve a two-year term.
 2. Attend all Academic Senate meetings.
 3. Report to the Academic Senate about statewide issues of concern in noncredit.
 4. Identify local and regional noncredit issues or concerns.
 5. Communicate opportunities for noncredit faculty to serve locally and statewide on committees and task forces.
 6. Attend, as needed, state-level events including ASCCC institutes and the Association of Community and Continuing Education (ACCE) and regional adult education consortia meetings.
 7. Advise the Academic Senate President and Executive Board on Noncredit issues.
 8. Provide a written annual summary report to the Academic Senate by week 10 of spring semester.
 9. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.
- F The Faculty Professional Development Coordinator shall:
1. Serve a two-year term.
 2. Attend all Academic Senate meetings and all Executive Board meetings.
 3. Co-chair the Professional Development Council, co-chair the Faculty Professional Development Council (FPDC), and serve on the Flex Day Planning Committee and the Guided Pathways Cross-Council Committee. Ensure that action items recommended by FPDC and committees which report to FPDC are brought to Senate Exec and Senate.
 4. Initiate and coordinate professional development opportunities for faculty offered through Professional and Organizational Development (POD).
 5. Serve as a liaison between POD and the New Faculty Seminar Facilitator(s).
 6. Serve as a liaison to the Salary and Leaves Committee.
 7. Make regular reports to the Academic Senate and provide a written annual summary report by week 10 of spring semester.
 8. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to Faculty Professional Development.
- G The Honors Program Coordinator shall:
1. Serve a two-year term.