

**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
AERONAUTICS & TRANSPORTATION
AGRICULTURAL SCIENCES
AIR CONDITIONING, WELDING, & WATER TECHNOLOGY
AIRCRAFT MAINTENANCE
AMERICAN LANGUAGE
ARCHITECTURE, INDUSTRIAL DESIGN ENGINEERING & MANUFACTURING
ART HISTORY
BIOLOGICAL SCIENCES
BUSINESS ADMINISTRATION
CHEMISTRY
EDUCATION AND CHILD DEVELOPMENT
COMMERCIAL AND ENTERTAINMENT ARTS
COMMUNICATION
COMPUTER INFORMATION SYSTEMS
CONSUMER SCIENCE AND DESIGN TECHNOLOGIES
COUNSELING
DANCE
ARCS (Accessibility Resource Centers for Students)
EARTH SCIENCE & ASTRONOMY
ELECTRONICS & COMPUTER TECHNOLOGY
ENGLISH, LITERATURE & JOURNALISM
EOPS
ESL
FINE ARTS
GEOGRAPHY, POLITICAL SCIENCE
HISTORY
KINESIOLOGY & ATHLETICS
LEARNING ASSISTANCE
LIBRARY
MATHEMATICS & COMPUTER SCIENCE
~~MEDICAL SERVICES~~
MENTAL HEALTH
MUSIC
NURSING
OLDER ADULTS PROGRAMS
PHYSICS AND ENGINEERING
PSYCHOLOGY
PUBLIC SAFETY PROGRAMS
RADIOLOGIC TECHNOLOGY
RESPIRATORY THERAPY
SIGN LANGUAGE/INTERPRETING
SOCIOLOGY, PHILOSOPHY
THEATER
WORLD LANGUAGES

- 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, with the consent of the Executive Board, declare vacant the seat of any Senator who misses three meetings in a semester without the express permission of the Academic Senate President.
- B Vacancies of department senators shall be filled as provided for in Section III, part A of this article. When a seat is vacant, the vacancy shall remain until a new senator has been elected and the election results reported to the Senate Secretary.
- 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, two Vice Presidents, 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, Faculty Professional Development Coordinator, the Past President of the Academic Senate and the Legislative Liaison. The Curriculum Liaison, Faculty Professional Development Coordinator, and Legislative Liaison 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. All members shall serve two-year terms with the exception of the Secretary, who shall serve a one-year term. In spring of the first year of the President'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 Past President shall serve on the Executive Board for a one year-term immediately following his or her presidency. Elections for each Vice President will be staggered each year so as to provide continuity and succession in the event of a vacancy in the President's office. Also, all other Executive Board 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..
- 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, with the consent of the Executive Board, declare vacant the seat of any member of the Executive Board who misses three meetings in a semester without the express permission of the Academic Senate President.
- E A vacancy in the office of President shall be filled by the most senior Vice President, followed by the other 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. In the event of a vacancy in the Vice President or Secretary position that occurs near the end of a primary term or during an intersession, the President may appoint an interim Vice President or Secretary to fill the duties of the office during the intersession and until the earliest possible time that an election can be held in a primary term. The Executive Board shall confirm the appointment.
- F The President, shall appoint a Legislative Liaison, a Curriculum Liaison and a Faculty Professional Development Coordinator to the Executive Board with the approval of the Academic Senate.
- 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 and Vice Presidents shall have a limit of two consecutive terms. The President and Vice Presidents 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. Vacant seats shall not be counted when determining whether a quorum has been reached.

SECTION IV: Meeting

- A. 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.
- B. Special meetings of the Executive Board may be called by the President or upon the petition of a majority of the Executive Board.

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. 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 counsel 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 whenever (in the opinion of the Academic Senate President) the issue in question cannot reasonably be postponed to the next scheduled full Senate meeting.
- 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, save that vacant seats shall not be counted in determining whether a quorum has been reached.
- 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.
- 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 under consideration by the Academic Senate shall be distributed in writing to each member of the Academic Senate.
- 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 chair.

**ARTICLE VII
COMMITTEES**

SECTION I: Academic Senate Committees

- A Academic Senate committees shall include Standing Committees and Ad Hoc Committees (also known as Task Forces), each of which shall be established by majority approval of the Academic Senate.
- B The faculty Chairperson or Co-Chair of each Academic Senate committee 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 by 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 three 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, Advisory, 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, Advisory, 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 three 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 Task Force

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

The Nominating and Elections Task Force 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. With the exception of the President, verbal reports should not exceed five minutes.
- 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 by a designated amount of time. 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. Debate may not be extended more than three (3) times. If debate on an amendment consumes more than 50% of the ten (10) minute allotment for debate, the time for debate shall automatically be extended by five (5) minutes to allow for discussion of the primary motion.
- G Motions to Refer or Postpone may be made at any time prior to the vote on the main motion and are not considered part of the debate.
- H 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.
- I 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.
- J 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 Task Force 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 may 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 Task Force. The Nominating and Elections Task Force 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 Task Force 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: Legislative Liaison, Curriculum Liaison, Assistant Curriculum Liaison, Faculty Professional Development Coordinator, Honors Program Coordinator, Study Abroad Program Coordinator, Assistant Study Abroad Program Coordinator, Distance Learning Coordinator, Assistant Distance Learning Coordinator, Outcomes Coordinator, Learning Lab Coordinator, Teacher Preparation Institute Coordinator, Basic Skills 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 INSTITUTIONAL EFFECTIVENESS COMMITTEE.
 11. Serve as the Chair of the EQUIVALENCY COMMITTEE.
 12. Serve on the Executive Board of the Faculty Association and attend all Faculty Association meetings.
 13. Attend, report, and represent the faculty at the Board of Trustees' meetings.
 14. Attend Instruction Team meetings as per agreement with the Vice President of Instruction.
 15. Attend State Academic Senate Leadership Institutes, or designate a representative.
 16. 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.
 17. Perform any other function normally thought to be within the realm of a presiding officer, which is otherwise not denied by the Constitution/Bylaws or Senate Rules.
- B The Vice Presidents shall:
 1. Act as the President in the absence of that officer.
 2. One will 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. Both will serve on: ACADEMIC MUTUAL AGREEMENT COUNCIL
7. Divide and serve on the following: ACCREDITATION COMMITTEE, CURRICULUM & INSTRUCTION COUNCIL, EQUIVALENCY COMMITTEE, FACULTY PROFESSIONAL DEVELOPMENT COUNCIL, FLEX DAY PLANNING COMMITTEE, PRESIDENT'S ADVISORY COUNCIL, STUDENT SUPPORT AND SUCCESS ADVISORY COMMITTEE, AND STUDENT EQUITY AND DIVERSITY COMMITTEE.
8. One will serve as the faculty Co-Chair of the STUDENT PREPARATION AND SUCCESS COUNCIL.
9. Attend State Academic Senate Leadership Institutes as needed.
10. 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.
11. Chair ad-hoc Senate committees that are deemed as important by the President, Executive Board, or the Academic Senate.
12. Serve on the Executive Board of the Faculty Association and attend all Faculty Association meetings.
13. 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 website as necessary.
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 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.

F 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: The following positions shall be appointed by the Academic Senate President subject to approval by the Academic Senate Executive Board and confirmation by the full Senate. The President may, at his/her 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 both the fall and spring State Academic Senate Plenary sessions and represent Mt. San Antonio College by voting on the presented resolutions.
 4. Report to the full Academic Senate on State issues, including actions taken at State Area C meetings and plenaries.
 5. Attend all Area C meetings.
 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.

- B The CTE Liaison shall:
 1. Serve a two-year term
 2. Attend meetings of the Academic Senate
 3. Provide reports to the Academic Senate as needed about statewide issues of concern in CTE
 4. Identify local and regional CTE issues of concern
 5. Communicate opportunities for CTE faculty to participate in statewide initiatives, workgroups, and task forces
 6. Attend, as funding permits, state-level events and regional consortia meetings
 7. Advise the Academic Senate President and Executive Board on CTE issues

- C. The Curriculum Liaison shall:
 1. Serve a two-year term.
 2. Serve as the Co-Chair of the Curriculum & Instruction Council and the Educational Design Committee.
 3. Attend all Academic Senate meetings and all Executive Board meetings.
 4. Be the faculty contact for all curriculum questions and/or concerns.
 5. Attend the State Academic Senate Curriculum Institutes.
 6. Be responsible for presenting written curriculum reports to the Academic Senate and for posting these reports on the Internet on a regular basis.
 7. 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. Serve on the Educational Design Committee.
 3. Assist the Curriculum Liaison with faculty contact.
 4. Attend the State Academic Senate Curriculum Institutes.
 5. Be responsible for maintaining the College's Disciplines List.
 6. Perform other duties as assigned by the Academic Senate President or Curriculum Liaison.

- E. The Faculty Professional Development Coordinator shall:
 1. Serve a two-year term.
 2. Co-chair the Professional Development Council, chair the Faculty Professional Development Committee, and serve on the Travel and Conference Committee.
 3. Attend all Academic Senate meetings and all Executive Board meetings.
 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 Facilitators.
 6. Serve as a liaison to the Salary and Leaves Committee.
 7. Make regular reports to the Academic Senate.
- F. The Honors Program Coordinator shall:
1. Serve a two-year term.
 2. Meet with the Academic Senate President on at least an annual 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 year.
 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 with regard to the Honors Program.
- G. The Distance Learning Coordinator shall:
1. Serve a two-year term.
 2. Co-chair the Distance Learning Committee.
 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 through 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.
- H. The Assistant Distance Learning Coordinator shall:
1. Serve a two-year term.
 2. Serve as a Distance Learning Committee member.
 3. Work with the Distance Learning Coordinator 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. Perform other duties as assigned by the Academic Senate President or Distance Learning Coordinator.
- I. The Outcomes Coordinator shall:
1. Serve a two-year term.
 2. Facilitate and document the work of departments and units on SLOs and GEOs.
 3. Maintain the quality of the College's outcomes processes.
 4. Make regular reports to the Academic Senate through 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 with regard to SLOs and GEOs.
- J. The Learning Lab Coordinator shall:
1. Serve a two-year term.
 2. Meet with the Academic Senate President on at least an annual basis.
 3. Be the primary faculty contact for the Learning Lab.

4. Be responsible for presenting a written Learning Lab Report to the Academic Senate each year.
5. 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 the Learning Lab.

K The Teacher Preparation Institute Coordinator shall:

1. Serve a two-year term.
2. Meet with the Academic Senate President on at least an annual basis.
3. Be the primary faculty contact for the Teacher Preparation Institute.
4. Be responsible for presenting a written TPI Report to the Academic Senate each year.
5. 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 the Teacher Preparation Institute.

L The Basic Skills Coordinator shall:

1. Serve a two-year term.
2. Meet with the Academic Senate President on at least an annual basis.
3. Be the primary faculty contact for Basic Skills issues.
4. Be responsible for presenting a written Basic Skills Report to the Academic Senate each year.
5. 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 the Basic Skills Committee.

M The New Faculty Seminar Facilitator(s) shall:

1. Serve a two-year term.
2. Meet with the Academic Senate President on at least an annual basis.
3. Design the New Faculty Seminar program with input from the Academic Senate and the Faculty Association.
4. Serve on the Faculty Professional Development Committee (one position).
5. Set the calendar for activities and workshops.
6. Create program agendas prior to the beginning of the fall and spring semesters.
7. Facilitate the seminar.
8. Select and schedule speakers/presentations.
9. Work with POD and the Faculty Professional Development Coordinator to coordinate facilities and equipment.

Campus Committees with Senate Involvement:

Governance Committees:

- President's Advisory Council
 - Accreditation Steering Committee
 - Budget Committee
 - Campus Equity and Diversity Committee
 - Information Technology Advisory Committee
 - Institutional Effectiveness Committee
 - Professional Development Council

Academic Senate Committees:

- Academic Mutual Agreement Council
- Curriculum and Instruction Council
 - Content Review Committee
 - Distance Learning Committee
 - Educational Design Committee
 - Equivalency Committee
 - Outcomes Committee
- Student Preparation and Success Council
 - Basic Skills Coordinating Committee
 - Student Equity Committee
 - Student Success and Support Advisory Committee
- Faculty Professional Development Council
 - Flex Day Planning Committee

Operational Committees (with Senate appointments):

- Appeals Committee
- Bookstore Committee
- Facility Advisory Committee
- International Students Advisory Committee
- Institutional Review Board
- Professional Relations Committee
- Scholarship Committee
- Senate Events Planning Committee
- Students of Distinction Committee
- VOICES Committee