

# Academic Senate Handbook

2015-2016



# Welcome to the Academic Senate

By participating in the Senate you are helping to sustain and improve the college by serving as the official voice of the faculty for non-union issues. We thank you for your time and assistance. We hope that you will enjoy and benefit from the interaction with your colleagues as a result.

## What is the Academic Senate?

According to Title 5, Article 2, Section 53200, “Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.”

**“Academic and Professional matters”** include the following policy development and implementation matters:

- 1. Curriculum including establishing prerequisites and placing courses within disciplines**
- 2. Degree and certificate requirements**
- 3. Grading policies**
- 4. Education 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
- 8. Policies for faculty professional development activities**
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

The above is often referred to as the “10 plus 1.” It defines the role and purview of the Academic Senate. According to Board Policy 3255, the Academic Senate is “primarily relied upon” for the areas in bold.

The Academic Senate and the Faculty Association both represent faculty. However, while the Senate deals with the topics listed above, the Faculty Association is primarily responsible for working conditions. These include the matters in the negotiated faculty contract, such as evaluation and grievance processes, pay, leaves of absence, and benefits.

## Contact Us:

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## THE LAW - AB 1725 and Title 5

"It is the general purpose of this act to improve academic quality, and to that end the Legislature specifically intends to authorize more responsibility for faculty members in duties that are incidental to their primary professional duties." (*AB 1725, section 4, (n)*)

When AB 1725 was signed into law, it gave local senates a great deal of new responsibility. At Mt San Antonio College this responsibility is, as the representative of the faculty, to make recommendations to the Mt San Antonio College Administration and Mt San Antonio College Governing Board with respect to academic and professional matters. "Academic and professional matters" are defined as the following "policy development and implementation matters" (*Title 5, Article 2, section 53200 (c)*):

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District 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

The Mt. San Antonio College Governing Board has elected to rely primarily upon the advice and judgment of the Mt San Antonio College Academic Senate, in areas 1 – 5 & 8 listed above. (Board Policy 3255) This means that "the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Mt San Antonio College Governing Board or its designee...shall promptly communicate its reasons in writing to the academic senate." (*Title 5, Article 2, section 53203(d)(1)*)

AB 1725, section 4(r)(3) states that ... "Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals." As a result, the faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing academic and professional matters.

"Administrators.. [should].. lead, organize, plan and supervise...understand the needs of faculty and the learning process...and value institutional governance based upon a genuine sharing of responsibility with their faculty colleagues." (*AB 1725, section 4(o)(3)*)

"The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. ...the collective bargaining representative may seek to appoint faculty members to committees..." (*Title 5, Article 2, section 53203(f)*)

# Meeting Schedule 2015-16

## FULL SENATE

Meetings will be held on Thursdays from 11:15 AM to 1:15 PM in Founders Hall, unless otherwise noted.

Fall Semester	Spring Semester
August 27	February 25
September 10	March 10
September 24	March 24
October 8	*April 7
October 22	April 21
*October 29	May 5
November 12	May 19
December 3 (in room 6-160)	June 2 (in room 6-160)

**\*Special Meetings to discuss State Senate Resolutions**

## EXECUTIVE BOARD

Meetings will be held on Thursdays from 11:15 AM to 1:15 PM in Building 4 Room 2440.

Fall Semester	Spring Semester
August 20 (pre-semester meeting)	February 18 (pre-semester meeting)
September 3	March 3
September 17	March 17
October 1	April 14
October 15	April 28
November 5	May 12
November 19	May 26
December 10	June 9

## Important Dates/Deadlines:

Senate Planning Retreat	August 20, 2015
Fall Senate Orientation	August 27, 2015 (after regular meeting)
Board of Governors Exemplary Award Applications Due	November 10, 2015
Board of Governors Hayward (Faculty) Award Applications Due	December 30, 2015
Board of Governors Diversity Award Applications Due	February 8, 2016
Fall Area C Meeting	October 24, 2015 at Los Angeles Valley College
Fall Academic Senate Plenary	November 5-7, 2015 in Irvine
Spring Senate Orientation	February 25, 2016 (after regular meeting)
Open Nominations for Officer positions	March 10, 2016
Spring Area C Meeting	March 26, 2016 at location TBD
Spring Academic Senate Plenary	April 21-23, 2016 in Sacramento
Close Nominations for Officer positions	March 24, 2016
Academic Senate Officer position elections	April 21, 2016
Senator at Large elections	April 21-May 5, 2016
Nominations for Senate Outstanding Awards due	May 27, 2016

## Executive Board 2015-2016

<b>OFFICE</b>	<b>NAME</b>	<b>EXT.</b>	<b>E-MAIL</b>	<b>START</b>	<b>END</b>
President	<b>Dan Smith</b>	<b>5436</b>	dsmith@mtsac.edu	2014	2016
Vice President	<b>Jeff Archibald</b>	<b>5434</b>	jarchibald@mtsac.edu	2015	2016
Secretary	<b>Martin Ramey</b>	<b>5189</b>	mramey@mtsac.edu	2015	2016
Director	<b>Tim Engle</b>	<b>5641</b>	tengle@mtsac.edu	2014	2016
Director	<b>Beta Meyer</b>	<b>4149</b>	emeyer@mtsac.edu	2014	2016
Director	<b>Chisa Uyeki</b>	<b>4257</b>	cuyeki@mtsac.edu	2015	2017
Director	<b>Scott Guth</b>	<b>3918</b>	sguth@mtsac.edu	2015	2017
Director	<b>Lina Soto</b>	<b>5948</b>	lsoto@mtsac.edu	2015	2017
Curriculum Liaison	<b>Michelle Sampat</b>	<b>6711</b>	msampat@mtsac.edu	2013	2016
Legislative Liaison	<b>Michelle Sampat</b>	<b>6711</b>	msampat@mtsac.edu	2015	2017
Senator at Large	<b>Bruce Nixon</b>	<b>4917</b>	bnixon@mtsac.edu	2014	2016
Senator at Large	<b>Bao-Chi Nguyen</b>	<b>6358</b>	bnguyen56@mtsac.edu	2014	2016
Senator at Large	<b>Luisa Howell</b>	<b>4968</b>	lhowell@mtsac.edu	2015	2017
Senator at Large	<b>Dana Miho</b>	<b>5248</b>	dmiho@mtsac.edu	2015	2017
Senator at Large	<b>Michael Sanetrick</b>	<b>3179</b>	msanetrick@mtsac.edu	2015	2017
Faculty Assoc. President	<b>Eric Kaljumägi</b>	<b>5751</b>	ekaljumagi@mtsac.edu	2015	2016
Faculty Assoc. Vice- President	<b>Joan Sholars</b>	<b>5752</b>	jsholars@mtsac.edu	2015	2016

## Senator Responsibilities

Department Senators are expected to:

1. Actively participate in Senate discussions, representing the viewpoint of your department.
2. Report Senate information to your department, and solicit direction on upcoming action items.
3. Vote as directed by your department.
4. Vote using your best judgment if your department did not give you clear direction.
5. Poll department faculty on issues and concerns, and report these findings to the Senate President.
6. Submit agenda recommendations and resolutions to the Senate President at least seven days prior to the next Senate Executive Board meeting.
7. Actively recruit department faculty to serve in the Senate and on its committees and task forces.
8. Read provided materials prior to attending Senate meetings.
9. Review draft minutes prior to attending Senate meetings, and e-mail corrections to the Senate Secretary.
10. Place students and the integrity of the College before personal convenience.

# **Compliance with the Open Meetings Acts**

Senate meetings are required to follow the requirements of the Open Meetings Act (Government code §§54950-54960.5), also called the Brown Act, as well as the Bagley-Keene Act (Gov. code §11120 et seq) governing state bodies. These two laws have a direct bearing on how the Senate must conduct business. Further information is available on numerous websites, including <http://www.leginfo.ca.gov>, under “California Law.”

The Brown Act (1953, amended 2004) governs public meetings, ensuring that meetings and their documents are open to public scrutiny. Its goal is to prevent “back room deals” from occurring. Any governing body which achieves a quorum, even over the telephone or using e-mail chains, qualifies as a meeting. Subcommittees of the Senate (such as our councils and committees) **are also** subject to the Brown Act. However, advisory committees (such as the Senate Exec. Board) are exempted from the Brown Act.

There are four types of meetings open to the public: 1) Regular, 2) Special, 3) Emergency, and 4) Adjourned. The Senate normally conducts Regular meetings in open session only.

## **Setting and Posting Agendas**

The Open Meeting Act outlines the legal responsibilities for agendas, which includes posting the agenda at least 72 hours prior to the meeting. Agendas are posted in an encased exterior bulletin board outside the Administration Building, and are also electronically posted on the Senate web page. In addition, Senate agendas and other materials are sent to faculty and staff at least 72 hours prior to the meeting. Agenda items must be submitted to the Senate President at least seven days prior to the next Executive Board meeting. The Executive Board, chaired by the Senate President, develops the Senate agendas, coordinates Senate committee reports, and recommends actions to the Senate.

Items not on the posted agenda generally cannot be added to the agenda or otherwise discussed at the meeting. A limited exception exists in Gov. code §11125.3(a)(2) when there “exists a need to take immediate action and that the need for action came to the attention of the state body subsequent to the agenda being posted as specified in Section 11125.” These additions to the agenda require a 2/3 vote.

## **Public Comment and Public Discussion**

Anyone may address the Senate for a reasonable time (currently set at three minutes in our standing rules) on any topic whatsoever. Senators may also use public comment to address the Senate. However, if the topic is not on the current agenda, the Senate is forbidden to discuss the topic, even by asking questions.

Anyone may address the Senate regarding a topic on the agenda. Our informal practice of meeting this requirement is to allow non-senators to participate in Senate discussions. However, only official members of the Senate may vote.

# Robert's Rules of Order and Our Academic Senate

## Main ideas:

- The majority prevails, but any significant (1/3) minority must be heard.
- The Senate discusses only one thing at a time.

## How to do things:

### **You want to bring up a new proposal before the Senate.**

After recognition by the chair, present a motion by saying “I move that ...” followed by the action you wish the Senate to approve. A second person must then call “I second the motion,” or “**Seconded!**” in order for your motion to be debated. It is strongly suggested that you first bring your proposal to the Executive Board as they will help you form your ideas into a written resolution.

### **You want to withdraw your motion.**

Although Robert's Rules of Order generally require a “motion to withdraw”, this motion is traditionally rarely used by our Senate. At the present time, anyone may withdraw their own motion whenever they please.

### **You want to speak in favor or against a motion.**

Once a motion has been moved and seconded, the chair will ask for people to present “pro” and “con” arguments. When this occurs, raise your hand and wait to be recognized by the chair. Note that the chair should give those who have not yet spoken on the motion priority over those wishing to speak a second time.

### **You want to make minor changes to the current motion under debate.**

After recognition by the chair, make a motion to amend by saying “I move that the motion be amended by ...” followed by the insertions, substitutions, or deletions you desire. This then begins a process of debating the motion to amend, which must be voted upon prior to returning to the consideration of the original motion, regardless of whether or not it was amended. [Note: Typographical or factual errors do not need a motion to correct. Simply comment on them when it is your turn to speak.]

Although not formally part of Robert's Rules of Order, our Senate has a local practice of allowing “friendly amendments” (those acceptable to the motion's presenter and second) which are used to avoid the need to make and debate a motion to amend. It is acceptable (but not required) to ask the motion's presenter and second if they would entertain a “friendly amendment” before formally moving to amend. For substantial amendments, you should bring paper copies of the proposed language to the Senate meeting.

### **You like the idea of a motion under debate, but you feel the need to reword it beyond a few simple changes.**

Here you have two choices. You could move to “substitute” a new motion for the original motion. If it is seconded, debate will follow on whether to replace the original motion with your substitute. Substituting without providing paper copies is discouraged. Alternatively, you could move to “refer the issue back to committee”. If this motion is seconded, debate will follow on whether we should postpone a vote on the motion until the originating committee (or person) has had more time to work on it. In both cases, the secondary motion must be discussed and voted upon prior to returning to the consideration of the original motion.

**You want more time to study the motion under debate or to discuss it with members of your department.**

After recognition by the chair, move to “postpone the motion until the \_\_\_\_ meeting”. (Give a specific date to revisit the motion as our Senate traditionally does not postpone motions indefinitely.) [Note: To postpone means the same as to “table”.] Since the motion states a time to revisit the motion, there is no need to “un-table” the motion later.

**You have heard enough points of view on the current debate.**

The Senate's Meeting Rules automatically limit debate to ten minutes on a motion, although that can be (and often is) extended by majority vote. Alternatively, you could call (i.e. speak without being recognized by the chair) to close the debate immediately. (This is also known as “Moving to the previous question”.) This requires an immediate 2/3 vote (no debating allowed). You may also use an informal motion known as “calling the question,” which requires the chair to ask if there are objections to ending debate on the issue.

**You want to make other changes to the motion.**

There are a variety of non-debatable changes you can make with a motion. (All require a majority vote.) The motion most commonly used by our Senate is to move to “divide”, which breaks the motion into two or more separate motions. However, this document is not all inclusive. If you have any doubts, call out “point of information” and wait to be recognized by the chair. The chair should then call on you next so that you may ask if your idea is an allowable one.

**You are unsure that the chair is correct.**

If you think that the chair’s ruling on a vote might be incorrect, you can call for a “division of the house.” A standing count must then be taken. (Our Senate traditionally does not use roll-call voting.) If you think that a rule has been violated, call for a “point of order”.

**You want to do something that is against these rules.**

After recognition by the chair, move to “suspend the rules” and state the reason for the request. This non-debatable motion requires an immediate 2/3 vote.

**You are strongly in opposition to a motion that was approved.**

Consider writing a “minority report”, which briefly states the reasons for your opposition. If you give your report to the chair, the report will be read into the minutes of the next meeting during the “public comment” period.

**Priority list (higher items have priority of action):**

1. Questions of privilege (e.g.: you can’t see, your desk is on fire, etc.)
2. Parliamentary issues (e.g.: point of information, point of order, etc.)
3. Motion to suspend rules
4. Calls (e.g.: second a motion, close debate, division of house)
5. Subsidiary motions about the current main motion (done in nested order)
6. Main motions



# Resolution Writing Guidelines

## **When to write a resolution:**

Resolutions are designed for our Academic Senate to urge or recommend policy or action to someone else such as the Board of Trustees, college administrators, other local groups, or the State Academic Senate. Resolutions are thus designed to solicit a rapid response in writing.

## **When not to write a resolution:**

When you wish to influence the internal actions of the Academic Senate, then you merely need a motion. Motions may be written (much as a resolution), or they may be simply verbal requests.

## **How to write a resolution:**

Write a draft first. This draft must have at least one reason (Whereas) line, and one action to be taken (Resolved) line. Our current practice mirrors the State Academic Senate so as to not have more than four reasons or four actions in a single resolution. Then take the draft to the Academic Senate President.

## **What should be in the “Whereas” lines:**

Information relevant to the resolution, such as historical background, statistical information, and reasons why you believe the Academic Senate is the appropriate venue for the resolution are all suggested “Whereas” lines.

## **What should be in the “Resolved” lines:**

The “Resolved” lines indicate the action you wish taken. This action needs to be something actually within the power of the Academic Senate. Composing a letter or demanding an action is acceptable; stating that something shall occur generally is not.

## **What will happen to the draft:**

The draft will be scheduled for review by the Academic Senate Executive Board at their next meeting. The Board may suggest changes or alterations. You need not accept these modifications. At their following meeting, the Board will indicate that they support (or do not support) the resolution, but in either case the resolution will move forward to the full Senate.

## **When the resolution will go to the Senate:**

Unless you delay the process yourself, the resolution will be placed on the agenda of the next full Academic Senate meeting after it was voted on by the Executive Board. It will be listed as a “first reading”, which usually allows for discussion only. (Exceptions are rare, as they require a “suspension of the rules”, and a 2/3 vote.) Be prepared to answer questions from anyone present relating to the resolution at this meeting. The Academic Senate Secretary will bring copies to pass out.

## **When the resolution will be voted on:**

At the full Academic Senate meeting following the “first reading”, the resolution will be on the agenda as an “action item”. This means that a motion will be made to pass it and the resolution will be discussed using Robert’s Rules of Order. Please note that amendments may be offered without your acquiescence, and occasionally these amendments can modify the resolution substantially. Then the final (possibly modified) resolution will be voted on by the Academic Senators. For more information on how our Academic Senate applies Robert’s Rules of Order, see the section “Robert’s Rules of Order and Our Academic Senate.”

## **How resolutions are dispensed:**

The outcome of the resolution (pass or fail) will be in the next official minutes of the Academic Senate. If the resolution passes, the Academic Senate officers will take the actions resolved in the resolution on the Academic Senate’s behalf.

# **Council/Committee Reporting Structure**

## **BACKGROUND:**

Mt. SAC has one of the largest, most active Academic Senates in the state. Based on Board Policy 3255, the Senate has been empowered to make careful and considerate decisions regarding issues of curriculum, degree and certificate requirements, grading, education program development, student preparation and success, and faculty professional development. Therefore, an efficient, organized, and complete dissemination of information regarding these issues is certainly in order. Senate Resolution 2006-07 requested that a task force be charged with “developing a reporting and approval process for the Academic Senate so that the Senate is both informed of committee and council recommendations and given the opportunity to discuss, remand, or disapprove such recommendations.” Keeping in mind that all Senate committees report to one of three Senate councils, the task force offers the following proposal.

## **STRUCTURE:**

Each Co-chair of the four major Senate councils, Curriculum and Instruction, Student Preparation and Success, Professional Development, and Academic Mutual Agreement will be responsible for providing a written report at each full Senate meeting. These reports will contain three major sections: 1) Information Items, 2) Consent Items, and 3) Action Items.

### **Information Items**

This section will be made up of items that committees/councils wish to announce or disseminate to faculty. These items do not require discussion or approval. Examples may include special events, upcoming meetings, or any item that is merely informational in nature.

### **Consent Items**

All matters listed under Consent Items are considered by the Senate to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent items will be enacted by one motion. There will be no separate discussion on these items prior to the time that the Senate votes on them, unless a Senator requests that a specific item be removed for discussion and a separate vote. Consent items will be made available to Senators along with the Senate agenda (at least 72 hours prior to the meeting time.) The following items are considered appropriate for consent:

- 1. Approval of new courses (with the short course description included)**
- 2. Changes/additions to General Education Requirements**
- 3. Equivalencies**
- 4. Changes to forms that do not change procedure/policy**
- 5. Substantial changes to certificates that require form CCC 510 and supported by advisory committee and department minutes as appropriate**
- 6. Substantial changes to programs that require form CCC 510 and supported by advisory committee and department minutes as appropriate**
- 7. Changes or additions to Areas of Emphasis**
- 8. Unit changes on courses**
- 9. Changes to the purpose, function, or membership of a committee or council**
- 10. Other changes that the Academic Senate Executive Board deem appropriate for “Consent”**

## **Action Items**

All items listed under “Action” will be discussed and acted on separately by the Senate. They will require a first and second reading so that Senators have time to get department input before they vote. The following items are considered appropriate for action items:

### **1. Changes to Academic Policies and Procedures (Academic and Professional in nature)**

These changes should be submitted on a Governance Recommendation Form. These forms should be moved through Senate Committees and end up in one of the three councils – Curriculum and Instruction, ~~or~~ Student Preparation and Success, or Professional Development. Once the recommendations have been approved by the appropriate council then they should be forwarded to the Academic Senate for final approval.

### **2. Changes/additions to Graduation Requirements**

These recommendations should be forwarded from the Curriculum and Instruction Council to the Academic Senate for final approval.

### **3. Proposals for New Programs, Majors, Certificates, Degrees, and Areas of Emphasis that require form CCC 501 and supported by advisory committee and department or division minutes as appropriate.**

These recommendations should be forwarded from the Curriculum and Instruction Council to the Academic Senate for final approval.

### **4. Changes to Priority Registration**

These recommendations should be forwarded from the Student Preparation and Success Council to the Academic Senate for final approval as modifications to AP 5055 Enrollment Priorities.

### **5. Changes in Assessment Procedures/testing**

These recommendations should be forwarded from the Student Preparation and Success Council to the Academic Senate for final approval.

### **6. Other changes that the Academic Senate Executive Board or Council chairs deem appropriate for “Action.”**

Council chairs should designate a label of “Information”, “Consent” or “Action” when they report a matter to the Senate Executive Board. The Executive Board, having responsibility to develop the agenda, has the authority to override the determination of the Council chair.

Any single senator may pull an item from the Consent Agenda during a meeting in order to discuss and act on the item separately.

## Senate Acronyms, Jargon, and Abbreviations

AANAPISI	Asian American Native American Pacific Islander Serving Institutions grant. Also referred to in its program context as the “ARISE” program
ACCJC	Accrediting Commission for Community and Junior Colleges
AMAC	Academic Mutual Agreement Council
AP	Administrative Procedure
ASCCC	Academic Senate of the California Community Colleges
AUO	Administrative Unit Outcome
BoT	Board of Trustees
BP	Board Policy
Cabinet	President's Cabinet (composed of the President and Vice-Presidents)
CCLC	Community College League of California
CEDC	Campus Equity and Diversity Committee
CIRP	Cooperative Institutional Research Program
CSEA	California School Employees Association. Our classified union local numbers are 262 and 651
CTE	Career and Technical Education
C&I	Curriculum & Instruction Council
DL	Distance Learning
Ed. Design	Educational Design Committee, also known as EDC
Exec	Senate Executive Board
FA	Faculty Association
FA Exec	Faculty Association Executive Board; an executive body similar to the Senate’s Exec. Board.
FPDC	Faculty Professional Development Committee
GEO	General Education Outcome
GO	Global Opportunities. The local designation for the Study Abroad program
IEC	Institutional Effectiveness Committee
OC	Outcomes Committee, also known as Outcomes
PAC	President Advisory Committee
PDC	Professional Development Council
PIE	Planning for Institutional Effectiveness
POD	Professional and Organizational Development
Rep. Council	Faculty Association Representative Council; a representative body similar to the full Senate
RIE	Research and Institutional Effectiveness
SLO	Student Learning Outcome, also known as “Outcomes”
SP&S	Student Preparation & Success Council, also known as “Spas”
SSSPAC	Student Success and Support Program Advisory Committee, also known as “Spock”, formerly known as Assessment and Matriculation
TPI	Teacher Preparation Institute