

Academic Senate Constitution

PREAMBLE

We, the faculty of the Cerro Coso Community College, by a 2/3s majority vote of the full-time faculty, established a college-wide organization to represent the faculty of Cerro Coso Community College as part of the Participatory Governance process, as prescribed by law, and through representation by the Academic Senate President, at the state level.

NAME

The official name of this organization shall be the Academic Senate of Cerro Coso Community College.

PURPOSES

It shall be the purpose of the Academic Senate to

1. Represent the faculty of the Cerro Coso Community College in the formation of college-wide policies on academic and professional matters. Make recommendations on district-wide matters affecting Cerro Coso Community College.

Section 1: The primary purpose of the Academic Senate, as the representative of the faculty, shall be to make recommendations to the Administration of the College and to the Board of Trustees of the Kern Community College District with respect to academic and professional matters. Academic and professional matters refer to 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. Educational program development;
5. Standards and 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;
11. Processes for institutional staffing priorities;
12. Establishing and monitoring minimum standards and equivalencies for all faculty;
13. Hiring of new certificated staff, including participation in establishing a pool of qualified applicants for part-time certificated positions;
14. Other academic and professional matters as mutually agreed upon between the college

administration, the Board of Trustees, and the Academic Senate. (CCR §53200; KCCD Policies 6A1 *et seq.*)

Section 2. The Academic Senate shall function as a vital link and participant within the College's participatory governance decision-making structure.

Section 3. The Academic Senate shall exist as an open forum for discussion and debate of all academic, curriculum, and professional matters.

2. Promote the implementation of policies on matters of statewide concern.
3. Support the faculty members of the Academic Senate experiencing illness or death in their immediate family.

POWERS AND DUTIES

The power of the Academic Senate is derived from Title 5 and implemented through its resolution process. This resolution process shall be the sole method by which policies of the Academic Senate are adopted.

Constitutional Changes shall require a 2/3 majority vote to pass the resolution detailing the change(s) to the Constitution.

By-Laws, set forth below shall require a 2/3 majority of the Senate as a Whole (all full-time faculty) to pass the resolution detailing the change(s) to the By-Laws.

Nothing in these bylaws shall be construed to impinge upon the due process rights of faculty or to detract from any negotiated agreement between the faculty bargaining unit and the Kern Community College District.

By-Laws

ARTICLE I Definitions

Section 1. Definitions

The following terms are to be understood in the restrictive and technical sense herein defined.

- A. Faculty Member: Any full-and part-time certificated faculty of Cerro Coso Community College.
- B. Academic Senate or Senate: The Academic Senate of Cerro Coso Community College, which has been certified as a Member Senate by the Board of Directors of the Academic Senate for California Community Colleges and has among its primary purposes those enumerated for an academic senate under Title 5 of the Administrative Code.
- C. Delegate: The Senate designates the Academic Senate President as the delegate to the Academic Senate for California Community Colleges (ASCC) Plenary Sessions. As defined in the By-Laws of the ASCCC, an individual who, by selection by a Member Senate, enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.
- D. Officers: The officers elected by the faculty to hold the positions defined in Article III, Officers.

- E. Executive Council: The officers, Curriculum and Instruction Committee (CIC) chair, Program Review Committee (PRC) chair, and 2 representatives of the faculty; faculty chairs and faculty with primary assignment outside of the IWV site shall be elected by the faculty to hold the positions defined in Article V. Executive Council.
- F. Senator Emeritus: A title conferred by the Academic Senate for the purpose of recognizing the meritorious service of a faculty member upon or after retirement.
- G. Plenary Session: The biannual event at which the Academic Senate conducts its business for a minimum of three days.
- H. General Session: A single scheduled meeting held during the plenary session. The number of General Sessions during a plenary session will be based on need.

ARTICLE II Membership

Section 1. Academic Senate membership shall include those full-time certificated faculty of Cerro Coso Community College that volunteer to serve on the Senate during the first meeting of the academic year. Certificated staff who are designated supervisory or management shall not be included in Academic Senate membership. All full- and part-time certificated faculty may address the Senate related to issues under discussion or vote, but only those representative members may vote on Academic Senate issues. Chair elections are run by the Academic Senate President or designee and only full-time faculty in the department may vote.

Section 2. Academic Senate meeting attendance is required by all members. Failure to attend two meetings during the academic year may result in revocation of member status. Meeting attendance may be excused by the Academic Senate President for personal emergencies.

Section 3. Annual dues shall be levied as necessary to carry on the business of the Academic Senate.

- A. The Treasurer shall, at the first meeting of the academic year, present a membership dues proposal to be voted on by the members.
- B. The dues may be used to purchase greeting cards, flowers, or make donations to charity organizations in support of faculty members who have experienced health issues or have experienced a death in the family.
- C. The dues may be used to purchase gifts of acknowledgment for students, classified staff, and faculty. Gifts of acknowledgment include, but are not limited to, greeting cards, awards, plaques, and trophies.
- D. The dues may also be used to purchase items that are not specifically listed above if the purchased
 - a. awarded to students, classified staff, and/or faculty
 - b. intended to promote camaraderie among students, classified staff, and/or faculty
 - c. agreed to by a majority vote of the Academic Senate

ARTICLE III Officers

Section 1. Officers of the Academic Senate shall be a President, a Vice-President/President Elect, a Secretary, a Treasurer, and one (1) Members-at-Large (5 officers). These officers shall perform the duties prescribed in these bylaws, the parliamentary authority, and the standing rules adopted by the Academic Senate.

Section 2. Nominations for President, Secretary, Treasurer, and one (1) Members-at-Large shall be made at a regularly scheduled meeting of the Academic Senate one (1) meeting prior to the election.

Election of officers shall occur by ballot to be counted by two (2) Academic Senate members appointed at the regular meeting in which the nominations are made.

Section 3. All officers shall be elected by a majority of the votes cast in the election. All officers shall serve for one (1) year and shall be eligible for re-election. The term of office for all officers shall commence at midnight on the last day of the spring semester in which they are elected. Officers may serve consecutive terms in the same office provided they are nominated for and elected to that office for the term to be served.

ARTICLE IV

Meetings

Section 1. Regular meetings of the Academic Senate shall be set by the Executive Council and posted at the beginning of each semester. The Academic Senate shall meet as a whole once monthly August through May. Agendas shall be posted seventy-two (72) hours prior to the regular meeting date and time.

Section 2. Special meetings of the Academic Senate may be called by two members of the Executive Council, by the President, or by written request of twenty (20) percent of the membership of the Academic Senate. Agendas shall be posted twenty-four (24) hours prior to the special meeting date and time.

Section 3. All meetings of the Academic Senate shall be open to the public and to the press and shall conform to the provisions of the Ralph M. Brown Act (Cal. Gov. §54950 et seq.).

Section 4. A quorum for all meetings of the Academic Senate shall consist of a simple majority of the members.

ARTICLE V

Executive Council

Section 1. The officers of the Academic Senate (5 officers), the Past President, the Chair of the Curriculum and Instruction Council, the Chair of the Program Review Committee, a Faculty Chairs representative, and a faculty representative (5 council members) whose primary duties are at the East Kern (EK) campuses, or the Eastern Sierra Community Campuses (ESCC).

Section 2. The calendar of regular meetings of the Executive Council shall be determined by the Executive Council and posted at the beginning of each semester. A quorum for all meetings of the Executive Council shall consist of a majority of the members of the Executive Council. Special meetings of the Executive Council may be called by the Academic Senate President or upon written request of three (3) members of the Executive Council. Agendas shall be posted seventy-two (72) hours prior to the regular meeting date and time.

Section 3. The Executive Council shall have general supervision of the business of the Academic Senate, fix the hour and place of the meetings, advise on the Academic Senate agendas, call special meetings of the Academic Senate, advise the Academic Senate President, make recommendations to the Academic Senate, and perform other duties as specified in these bylaws. The Executive Council shall be subject to the bylaws of the Academic Senate and none of the actions of the Executive Council shall conflict with actions taken by the Academic Senate.

Section 4. The Executive Council may represent the Senate in its role in Program Review, as proscribed by Board Policy [4B5A], **ONLY** when and if quorum is not attained in the meeting

during which the Program Review Executive Summary presentation is made and may vote to affirm that the Senate approved process has been followed. The Faculty Chair may schedule their presentation of the Program Review Executive Summary at College Council after they have completed their presentation at a regularly scheduled meeting of Academic Senate.

A. The Academic Senate or the Executive Council may vote to affirm with respect to Program Review, that there has been:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement including consideration and action taken by the Academic Senate or appropriate Senate committee, concluding with the vote of the Senate or Executive Council to affirm such involvement prior to presentation of the Program Review Executive Summary at College Council.

Section 5. The Executive Council or Senate shall review and confirm or reject the Academic Senate President's appointments of committee members, including faculty hiring review committees and Academic Senate representatives according to the guidelines set forth in the standing rules.

Section 6. The Executive Council may vote on time sensitive matters brought before the Senate, using the expressed views of their constituents to inform their vote, when quorum has not been met and a vote of the Senate may not be attained prior to a specific deadline, when such lack of action on the Senate's part would create hardship, prevent critical Senate input to College Council, Consultation Council or the Board of Trustees, or otherwise impair the action of the Senate with respect to academic and professional matters.

Section 7. The Academic Senate must be notified of the circumstances and outcomes immediately, and provided quorum is met, may vote to affirm, rescind, or alter the vote of the Executive Council at either a Special Meeting or Regular Meeting of the Senate.

Section 8. All meetings of the Academic Senate Executive Council shall be open to the public and to the press and shall conform to the provisions of the Ralph M. Brown Act (Cal. Gov. §54950 et seq.).

ARTICLE VI

Committees

Section 1. A Curriculum and Instruction Council (CIC) serves as "the curriculum committee" for all state mandated activities. The CIC has primary responsibility for the review and recommendation of curriculum to be approved by the Kern Community College District Board of Trustees, and for the processes by which such approval shall occur. CIC oversees the curriculum for both degree and non-degree applicable course work in basic skills, general education, transfer education, vocational education, and major programs of study, encompassing multiple modes of delivery. The CIC is a committee of the Academic Senate and shall consist of ten to eleven (10-11) faculty members selected as described in the Academic Senate Standing Rules.

Section 2. The Program Review Committee (PRC) shall oversee the program review process and work to ensure that all necessary program reviews, academic and administrative, are completed as scheduled. The Program Review Committee is a sub-committee of the Institutional Effectiveness Committee and shall include four (4) faculty members selected as described in the Academic Senate Standing Rules. The PRC chair will contact the Academic Senate President to confirm those academic programs that have met PRC requirements and the Faculty Chair shall be responsible for requesting the Program Review Executive Summary be placed on the Senate Agenda. The Academic Senate shall be provided with a copy of the Program Review in its entirety and a copy of the

Executive Summary. The Faculty Chair or designee shall present the Summary and answer questions in a 5-10 minute presentation before the Senate.

Section 4. An Equivalency Committee shall work in cooperation with the appropriate departments to ensure equitable treatment of all applicants seeking to qualify for faculty positions through the Equivalency Process. The Equivalency Committee is a committee of the Academic Senate and shall consist of seven (7) faculty members selected as described in the Academic Senate Standing Rules.

Section 5. A Petitions Committee shall receive and act upon petitions from students seeking waivers, course substitutions, and other actions. The Petitions Committee is a committee of the Academic Senate and shall consist of seven (7) faculty members selected as described in the Academic Senate Standing Rules.

Section 6. An Honors Committee shall assist the Honors Program Coordinator in making decisions about offerings, activities, recruitment, and scholarships. The Honors Committee is a committee of the Academic Senate and shall consist of members selected as described in the Academic Senate Standing Rules.

Section 7. A Strategic Plan Committee shall oversee the development and annual revision of the Strategic Plan and work with the Vice President of Academic Affairs to ensure its implementation. The Strategic Plan Committee is a committee of the Academic Senate and shall consist of four (4) faculty members selected as described in the Academic Senate Standing Rules.

Section 8. A Calendar Committee shall oversee development of College Calendar in accordance with the provisions of the Agreement between the Kern Community College District and the Kern Community College District Community College Association/California Teachers Association/national Education Association. The Calendar Committee is a committee of the Academic Senate and shall consist of members selected as described in the Academic Senate Standing Rules. The Cerro Coso CCA College Chair shall serve as Chair of the Calendar Committee.

Section 9. A Pedagogy and Technology Committee shall make pedagogically sound recommendations about IT and Distance Education and other technological decisions related to curriculum, teaching, and learning for the College. The committee shall consist of 4-7 members, with faculty from Career & Technical Education, Letters & Sciences, whose membership includes faculty from the East Kern (EK) and Eastern Sierra Communities Campus centers.

Section 10. A Faculty Flex Committee shall oversee the planning and implementation of flex day activities. The committee shall consist of a maximum of eight full-time faculty, preferably with at least one representative from each site and one part-time faculty member, and is chaired by the Faculty Flex Coordinator.

Section 11. Other standing or ad hoc committees may be appointed by the President or the Executive Council as necessary. The President shall be an ex-officio member of all committees. The President shall appoint, with the approval of the Executive Council or Senate, faculty to Academic Senate committees and representatives to College and District committees according to the guidelines set forth in the standing rules.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the organization may adopt.

ARTICLE VIII Amendment Process

These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote, provided the proposed amendment was submitted at the previous meeting.

ARTICLE IX

Nothing in these bylaws shall be construed to impinge upon the due process rights of faculty or to detract from any negotiated agreement between the faculty bargaining unit and the Kern Community College District.

History

Adopted May 5, 2003; Revised April 30, 2007, Revised 3 February 2011, Revised 21 September 2017, Revised July 2019.

Reference

Board Policy

Section 4 Student and Instructional Services

4B5 Program Review – Program review shall be determined through established College procedures and shall meet all statutory and accreditation requirements. (Revised February 5, 2009)

4B5A College procedures for program review shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Regular review and justification of programs and course descriptions; and
- Consideration of job market and other related information for vocational and occupational programs.

4B6 Program Discontinuance – Program discontinuance shall be determined through established College procedures. (Revised February 5, 2009)

4B6A College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Plan and schedule for implementing the program deletion;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.