



## **SOUTHWESTERN COLLEGE ACADEMIC SENATE BY-LAWS**

### **PREAMBLE**

The Southwestern College Academic Senate serves as the representative body for all faculty at SWC and is responsible for expressing the faculty voice on academic and professional matters. Per College District Policy 2510, the Faculty shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups. The Governing Board, or its sole designee, will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law (ED Code 70902 (b)(7) Title 5 53200, 53203, AB 1725). College District Policy 2510, Shared Planning & Decision Making, and College District Policy and Procedure 2515 —Role & Scope of the Academic Senate: 10 + 1 Agreement, clarify the relationship between the Senate and the Governing Board by establishing the areas in which the board will rely primarily on the recommendation of the Academic Senate and areas where the College District will mutually agree with the Academic Senate's recommendation.

### **ARTICLE 1. SENATORS**

#### **Section 1. Definition of Representation for Full-Time Faculty**

Senate representation for full-time faculty is based on department. Each department may elect one senator to represent it at senate. Departments with 12 or more full-time faculty members have the right to elect two faculty senators. A department is defined as a grouping of disciplines under one department chair with reassigned time as negotiated by S.C.E.A. The term "faculty" used throughout these by-laws indicates full-time faculty, unless the term "part-time faculty" is used.

#### **Section 2. Definition of Representation for Part-Time Faculty**

Part-time faculty representation is determined by school or higher education center. Each school or higher education center may elect one part-time faculty senator to represent part-time faculty who work in the school or at the center. Part-time faculty representation is based on the following chart:

<b>Part-time Representation</b>	
Arts and Communication	1
Continuing Education, Economic & Workforce Development	1
Counseling & Personal Development	1
Health, Exercise Science, Athletics, and Applied Technology	1
Higher Education Centers (SY, OM)	1
Higher Education Centers (NC, CCAC)	1
Language & Literature	1
Social Sciences, Business, and Humanities	1
Mathematics, Science, & Engineering	1
Total	9

**ARTICLE 2. SENATORS' ELIGIBILITY, ELECTIONS AND RESPONSIBILITIES**

**Section 1. Eligibility**

Full-time Senators are the elected representatives from each department. All Full-time senators shall be tenured faculty members, as defined by the Southwestern College Academic Senate Constitution (Section IV.b) and as members of the Academic Senate are eligible to vote for their representatives. Part-time Senate representatives must be currently employed by the District and shall be nominated and elected from the part-time faculty within each School or Higher Education Center. Part-time Senators shall be voting members of the Academic Senate in accordance with Title 5 regulations (see "Part-Time Faculty: A Principled Perspective" ASCCC paper adopted Spring 2002).

**Section 2. Elections for Full-Time Faculty Senators**

**2.1 Elections Procedures and Requirements**

Election of Senate representatives shall be by a majority of full-time faculty voting members of each department. Each department should conduct a vote at a department meeting by secret ballot. Senator elections in departments must be completed by the conclusion of the first department meeting in April of the academic year and the results communicated to the Academic Senate.

**2.2 Term of Office**

Senators serve a three- (3) year term and are elected in accordance with the provisions of Article 1 of these bylaws. Senators are eligible to be re-elected to their positions. Senators shall be elected for staggered terms. No more than one faculty member shall be elected in the same election cycle from a

single department. See Appendix B for the cycle of elections for Senate representation per department. Elections Procedures and Requirements

### 2.3 Vacancies

An office is deemed vacant when the faculty member holding said office has unexcused absences from the Academic Senate for three (3) consecutive meetings in one semester, or by the faculty member's resignation from that office. If the vacancy occurs within three (3) months before a senator's term expires normally, that seat shall remain vacant until the regularly scheduled election. However, the department may recommend a temporary replacement for appointment by the Academic Senate President to hold the seat until the regular election is held in spring. If vacancies occur in a year when the seat is not open for election, nominations shall be solicited and a special election shall be held within the discipline to elect a new representative to complete the term of the vacant seat.

## Section 3. Elections for Part-Time Faculty Senators

### 3.1 Elections Procedures and Requirements

Nominations for part-time senate seats shall be solicited from part-time faculty prior to the elections. Nominees shall be contacted and those agreeing to run for office shall be placed on the ballot. Members of the part-time faculty shall receive ballots in their mailboxes and have at least one week to mark and return their ballots in person in the Academic Senate office or via campus mail. After ballots are counted, those candidates receiving the largest number of votes will be seated.

### 3.2 Term of Office and Election Cycle

Senators representing the part-time faculty shall be elected yearly with re-election possible conditional upon continued employment by the District. Part-time senator elections must be completed by the last Friday of April of the academic year. See Appendix B for the cycle of elections for part-time Senate representation per school or center and current representation.

### 3.3 Vacancies

An office is deemed vacant when the part-time faculty member holding said office has unexcused absences from the Academic Senate for three (3) consecutive meetings in one semester, if the senator is not offered an assignment for their elected term, if the assignment is cancelled for any semester in their elected term, or if the faculty member resigns from that office. If vacancies occur in the summer or fall semester, nominations shall be solicited and a special election shall be held within the school to elect a new representative to complete the term of the vacant seat. If the vacancy occurs within three (3) months before a senator's term expires normally, that seat shall remain vacant until the regularly scheduled election. However, the school may recommend a temporary replacement for appointment by the Academic Senate President to hold the seat until the regular election is held in spring.

## Section 4. Recall of a Senator

Any full-time faculty Senator may be recalled by a simple majority vote of his or her department at a regularly scheduled department meeting. A part-time faculty senator may be recalled if a majority of part-

## **Academic Senate By-Laws 2013-2014**

### **Page 4 of 19**

time faculty in the school vote to do so. In the case of a recall, the Academic Senate office will conduct the election.

#### **Section 5. Election Results**

The Elections Committee is responsible for overseeing full-time faculty senate elections and for conducting part-time faculty elections. Newly elected Senators and Officers shall be invited to the last scheduled Senate meeting of the academic year and shall begin their terms of office on June 1

#### **Section 6: Responsibilities of Senators**

- 6.1 Attend all meetings of the Academic Senate
- 6.2 Inform the constituent group of Senate items
- 6.3 Ascertain and represent the voting position of the constituent group
- 6.4 Share viewpoints and interests of the department at Senate meetings
- 6.5 Conduct themselves in accordance with Parliamentary procedure, specifically Robert's Rules of Order, and uphold SWC Ground Rules for Civility as posted publicly
- 6.6 Bring issues to the Senate for review and discussion
- 6.7 Serve as resource for faculty in the discipline represented
- 6.8 Support and participate in all Senate/College activities that are required for the maintenance and success of the Academic Senate, including Senate Elections and ad hoc committees to review and revise district policy and procedures.
- 6.9 Participate in Shared Planning and Decision Making by serving on Senate and institutional committees, when requested.
- 6.10 Educate and familiarize the departments on the Education Code and Title 5 mandates pertaining to the role of faculty in shared governance and academic and professional matters.
- 6.11 When called upon, attend regular and special Governing Board meetings.
- 6.12 Uphold and ensure the integrity of the academic programs, accreditation, and Mission of the College District.

## **ARTICLE II. SENATE OFFICERS' ELIGIBILITY, TERM OF OFFICE, REASSIGNED TIME, RESPONSIBILITIES, AND DELEGATION OF AUTHORITY**

#### **Section 1. Eligibility**

Senate officers must be full-time faculty.

#### **Section 2. Term of Office**

Senate Officers are elected in spring and serve two-year terms.

#### **Section 3. Reassigned Time**

The Senate President, President-elect, Vice President, and Presiding Chair of the Council of Chairs receive contractual reassigned time as negotiated by SCEA.

## Academic Senate By-Laws 2013-2014

### Page 5 of 19

#### Section 4. Responsibilities of Officers

All officers are senators with full rights and privileges, unless otherwise indicated in these bylaws, with the exception of the President, who does not vote, or designated meeting facilitator.

#### Section 5. President

- 5.1 Preside at meetings of the Academic Senate unless relinquishing the chair for a specific purpose.
- 5.2 Set the agenda for each meeting of the Senate and distribute the agenda in compliance with the Brown Act for Public Meetings.
- 5.3 Make faculty appointments to all Senate committees
- 5.4 Make faculty appointments to college-wide committees
- 5.5 Act as faculty representative to the public—local and statewide
- 5.6 Mentor, train, and assist executive officers in the performance of their duties.
- 5.7 Foster and communicate an environment of trust and mutual respect among senators
- 5.8 Promote faculty participation in shared planning and decision-making processes
- 5.9 Promote the purpose of the Academic Senate as defined by the Constitution and in a manner consistent with the statewide Academic Senate.
- 5.10 Coordinate the Academic Senate office
- 5.11 Manage the Academic Senate budget
- 5.12 Attend and represent the faculty at regular Governing Board meetings
- 5.13 Meet regularly with college Superintendent/President on campus issues
- 5.14 Serve on standing and ad hoc committees established by the Superintendent/President to advise the Superintendent/President
- 5.15 Co-Chair the Shared Consultation Council (SCC)
- 5.16 Co-chair Strategic Planning Committee, or appoint designee
- 5.17 Co-chair Faculty Hiring Prioritization Committee, or appoint designee
- 5.18 Co-Chair the Institutional Technology Committee
- 5.19 Serve on Budget Committee or appoint designee; Represent faculty interests in the college budgetary process.
- 5.20 Chair the Academic Senate Executive Committee

#### Section 6. President-elect

- 6.1 Assume the duties of President in the event of the absence of the President
- 6.2 Attend all Academic Senate meetings as a voting member
- 6.3 Co-chair the Curriculum Committee and all duties related to curriculum development and approval (planning agenda, meeting with ISS staff and VPAA regularly, working with faculty to develop curriculum, training faculty in curriculum processes, etc.).
- 6.4 Co-chair of the Student Success Committee
- 6.5 Serve as a voting member on the Academic Senate Executive Committee
- 6.6 Prepare for the position of President
- 6.7 Represent the voice of the faculty on academic and professional matters at the Dean's Council, when needed.
- 6.8 Serve as Ex-Officio member of Academic Program Review Committee

## Academic Senate By-Laws 2013-2014

### Page 6 of 19

#### Section 7. Immediate Past President

- 7.1 The current President shall automatically become the Immediate Past President when the President-elect becomes President. If the Past President is not available, or was taken out of office by resolution of the Senate, the position will remain vacant.
- 7.2 Assume the duties of President in the absence of the President or the President-elect
- 7.3 Serve as an Ex Officio, voting member of the Senate, but represent no specific discipline
- 7.4 Serve as advisor to the President of the Academic Senate
- 7.5 Serve as a voting member on the Executive Committee of the Senate
- 7.6 Serve as Chair of the Professional Relations Committee

#### Section 8. Vice President

- 8.1 Chair the Academic Program Review Committee (APRC)
- 8.2 Assume duties of the President in the event of absence of the President, President-elect, and Immediate Past President
- 8.3 Represent the APRC at the Institutional Program Review Committee (IPRC)
- 8.4 Serve as Ex Officio voting member of the Senate, but represent no specific disciplines
- 8.5 Serve as a voting member on the Executive Committee of the Academic Senate

#### Section 9. Communications and Research Officer

- 9.1 Review minutes of all Senate meetings and coordinate distribution with the Administrative Assistant of the Academic Senate
- 9.2 Take notes of all Executive Committee Meetings
- 9.3 Research Senate items as needed
- 9.5 Provide information items to Senate through e-mail
- 9.4 Serve as a voting member on the Executive Committee of the Senate

#### Section 10. State Senate Delegate

- 10.1 Serve as a non-voting member of the Senate and represent no specific discipline
- 10.2 Serve as state representative to ASCCC (Academic Senate for the California Community Colleges)
- 10.3 Attend Fall/Spring Plenary Session of ASCCC and Area D meetings.
- 10.4 Provide research on statewide issues as needed
- 10.5 Communicate with existing subcommittee of the Senate for feedback on resolutions
- 10.6 Apprise the Senate of statewide issues and solicit input
- 10.7 Serve as a voting member on the Senate Executive Committee

#### Section 11. Coordinator of Flex Calendar Program

- 11.1 Serve as a non-voting member on the Executive Committee of the Senate.
- 11.2 Attend Academic Senate meetings as a non-voting member, and represent no specific discipline.
- 11.3 In coordination with the Academic Senate President, oversee the Flexible Calendar Program for Southwestern College, including the development of programs that serve the faculty, and the implementation and evaluation of professional development activities for Flex credit.
- 11.4 Ensure that all Flexible Calendar processes meet state requirements under Title 5, sections 55700 through 55732.

## Academic Senate By-Laws 2013-2014

### Page 7 of 19

- 11.5 Communicate with faculty about Flex Guidelines and processes, and maintain a Flexible Calendar website which includes all of the Flex forms and guidelines.
- 11.6 Chair Flex Advisory Committee and provide orientations to new members of the Flex Advisory Committee.
- 11.7 In coordination with the Flex Advisory Committee and the Staff Development Coordinator, conduct an annual Staff Development Needs Assessments of all constituent groups.
- 11.8 In coordination with the Flex Advisory Committee, perform an annual review of the SWCCD Flex Guidelines and make revisions as needed. Take the Flex Guidelines to Academic Senate for annual review and approval.
- 11.9 Keep records of all professional development activities for Flex credit and answer faculty questions about their Flex credit records.
- 11.10 Perform ongoing evaluation of all professional development activities for Flex credit.
- 11.11 Participate in appropriate activities at the local and state level to keep aware of substantive issues involving the Flexible Calendar Program.
- 11.12 Provide the annual "Flexible Calendar Certification" to the State Chancellor's Office, including the annual report of Flexible Calendar Activities.
- 11.13 Serve as a resource member of the Calendar Committee to provide input on the scheduling of Flex days.

#### Section 12. Presiding Chair

- 12.1 Chair and coordinate the Council of Chairs and execute duties as outlined in Appendix A of these By-Laws, including coordinate the annual review of the Council of Chairs By-laws.
- 12.2 Co-chair Enrollment Management Committee
- 12.3 Serve as resource member to the Curriculum Committee
- 12.4 Serve as resource member to the Calendar Committee
- 12.5 Attend Academic Senate meetings as a non-voting member, and represent no specific discipline.
- 12.6 Serve as a voting member on the Executive Committee of the Senate

#### Section 13. At-Large Members

The Senate president may appoint additional faculty as at-large members to the Academic Senate Executive Committee not to exceed four at-large members. The president should maintain a manageable number of executive committee members in order for meetings to be orderly. At-large members are not voting members of the Executive Committee. Part-time faculty may serve on the Executive Committee as At-Large members.

#### Section 14. Delegation of Authority to Senate Executive Committee

The senate may delegate authority to the Executive Committee to conduct business on its behalf at any time in the year. Actions cannot contradict full Senate decisions. All decisions made by the Executive Committee must be subsequently ratified by the full senate at the next regular meeting of the senate.

### ARTICLE III OFFICER ELECTIONS

#### Section 1. Elections Timing and Results

Elections for the President, President-elect and Vice President are conducted by a paper ballot vote in the spring semester, or by a senate-approved electronic vote. All full-time faculty may vote for Senate

officers. The Senate Elections Committee shall implement election procedures, count the ballots, and publish the results to the faculty at large within one week of the close of balloting.

**Section 2. Nominations of Officers**

Nominations shall be solicited from each department based on the chart in Appendix B. Nominees shall be contacted and those agreeing to run for office shall be placed on the ballot. Nominees shall submit a candidate statement to the Elections Committee for inclusion with the ballot. Ballots shall be distributed to all full-time faculty members one (1) week prior to the election.

**Section 3. Run-off Elections of Officers**

In the event of a tied vote, or one where one candidate does not receive a majority of the votes cast, a run-off election shall be held within one week of the date ballots are counted. Only the tied candidates or the two candidates having received the greatest numbers of votes will be on the ballot

**Section 4. Communication and Research Officer and ASCCC State Delegate**

The State Senate Delegate and the Communications and Research Officer are elected at the final regular Academic Senate meeting of the year by voice vote.

**Section 5. Terms and Requirements for Officers**

**5.1 Dates of Service**

All terms shall begin on June 1: terms shall end on May 31. In the event a special mid-term election is held, the term of office for the newly elected officer shall end on May 31.

**5.2 President**

The President shall serve a two (2) year term. The office of President is not open to immediate re-election.

**5.3 Evaluation of the President**

At the first Senate meeting in the month of April, a motion or resolution of support in the President shall be made and acted on by the Senate. In the event that the motion or resolution fails, he/she shall relinquish office immediately and shall not serve as Immediate Past President. The President-elect shall be immediately seated as President. A motion or resolution of support for a sitting Senate President can happen at the end of the fall semester if 2/3 of senators agree in a vote taken per parliamentary procedure at an open Senate meeting.

**5.4 President-elect**

The President-elect automatically becomes the senate president at the completion of his/her two-year term. The office of President-elect is not open to immediate re-election, and the President-elect shall serve a two (2) year term. No individual shall serve concurrently as President and President-elect.

**5.5 Vice President**

The office of Vice President shall serve a two (2) year term, may be re-elected to one (1) succeeding term, but shall not serve more than four consecutive years as Vice President. The Vice President may run for other offices at the completion of the term of office.



**5.6 Communication and Research Officer**

The Communication and Research Officer of the Academic Senate shall serve a two (2) year term and may be re-elected for succeeding terms. The Communication and Research Officer will be elected from the current active members of the Senate at the last regular meeting in spring of the Academic Senate. This position is a senator elected by the Senate. If no active Senator is willing to run for this position, an open election will be conducted with all full-time faculty.

**5.7 State Senate Delegate**

The Delegate's term of office shall be two (2) years. A delegate may be re-elected for succeeding terms. If no active Senator is willing to run for this position, an open election will be conducted with all full-time faculty.

**5.8 Presiding Chair**

The Presiding Chair will be elected for a two-year term by a simple majority of the Council of Chairs. A presiding chair can be reelected to multiple terms. In the event of a vacancy in the Presiding Chair, the President of the Academic Senate shall appoint an interim chair for the council and coordinate the election of a new chair.

**ARTICLE IV. MEETINGS OF THE ACADEMIC SENATE**

**Section 1. Rules of Order**

Meetings shall be conducted according to Robert's Rules of Order [Revised] and provisions of the Ralph K. Brown Act (California Government Code § 54950.0–54961). A Parliamentarian will be appointed by president according to Robert's Rules of Order.

**Section 2. Agenda**

Agenda items should be submitted to the Academic Senate office administrative secretary a week prior to each Senate meeting. The President is responsible for the agenda and for meeting the provisions of 2.3 of the Brown Act. Provisions of the Ralph K. Brown Act (California Government Code § 54950.5–54961), shall be observed pursuant to its regulations on posting of agendas, meeting notices, minutes of meetings, meeting procedures, closed sessions, and other provisions that may apply. Discussion in Senate meetings will be limited to items on the agenda. Any exceptions shall require approval of the Senate in accordance with the Brown Act and Robert's Rules of Order.

**Section 3. Senator Absences**

It is the responsibility of each senator to notify the Academic Senate office administrative assistant of reasons for not attending Senate meetings in order to be excused. If a senator is absent and unexcused for three (3) regularly scheduled, consecutive Senate meetings in one semester, the Communication and Research Officer shall notify the department chair and the department will determine its course of action and communicate that to the Communication and Research officer of the Senate within ten working days. With prior notification to the administrative assistant of the Academic Senate, a senator may send a substitute to attend any senate meeting. However, substitutes are not granted voting rights. All senate votes must be cast by elected senators only.

## **Academic Senate By-Laws 2013-2014**

### **Page 10 of 19**

#### **Section 4. Minutes**

Minutes will be taken of all open Senate meetings. Minutes will be corrected and approved by the Senate. Approved minutes will be distributed and posted according to the Brown Act. The public has the right to request the Senate to correct any factual errors. Executive Committee "Notes" are taken for historical value only.

#### **Section 5. Quorum**

A quorum consists of one-third (1/3) of the voting membership. Regular business shall be conducted by the Southwestern College Academic Senate, the faculty's representative body for academic and professional matters (AB 1725 §70902 (b) (7); Title 5 §53200 (b), (c)).

#### **Section 6. Closed Session**

As defined in Brown Act (Chapter 3), a closed session is defined as a closed meeting of the Senate. Any Senator, any member of an involved committee, or any party to a personnel question may request that a closed session be placed on a Senate agenda. A closed session may be opposed by a majority of the voting Senators present. If that motion carries, the Senate will not go into a closed session. ARTICLE IV.

### **ARTICLE V. STANDING COMMITTEES**

#### **Section 1. Definition of a Standing Committee**

A standing committee of the Academic Senate is a committee for which meeting dates and times are established through the Academic Senate bylaws. Standing Committee meetings shall be conducted according to Robert's Rules of Order [Revised] and provisions of the Ralph K. Brown Act (California Government Code § 54950.0–54961).

#### **Section 2. Standing Committee Membership and Chair Selection**

Chairs of standing committees of the Academic Senate shall be appointed by the Senate President unless otherwise specified, with the ratification of the Senate. Chairs of standing committees act as facilitators and are non-voting members unless there is a tie, in which case the chair will be the tiebreaker. Standing committee members will be appointed by the senate president from the faculty-at-large unless otherwise specified. Any standing committee may change its voting membership with approval of the Academic Senate Executive Committee. Unless otherwise indicated, each committee of the Senate shall have one voting seat for a part-time faculty member appointed by the Academic senate president; however, the seat will not be counted as part of the quorum if the part-time faculty member is not present at the meeting.

#### **Section 3. Council of Chairs**

##### **3.1 Mission**

The mission of the Council of Chairs is to provide a setting where department chairs learn firsthand about current policies and/or procedures that impact their department faculty or operations, voice their own or their faculty's concerns about issues that are common to department faculty or operations, and work as a team to develop reliable practices as they apply to department faculty or operations. The Council of Chairs is a standing committee of the Academic Senate and will meet on the first Thursday of every month from 11:00 a.m. until 11:50 a.m.

## **Academic Senate By-Laws 2013-2014**

### **Page 11 of 19**

#### **3.2 Membership**

Membership of the Council of Chairs includes all Department Chairs, and the President of the Academic Senate as ex-officio non-voting member.

#### **3.3 Duties**

The duties of the Council of Chairs include the following:

Coordinate department operations overseen by department chairs  
Make recommendations to the Academic Senate pertaining to policies and procedures affecting department operations.

Specific duties of department chairs are explained in the SCEA contract. Adopted by-laws of the Council of Chairs are found in Appendix A of the Academic Senate By-Laws. The Presiding Chair of the Council of Chairs is responsible for conducting an annual review of the Council of Chairs By-laws. These by-laws may be amended to include the revised Council of Chairs By-laws at any time in the semester.

### **Section 4. Curriculum Committee**

#### **4.1 Mission**

The mission of the Curriculum Committee is to approve new and revised curriculum and academic policies to ensure compliance with Title 5 and California Education Code prior to submission to the District Governing Board for final approval. In addition, the Southwestern College Curriculum Committee provides guidance and oversight to ensure that all curriculum is sound, comprehensive and responsive to the evolving needs of our students as well as the academic, business, and local communities. The Curriculum Committee is a standing committee of the Academic Senate and will meet on the second and fourth Thursday of every month from 1:30 p.m. until 3:30 p.m. Additional meetings may be scheduled to accommodate high volumes of curriculum actions and deadlines.

#### **4.2 Membership**

Membership of the Curriculum Committee includes the following:

Academic Senate President-elect (co-chair)  
Vice President for Academic Affairs (co-chair)

Tenured faculty from the following schools:

Arts & Communication  
Counseling and Personal Development  
Health, Exercise Science, Athletics, and Applied Technology  
Language & Literature  
Math, Science & Engineering  
Social Sciences, Business, and Humanities  
Continuing Education, Economic & Workforce Development

Additional voting members include the following:

Library Representative  
Academic Senate Vice President (as chair of the Academic Program Review)

## Academic Senate By-Laws 2013-2014

### Page 12 of 19

Articulation Officer  
Assessment Officer

The following positions are non-voting resource members:

Disability Support Services  
Presiding Chair, Council of Chairs  
ASO representative  
Dean of Instructional Support Services  
ISS Supervisor  
Technicians, ISS (as needed)

#### 4.3 Duties

The Curriculum Committee is responsible for the review and approval of all curricular matters, including educational program development. (Procedures 2510, Ed. Code §70901 (b) (7), SWC Curriculum Handbook.

### Section 5. Academic Program Review Committee

#### 5.1 Mission

The mission of the Academic Program Review Committee is to improve the overall quality of existing instructional programs offered at Southwestern College by providing oversight for the Academic Program Review process. The Academic Program Review committee is a standing committee of the Academic Senate and will meet on the first and third Wednesday of every month from 1:00 p.m. until 1:50 p.m.

#### 5.2 Membership

The membership of the Academic Program Review Committee includes the following:  
Vice-President of the Academic Senate (Chair)  
President-elect (ex-officio)

One faculty member from the following schools:

Arts & Communication  
Counseling and Personal Development  
Health, Exercise Science, Athletics, and Applied Technology  
Language & Literature  
Math, Science & Engineering  
Social Sciences, Business, and Humanities  
Continuing Education, Economic & Workforce Development  
One faculty member to represent the HECs.

#### 5.3 Duties

The duties of the Academic Program Review Committee include the following:

Administers the APR cycle for academic disciplines.  
Determines the APR cycle and deadlines.  
Reads, reviews, and takes action on submitted APR reports.

## **Academic Senate By-Laws 2013-2014**

### **Page 13 of 19**

Reports to the Academic Senate the status of APR.

Forwards the approved APR's and Executive Summaries to the President of the Academic Senate and to the Vice-President for Academic Affairs.

Reviews, analyzes, and assesses the APR process and recommends modifications as needed.

#### **Section 6. Executive Committee**

##### **6.1 Mission**

The missions of the Executive Committee of the Senate is to act as an advisory body to the Senate President. The Executive Committee is a standing committee of the Academic Senate and will meet on the second and fourth Thursday of every month from 1:30 p.m. until 3:00 p.m. Additional meetings may be scheduled as needed.

##### **6.2 Membership**

The membership of the Executive Committee includes the following:

The President (Chair)

Vice President (voting)

President-elect (voting)

Communications and Research Officer (voting)

Immediate Past President (voting)

State Delegate (voting)

Presiding Chair of the Council of Chairs (voting)

Flex Advisory Coordinator (non-voting)

Up to four (4) non-voting members at-large appointed by the Academic Senate President.

##### **6.3 Duties**

The Executive Committee serves as an advisory body to the Academic Senate President. Reviews by-laws and recommends amendments as appropriate. Provides faculty leadership and advocacy for issues related to Policy/Procedure 2510 and 2515. The senate may delegate authority to the Executive Committee to conduct business on its behalf at any time in the year. Business decisions cannot contradict full Senate decisions. All decisions made by the Executive Committee must be subsequently ratified by the full senate at the next regular meeting of the senate.

## **ARTICLE VI. COMMITTEES**

### **Section 1. Definition of a Committee or Ad Hoc Committee**

A committee is a group that is established either by vote of the Senate or Senate Executive Committee to address a specific academic and/or professional matter on an ongoing basis. An ad hoc committee may be established by act of the Executive Committee or the President and will address a specific issue in order to complete a defined task. Ad hoc committees are dissolved at the conclusion of their task.

### **Section 2. Committee and Ad Hoc Committee Membership and Chair Selection**

Chairs of committees and ad hoc committees of the Academic Senate shall be appointed by the Senate President unless otherwise specified. Chairs of committees and ad hoc committees act as facilitators and are voting members. Committee and ad hoc committee members will be appointed by the senate president

## **Academic Senate By-Laws 2013-2014**

### **Page 14 of 19**

from the faculty-at-large unless otherwise specified. Any committee or ad hoc may change its voting membership with approval of the Academic Senate Executive Committee. Unless otherwise indicated, each committee of the Senate shall have one voting seat for a part-time faculty member appointed by the Academic senate president; however, the seat will not be counted as part of the quorum if the part-time faculty member is not present at the meeting.

#### **Section 3. Elections Committee**

##### **3.1 Mission**

The Senate Elections Committee is responsible for conducting, supervising, coordinating, and publishing the results of Senator and Senate Executive Officer elections within one week of the close of balloting.

##### **3.2 Membership**

The Elections Committee includes the following:

Three at-large senators appointed by the President of the Academic Senate

##### **3.3 Duties**

The duties of the Elections Committee include conducting, supervising, coordinating, and announcing results of elections of Senators and Senate officers.

#### **Section 4. Honors Committee**

##### **4.1 Mission**

The mission of the Honors Committee is to serve students by creating exceptional academic experiences through the management of the Honors Program.

##### **4.2 Membership**

The membership of the Honor Committee includes the following:

Academic Senate President

Articulation Officer

ASO Representative

One faculty member from the following schools:

Arts & Communication

Counseling and Personal Development

Health, Exercise Science, Athletics, and Applied Technology

Language & Literature

Math, Science & Engineering

Social Sciences, Business, and Humanities

Non-voting membership of the Honors Committee shall consist of the following:

A representative from the chartered College Honor Society

A classified staff representative from Student Services (e.g. Admissions)

The Chair of the Honors Committee will be elected yearly by a simple majority of committee members. The committee is currently working to create an Honors Coordinator position. Once the position is created, the Honors Coordinator will assume the responsibility of chairing the committee.

#### 4.4 Duties

The duties of the Honors Committee include the following:

To oversee and maintain the standards of the Honors Program:

Establishing and maintaining policies and guidelines

Maintaining all records and documentation

Providing guidance to Honors faculty on standards for addenda to curricula

Approving and maintaining addenda for Honors Sections

Performing strategic planning using research and data to drive future program developments

To recruit faculty and students

To conduct outreach activities

To report the status of the campus Honors Community to the Academic Senate.

### Section 5. Professional Relations Committee

#### 5.1 Mission

The mission of the Professional Relations Committee is to promote understanding of and adherence to a code of ethics and civility between faculty members.

#### 5.2 Membership

The membership of the Professional Relations Committee includes the following:

Immediate Past President (chair)

one senator

one faculty-at-large

If no immediate Past President is available to chair, a faculty member will be appointed by the Academic Senate President.

#### 5.3 Duties

The duties of the Professional Relations Committee include the following:

Review faculty conduct towards other faculty and ethical standards.

Define and interpret principles of professional ethics.

Defend faculty members of the academic staff from unprofessional treatment, especially from false accusations regarding their professional conduct.

To study problems of faculty or college community friction, which have disrupted the educational program.

Recommend to the Academic Senate President such action as deemed appropriate toward reaching mutual resolution.

## Academic Senate By-Laws 2013-2014

### Page 16 of 19

#### Section 6. Academic Technology Committee

##### 6.1 Mission

The mission of the The Academic Technology Committee (ATC) is to be a forum for faculty voices regarding academic technology and online learning. The ATC responds to faculty needs and ongoing technology issues, works to find solutions to those issues, and participates in the prioritization process of technology needs identified through the Program review process.

##### 6.2 Membership and Member Selection Process:

Members shall serve a term of office of two (2) years.

The faculty Chair shall be a tenured faculty member appointed by the Academic Senate President.

Voting membership of the ATC shall consist of the following:

One faculty member from the following schools:

Arts & Communication

Counseling and Personal Development

Health, Exercise Science, Athletics, and Applied Technology

Language & Literature

Math, Science & Engineering

Social Sciences, Business, and Humanities

Continuing Education, Economic & Workforce Development

Additional faculty include the following:

one faculty member from the Library

one faculty member from the Academic Success Center

One faculty member to represent HEC Otay Mesa and HEC San Ysidro

One faculty member to represent HEC National City and Crown Cove Aquatic Center

Additional committee members include the following:

representative from ASO (1)

representative from the Web Team (1), appointed by the ATC chair

Resource members of the ATC are non-voting members and shall consist of one individual from each of the following areas:

the Training Services Coordinator

representative from Institutional Technology Committee (1)

representative from the Online Learning Center (1)

the Dean of the Office of Institutional Effectiveness, or designee.

##### 6.3 Duties

The duties of the Academic Technology Committee include the following:

Prioritize academic technology needs indicated in each discipline's Academic Program Review

Reports results of academic technology prioritization to the Institutional Technology Committee for integration into the college-wide prioritization of technology needs.

Provides recommendations to the Senate regarding academic technology needs for all disciplines



## **Academic Senate By-Laws 2013-2014**

### **Page 17 of 19**

Assists in the creation and review of planning documents relevant to technology including the SWC Technology Plan.

#### **Section 7. Flex Advisory Committee**

##### **7.1 Mission**

The mission of the Flex Advisory Committee is to make recommendations on staff, student, and instructional improvement activities, following the requirements outlined in Title 5 (sections 55700 through 55732). These recommendations are based on a comprehensive planning process that includes Needs Assessment and Evaluation.

##### **7.2 Membership**

According to Title 5 (Section 55730(e)), the Flex Advisory Committee must include the following membership: faculty, students, administrators and other interested persons.

At Southwestern College, the Flex Advisory Committee includes the following members:

Flex Advisory Coordinator (Chair, non-voting)

Staff Development Coordinator (if not the same as Flex Advisory Coordinator) (Chair, non-voting)

Staff Development Program Assistant (non-voting)

Administrator (1 appointed by SCCDAA)

Academic Senate (2)

SCEA (2)

CSEA (1)

Classified Senate (1)

ASO (1)

##### **7.3 Duties**

The Flex Advisory Committee's main duties are the following:

Serve as an advisory body in support of the Flexible Calendar program for professional development.

Review and revise the Southwestern College Flex Guidelines annually

Review and approve proposals for workshops for Flex credit.

Make recommendations on staff, student, and instructional improvement activities, including but not limited to the following activities:

Instructional improvement activities.

Training activities to address academic technological knowledge in support of instructional programs.

Professional development to meet the needs of faculty in areas identified as most critical in the annual Needs Assessment survey.

Professional development in support of the Basic Skills Initiative.

(see the Southwestern College Flexible Calendar Guidelines for a more comprehensive list of professional development activities for Flex credit):

#### **Section 8. Tenure Review Committees**

##### **8.1 Mission**

The mission of Tenure Review Committees is to follow guidelines that have been developed by the Academic Senate, SCEA, and the District in accordance with Education Code provisions and Title 5 regulations as well as the negotiated agreement between the District and S.C.E.A. to implement tenure review. In addition, these committees provide a framework within which faculty and administration can perform the critical task of evaluating a candidate for permanent status on our faculty.

**8.2 Membership:**

Each Tenure Review committee will consist of the following:

Discipline/school faculty members (2)

A-large faculty member (1)

the school dean or designee.

In accordance with the Tenure Review and Faculty Evaluation Manual, members of a tenure review committee must be tenured faculty members. Part-time faculty are ineligible to serve on tenure review committees. (Tenure Review and Faculty Evaluation Manual, "Evaluation Procedures for Probationary/Contract Instructional and Non-Instructional Employees for Reappointment and Tenure", Section 5).

**8.3 Duties:**

The committee shall have three meetings per semester that the candidate is under review, or as deemed necessary by the TR Committee Chair of each Tenure Review Committee.

The committee shall follow the guidelines found in the Faculty Tenure Review and Evaluation Manual. Refer to Tenure Review and Faculty Evaluation Manual for committee duties.

**Section 9. Ad Hoc for Standing Committees**

Standing Committee Chair or designee shall make appointments to all ad hoc committees. Such committees shall be terminated at the time of presentation and acceptance of the committee report or other product unless continuance is requested by the Senate.

**ARTICLE VII. APPOINTMENTS**

All faculty appointments to committees shall be made by the Academic Senate President except those that entail compensation, workload and working conditions, which shall be made by the SCEA President. Whenever possible, the Academic Senate President will consult with the SCEA president when making appointments to committees that do not have an SCEA representative.

**ARTICLE VIII. ACADEMIC SENATE BUDGET**

The Senate President, in coordination with the Superintendent/President, shall formulate and establish the Senate budget. The Superintendent/President supervises the Academic Senate budget; the Academic Senate President manages the budget. The Academic Senate is a line item in the college budget and is provided funds for the following:

Reassigned time for the officers as negotiated by SCEA

## Academic Senate By-Laws 2013-2014

### Page 19 of 19

Fulltime secretarial support

Travel to ASCCC institutes and plenary sessions.

Dues, memberships and registrations for ASCCC, and other state organizations and workshops

Supplies and equipment

Student workers

Hospitality

### ARTICLE VIII. AMENDMENT OF BY-LAWS

The Academic Senate Executive Committee shall review the Bylaws and recommend amendments annually. Recommendations can be sent to Senate president at any time before May. The Academic Senate By-Laws shall be amended and approved annually by a two-thirds (2/3) vote of Senators at the first meeting in October of the fall semester.

Approved by the SWC Academic Senate

First Reading: September 10, 2013

Second Reading: September 24, 2013

Third Reading and Approval: October 8, 2013

Amended: TBD