

**Crafton Hills College  
Academic Senate  
By-Laws**

**Article I: Purpose**

The CHC Academic Senate, in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In order to fulfill its prescribed duties, the Academic Senate, represented by its President or his/her designee, shall appear before and make regular reports to the District Board of Trustees at public meetings and, when appropriate, meet with the Board or its individual members. In addition, the Academic Senate shall serve as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent.

**Article II: Membership**

- A. Senators will be elected by a vote of full-time faculty. All regular and contract faculty members who are assigned to Crafton Hills College for at least fifty percent of their workload shall be eligible to vote and to serve as Senators.
- B. Each of the following four divisions will elect seven representatives for a total of 28 unit representatives:
- Career and Technical Education
  - Humanities and Social Science
  - Math, Science, Health and Physical Education
  - Student Support (Student Services and Technology and Learning Resources)
- C. If any of the four divisions do not select seven representatives, the vacant seats will automatically become Senator-at-large seats.
- D. One faculty member will be elected by the part-time faculty at the beginning of each school year.
- E. The Past-President will be appointed as a Senator-at-large.
- F. Senators will be elected for two-year terms.
- G. 3 consecutive absences or 5 absences in a semester will be treated as a Senator's resignation of his or her seat.
- H. Seats that become open for any reason (e.g., resignation; reassignment; excessive absences per Article II.G above) will become open Senator-at-large seats to be filled by appointment by the Executive Committee.

- I. The roles and responsibilities of each Senator are:
  1. To prepare for all Senate meetings by carefully reviewing all materials sent out in advance.
  2. To attend all Senate meetings and participate fully in the Senate's deliberations.
  3. To maintain regular and effective contact with his/her constituent group.

### **Article III: Election Procedures**

- A. The Elections Committee will distribute via e-mail and hard copy a call for volunteers to all the full-time faculty.
- B. If four or fewer faculty from any unit express a willingness to serve as Senators, they will automatically become representatives from their unit, and the Elections Committee will notify all unit members of this.
- C. If there are more than four faculty wanting to serve as Senators from any unit, the Elections Committee will then distribute a ballot to the unit.
- D. In the week following the selection of the unit representatives, the Elections Committee will distribute via email and hard copy a call for volunteers for Senators-at-large.
- E. In the following week, the Elections Committee will distribute a ballot via email and hard copy to all the faculty to elect the Senators-at large. Each faculty member will have one vote for each open seat. For example, if there are six open seats, each faculty member will be asked to vote for six seats out of whatever number of faculty are running.
- F. After all Senators have been elected, they will convene in May and elect the Senate Officers from among themselves.

### **Article IV: Officers**

- A. The Senate officers are the President, the Vice President, the Secretary, the Treasurer, and the Historian. All members of the Senate are eligible to hold office.
- B. The election of Senate officers shall take place in May, during the initial meeting of the newly elected Senate. Candidates must receive a majority of the votes cast in order to be elected to office. The Past-President shall be responsible for conducting Senate elections.
- C. Officers of the Senate shall serve for two years. Their terms will begin on the day following Commencement.

- D. Following the first year of the President's term, the Senate shall conduct an election for the position of President-Elect. The President shall be responsible for conducting the election of the President-Elect.

#### **Article V: Executive Committee**

- A. The Executive Committee of the Senate shall be composed of the elected officers plus for one year, the Past-President, or in alternating years, the President-Elect.
- B. The Executive Committee shall meet the week before each regularly scheduled Senate meeting. The Executive Committee will discuss Senate business and establish the general agenda for each meeting of the full Senate. Executive Committee meeting times shall be distributed to all Senate members and other members of the college community so that interested parties may place items on the agenda of any regularly scheduled Senate meeting.
- C. The Executive Committee shall perform all of the functions of the Elections Committee, as described below.

#### **Article VI: General Meetings**

Meetings shall be called by the Senate President or by 25% of the Senate's members. Times of regular Senate meetings shall be distributed to the whole campus community via the CHC Master Calendar. Senate meetings are open to any member of the community. Closed meetings may be held only for the purpose of discussing personnel matters.

##### Conduct of Meetings:

- A. A quorum will be defined as 50% of the voting members.
- B. Any members of the community shall have the right to place an item on the agenda provided that they submit their request before the Executive Committee meets to create the agenda.
- C. The Secretary shall be responsible for recording minutes of all general Senate meetings for distribution to the full-time faculty and to all other interested parties who request copies of the minutes.
- D. The College President shall be invited to report to the Senate at each general meeting.
- E. A representative from the bargaining unit shall be invited to report at all general Senate Meetings.

- F. General Senate meetings shall be conducted according to the most recent edition Roberts' Rules of Order, a copy of which shall be available at every Senate meeting.
- G. Pursuant to the requirements of the Brown Act, the Senate shall abide by the following mandates:
  - 1. All meetings shall be open to the public.
  - 2. All agendas shall be published in a prominent public place no fewer than 72 hours in advance of the meeting;
  - 3. All motions shall follow the resolution process, with the appropriate resolution form signed by both the mover and seconder;
  - 4. All resolutions shall require two separate readings;
  - 5. No new motions shall be entertained from the floor.
- H. Copies of these By-Laws shall be present at every Senate meeting.

## **Article VII. Duties of Officers**

- A. President:
  - 1. Shall preside over all Senate and Executive Committee meetings.
  - 2. Shall represent the Senate at public meetings of the Board of Trustees.
  - 3. Shall serve as a member of the District Assembly and its Executive Committee.
  - 4. Shall meet regularly with the college president to express the views of the Senate and stay abreast of the college administration's views.
  - 5. Shall appoint all faculty to committees.
  - 6. Shall appoint Senate representatives whenever necessary, such as for peer evaluations, screening committees, or district-wide symposia.
  - 7. Shall consult regularly with the leadership of the local faculty bargaining agent to discuss issues of concern to the Senate and the bargaining unit. Such issues may be determined by either organization or their respective officers.
  - 8. The President of the Academic Senate shall recuse himself/herself from presiding over, or voting on, any action item before the Academic Senate if there is any potential conflict of interest due to the President's role as chair or director of a committee, department, program, or other administrative unit directly affected by the action item.
- B. Vice-President:
  - 1. Shall preside over Senate meetings in the absence of the President.
  - 2. Shall succeed to the Presidency in the event that the office becomes vacant before the term of office ends. In such cases, the Vice-President shall serve out the remainder of the previous President's term.
  - 3. Shall assist the President in the administrative capacities of his/her position.

4. Shall recommend all appointments to faculty committees except those of the bargaining agent.
  5. Shall attend all Executive Committee meetings.
  6. Shall serve as the faculty co-chair of the campus Budget and Planning committee.
- C. Secretary:
1. Shall keep all minutes of the general Senate meetings for distribution to all faculty and to all other interested parties who request copies.
  2. Shall preserve all records pertaining to Senate business, including minutes and agendas.
  3. Shall attend all Executive Committee meetings.
- D. Treasurer:
1. Shall oversee the Senate budget and all its accounts.
  2. Shall serve as liaison officer to the Faculty Council and shall, in that capacity, accept responsibility for the collection of dues and the management of the Faculty Council treasury.
  3. Shall report at full Senate meetings on the status of all accounts he/she manages.
  4. Shall attend all Executive Committee meetings.
- E. Historian
1. Shall organize and maintain the Senate archives.
  2. Shall maintain the currency of the Senate website, including posting all agendas, minutes, and resolutions.
  3. Shall regularly take photographs at Senate meetings and functions.
  4. Shall write a monthly report on Senate actions for the CHC Roadrunner.
  5. Shall attend all Executive Committee meetings.
  6. Shall serve as parliamentarian for all Senate meetings.
- F. Past-President
1. Shall attend all Executive Committee meetings in the year following his/her term as President.
  2. Shall advise the President on all Senate matters.
  3. Shall serve as the institutional memory of the Academic Senate.
  4. Shall conduct the election of officers.
  5. Shall serve as the chair of the Educational Policies committee.
- G. President-Elect
1. Shall attend the Executive Committee meetings in the year proceeding his/her term as President.
  2. Shall shadow the President in his/her Academic Senate commitments to prepare for his/her upcoming term as President

## **Article VIII: Standing Committees**

- A. The following shall be the standing committees of the CHC Academic Senate: Curriculum, Educational Policies, Personnel Interests, Scholarship, Student Interests, Honors Steering, Educational Technology, and Chairs Council.
- B. The duties of the standing committees shall include the following:
1. Curriculum Committee:  
Shall develop and recommend policies for the following academic and professional matters:
    - a. Curriculum including establishing prerequisites and placing courses in disciplines;
    - b. Major and certificate requirements;
    - c. Educational program development.
  2. Educational Policies:  
Shall develop and recommend policies for the following academic and professional matters:
    - a. Grading policies;
    - b. Standards or policies regarding student preparation and success;
    - c. General education requirements;
    - d. Other concerns dealing with instructional improvement.
  3. Personnel Interests:  
Shall oversee the selection of Professors Emeriti and the Outstanding Professors of the Year every spring, and shall develop and recommend policies for the following academic and professional matters:
    - a. Policies for faculty professional development activities;
    - b. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
    - c. Other concerns dealing with the faculty's work environment.
  4. Scholarship:  
Shall oversee the selection of all scholarships and other student awards, and shall develop and recommend policies for the following academic and professional matters:
    - a. Policies on academic honesty;
    - b. Other issues related to scholarship and academic achievement.

5. Student Interests:
  - a. Shall oversee the selection of the Commencement speaker;
  - b. Shall serve as liaison to the Student Senate;
  - c. Shall advocate for student issues related to access, student support, and other educational needs.
  
6. Honors Steering  
Shall advise the honors program director and make recommendations regarding student admission, standards, curriculum, activities and other issues pertinent to the College Honors Institute.
  
7. Educational Technology:  
Shall develop and recommend policies involving the use of technology for education in the regular classroom, in distributed education environments, and in student services related to distributed education and online functions as well as advise the Curriculum Committee in matters involving distributed education, including periodic reviews of all distributed education courses.
  
8. Chairs Council  
Shall develop and recommended processes including, but not limited to, departmental budgeting, planning, and program review; scheduling; and facilities use.
  
- C. Committees will meet at least once a month, keep and submit a written record of the committee's activities, and be prepared to offer an oral report of those activities to the Senate at each meeting.
  
- D. The committee chairs shall be appointed by the Senate President. All committee chairs must be elected Senators. (The Curriculum Committee will recommend a faculty member of the Curriculum Committee, who has received appropriate curriculum training, for Curriculum Chair at the first regular Curriculum Committee Meeting in March of each year. The Academic Senate will vote to ratify that recommendation before the Curriculum Committee meets the following year.) The Vice-President shall set up the membership of each committee after consulting with the President. Committee membership shall be subject to approval by the full Senate.
  
- E. Ad hoc and subcommittees of standing committees may be established by the Senate President as needed. The Senate President may dissolve these committees when they are no longer necessary.