

**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 for and to serve as Senators.
- B. Each of the campus divisions will elect up to forty percent of their faculty as representatives:
- Career Education and Human Development
 - Letters and Learning Resources
 - Arts and Sciences
 - Student Services (For purposes of inclusion, this division in these by-laws, regardless of college organization structure, includes all non-instructional faculty who are not organized under one of the instructional divisions.)
- C. If any of the four divisions do not select up to forty percent of their faculty as representatives, the vacant seats will automatically become Senator-at-large seats to be filled by appointment by the Executive Committee.
- 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, 50% of senators elected in the even years and the other 50% elected in odd, divided so that about half of the senators from each division will be elected each year.
- 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 twenty-five percent or fewer faculty from any division express a willingness to serve as Senators, they will automatically become representatives from their division, and the Elections Committee will notify all division members of this.
- C. If there are more than twenty-five percent of the faculty from any division wanting to serve as Senators, the Elections Committee will then distribute a ballot to the division. 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, and to rank their choices.
- D. In the week following the selection of the division 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, and to rank their choices.
- F. After all Senators have been elected, they will convene in May at the last Senate meeting of the school year and elect the Senate Officers from among themselves.
- G. Following the first year of the President's term, the Senate shall conduct an election for the position of President-Elect. The Elections Committee shall be responsible for conducting the election of the President-Elect.

Article IV: Officers

- A. The Senate officers are the President, the Vice President, the Secretary, the Treasurer, and the Historian. All full-time faculty 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. If an officer cannot complete his/her term for any reason, the elections committee shall hold a special election as needed to fill that position. As necessary, the Senate President may appoint a senator to fulfill the responsibilities of that office until a special election can be held.

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.

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. (Please see Article VI G.)

- 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. Classified Senate and Student Senate Representatives shall be invited to report at all general Senate meetings.
- G. General Senate meetings shall be conducted according to the 10th edition of Roberts' Rules of Order, a copy of which shall be available at every Senate meeting.
- H. Pursuant to the requirements of the Brown Act, the Senate shall abide by the following mandates:
 - a. All meetings shall be open to the public.
 - b. All agendas shall be published in a prominent public place no fewer than 72 hours in advance of the meeting;
 - c. All resolutions shall follow the resolution process, with the appropriate resolution form signed by both the mover and seconder;
 - d. All resolutions shall require two separate readings;
 - e. No new resolutions shall be entertained from the floor.
- I. Copies of these By-Laws shall be present at every Senate meeting.

Article VII. Duties of Officers, Past-President, and President-Elect

- 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 Planning and Program Review 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 account.
 3. Shall report at full Senate meetings on the status of all accounts he/she manages.
 4. Shall attend all Executive Committee meetings.
 5. Shall serve as Senate Parliamentarian to clarify and give guidance on following Roberts Rules of Order.
- E. Historian
1. Shall organize and maintain the Senate archives.
 2. Shall maintain the currency of the Senate website on Blackboard, including posting all agendas, minutes, and resolutions.
 3. Shall regularly take photographs at Senate meetings and functions.
 4. Shall write a regular report on Senate actions for the CHC Roadrunner.
 5. Shall attend all Executive Committee meetings.

- F. Past-President (Not an officer)
1. Shall serve on the Academic Senate.
 2. Shall attend all Executive Committee meetings in the year following his/her term as President.
 3. Shall advise the President on all Senate matters.
 4. Shall serve as the chair of the Educational Policies Committee for one year.
 5. In the event that the previous past president cannot serve in this capacity, a senator may be appointed by the Senate President to the position of Past President. This appointment must be approved by a vote of the Senate at the next possible general Senate meeting.
- G. President-Elect (Not an officer)
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
 3. Shall serve as the chair of the Educational Policies Committee for one year.

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 make recommendations on those issues that directly impact instruction.
 9. Elections Committee
Shall conduct annual senate elections following the procedures outlined in these by-laws.

- C. Committees will meet at least once a month, keep and submit a written record of each meeting and submit that record to the Academic Senate President, 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 assigned each Spring for the following year and is 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.