

**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. Full-time faculty will be elected to serve as a CHC Academic Senate Senator. 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 a Senator.
- B. Each of the campus divisions will elect up to forty percent of their faculty as representatives: (This needs to be verified for each voting cycle)
  - Career Education and Human Development
  - Math, English, Reading, Instructional Support and Fine Arts
  - Social, Information and Natural 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 elect up to forty percent of their faculty as representatives, the vacant seats will become Senator-at-large seats.
- D. Four part-time faculty representatives may be approved by the Senate to serve as an Academic Senator for a two-year term and shall be eligible to vote on all Senate matters. In the event a professional or personal conflict occurs the Senate may approve a Part-time faculty designee to serve in his/her place as member of the Senate for a given semester
- E. Full-time faculty will be elected for two-year terms. In the event a professional or personal conflict occurs the Senate may appoint a Full-time faculty designee from his/her division to serve in his/her place as member of the Senate for a given semester.

- F. Three consecutive ~~unexcused~~ absences or five ~~unexcused~~ absences in a semester will be treated as a Senator's resignation of his or her seat. The CHC President and/or Vice President shall be notified in advance of an absence.
- G. 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 a majority vote of the Academic Senate.
- H. The roles and responsibilities of each Senator are:
- To prepare for all Senate meetings by carefully reviewing all materials prior to the start of each meeting.
  - To attend all Senate meetings and participate fully in the Senate's deliberations.
  - To maintain regular and effective contact with his/her constituent group.

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

#### **A. Division Senators**

1. The Academic Senate will develop and publish an election timeline and distribute a call for senate volunteers to all full-time faculty as delineated in the timeline.
2. If forty percent or fewer faculty from any division express a willingness to serve as Senators, they will automatically become representatives from their division; the Academic Senate Secretary will notify all division members.
3. If there are more than forty percent of the faculty from any division wanting to serve as Senators, the Academic Senate Secretary 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.

#### **B. Senators at Large**

1. In the week following the selection of the division representatives, the Academic Senate President will distribute a call for volunteers for Senators-at-Large as needed for any open division seats.
2. If the number of faculty expressing a willingness to serve as Senators-at-Large is less than or equal to the number of open seats, they will automatically become representatives at large, and the Academic Senate Secretary will notify the campus.
3. If the number of faculty wishing to serve is greater than the number of open seats, the Academic Senate Secretary will distribute a ballot 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.

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

#### **Article IV: Officers**

- A. The Senate officers are the President, the Past-President or President-Elect, 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 Academic Senate shall hold a special election ASAP 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 Officers**

- A. The Executive Officers shall meet the week before each regularly scheduled Senate meeting to establish the general agenda for each meeting of the full Senate.
- B. Senate members may submit requests to any Academic Senate Executive Officer for items to be placed on the agenda of any regularly scheduled Senate meeting.

## Article VI: General Meetings

- A. Meetings shall be called by the Senate President or by 25% of the Senate's members. Days and 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.
- B. Senators shall recuse themselves from voting or participating in any action item before the Academic Senate in the event of a personal conflict of interest.
- C. Conduct of Meetings:
1. A quorum will be defined as 50% of the voting members. Action may not be taken unless there is a quorum.
  2. Any members of the senate shall have the right to place an item on the agenda provided that they submit their request before the Executive Officers meets to create the agenda.
  3. The Secretary shall be responsible for recording minutes of all general Senate meetings.
  4. The College President or Administrative designee shall be invited to report to the Senate at each general meeting.
  5. A representative from the bargaining unit shall be invited to report at 2<sup>nd</sup> Senate meetings of each month.
  6. Classified Senate and Student Senate Representatives shall be invited to report at the 1<sup>st</sup> Senate meeting of each month.
  7. General Senate meetings shall generally be conducted according to the most recent edition of Roberts' Rules of Order, ~~a copy of which shall be available at every Senate meeting.~~
  8. The Senate shall abide by all requirements of the Brown Act including the following mandates:
    - All meetings shall be open to the public.
    - All agendas, minutes and associated meeting documents shall be published in a location which is accessible 24 hours a day for the 72 hours prior to the meeting;
    - All resolutions shall follow the resolution process, with the appropriate resolution form signed by both the mover and seconder;
    - All resolutions shall require two separate readings;
    - No new resolutions shall be entertained from the floor

Note: The adopted CHC Academic Senate Resolution Process is included as an appendix to these By-laws.

9. ~~Copies of these~~ The most recent version of the approved AS By-Laws shall be posted on the CHC Academic Senate website. ~~present at every Senate meeting.~~

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

### **A. President:**

1. Shall preside over all Senate meetings.
2. Shall provide a Senate report to the Board of Trustees at their first regularly scheduled meeting of each month.
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 faculty to all senate committees and to all other campus and district committees where faculty representation is required or requested except those of the bargaining agent.
6. Shall ask for a member of the Academic Senate to serve as the Senate Parliamentarian to clarify and give guidance on following Roberts Rules of Order.
7. Shall appoint Senate representatives whenever necessary, such as for peer evaluations, screening committees, or district-wide committees.
8. 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.

### **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 assist the AS President with the appointment of faculty to all senate committees and all other campus and district committees where faculty representation is required or requested except those of the bargaining agent.
5. Shall maintain a list of all committees faculty have been appointed to serve on.
6. Shall record the voting record for all senators for each motion
7. Shall serve as the faculty co-chair of the campus Planning and Program Review committee.
8. Shall monitor time allocations for all agenda items and apprise the AS President when the time for an item is expiring

### **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.

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.

E. Historian

1. Shall organize and maintain the Senate archives.
2. Shall maintain the currency of the Senate website including posting of or **facilitating** the posting **of** all agendas, minutes, associated documents and resolutions.

F. Past-President

1. Shall serve on the Academic Senate.
2. Shall attend all Senate meetings in the year following his/her term as President.
3. Shall advise the President as needed on Senate matters.
4. In the event that the previous past president cannot serve in this capacity, a senator may be elected to the position of Past President by a vote of the Senate at the next possible general Senate meeting.

G. President-Elect

1. Shall attend all Senate 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 Policy, Honors Steering, Educational Technology, Basic Skills, Noncredit and Chairs Council.
- B. Three consecutive unexcused absences or five unexcused absences in a semester from any AS standing committee will be treated as a Senator's resignation of his or her standing committee membership.
- C. 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:
  - Curriculum including establishing prerequisites and placing courses in disciplines;
  - Development of new courses and the required revisions for existing courses;
  - Major and certificate requirements
2. Educational Policy shall develop and recommend policies for the following academic and professional matters:
  - Grading policies;
  - Standards or policies regarding student preparation and success;
  - General education requirements;
  - Other concerns dealing with instructional improvement.
3. Honors Steering shall advise the honors program ~~director~~ coordinator and make recommendations for the following academic and professional matters as they relate to the College Honors Institute:
  - Student admission;
  - Standards;
  - Curriculum;
  - Activities;
  - Other issues pertinent to the College Honors Institute.
4. Educational Technology shall develop and recommend policies for the following academic and professional matters:
  - The use of technology in the face to face classroom, in distributed education environments, and in student services.
  - Distributed education and online education functions
  - Curriculum Committee matters involving distributed education, including periodic reviews of all distributed education courses.
  - Conduct an annual review and make revision recommendations for the CHC Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.
5. Basic Skills shall collaboratively develop, coordinate and oversee the Basic Skills Initiative Plan including
  - the development of curriculum and student support services for basic skills students
  - the development of curriculum and student support services for basic skills courses
6. Chairs Council shall develop and recommend policies for academic and professional matters that directly impact instruction.

D. Committees will meet at least once a month and shall abide by all requirements of the Brown Act. The committee chair or designee will either post or will forward ~~at the committee meeting~~ agenda at least 72 hours prior to the meeting to the AS historian or designee for posting on the CHC AS webpage. The committee chair or designee will ~~also either post or will~~ forward approved meeting minutes to the

AS historian or designee for website posting. The AS committee chair ~~or~~, vice-chair or designee shall be prepared to offer an oral and/or written report of those committee recommendations and activities to the Senate.

- E. The committee chairs shall be confirmed by the Senate President. Each committee shall have at minimum one elected Senator member who shall agree to serve as vice-chair responsible for providing an oral or written report to the Academic Senate.
- F. 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.
- G. The Vice-President shall compile and submit committee membership recommendations to the president. Committee membership shall be assigned at the start of the fall term. Committee assignments are subject to approval by the full Senate – with an understanding that committee membership is fluid and will change throughout the academic year.
- H. 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. Ad hoc committees include but are not limited to:
  - 1. Scholarship Committee responsible for the selection of all scholarships and other student awards.
  - 2. Personnel Interests responsible for the selection of Professors Emeriti, the Outstanding Professors and Classified Staff members of the Year.

### **Article IX - Recall of Senators or Officers**

A petition signed by twenty-five percent (25%) of the elected senators alleging conduct clearly detrimental to the Senate, shall be sufficient to require the Senate to vote on whether to recall the senator or officer identified in the petition. The senator or officer subject to recall and any senator signing the petition shall not vote on the question of a recall. If a majority of the remaining Senators approve the recall, the recalled senator or officer shall be immediately removed from office. The position vacancy resulting from the recall shall be filled following the election procedures as delineated in Articles III & IV of the Bylaws.



## Appendix

### Academic Senate Resolution Process Adopted: 11.6.2013

The following is a description of the resolution process.

1. Academic Senate members may propose, write, second and vote on resolutions presented to the Academic Senate.
2. All new resolutions must be received by the Executive Officers. In order to be received, resolutions must be typed (to ensure legibility) and presented to any Executive Officer.
3. The Executive Officers will review all submitted resolutions and recommend amendments, combinations, rewordings, or additions as necessary to ensure the resolution is properly constructed with the following criteria:
  - a. Relates to one or more of the 10+1 issues (an academic and/or professional matter)
  - b. Contains no more than six “whereas” sections and three “resolved” sections.
  - c. Contains a senate directed action. (If the action requires substantial resources in time or funds, the Executive Officers will be able to carry it out only if the resources are available.)
  - d. Only urges or recommends a policy or action, if such policy or action is directed, to local governing bodies, the Chancellor, the Board of Trustees, or other groups and individuals.
  - e. Provides direction to the Senate President regarding proposed distribution of work to Academic Senate committees if applicable.
  - f. The proposer of the resolution will be invited to address the Executive Officers at the time the resolution is reviewed.
4. The Executive Officers may ask that the resolution be revised and returned to the Executive Officers for further review.
5. ~~Once perfected, t~~The resolution will be given its first reading (without discussion) at the next regularly scheduled meeting of the Academic Senate.
6. The resolution will be open for discussion and action, as a part of the second reading at which will take place at the next regularly scheduled meeting of the Academic Senate. ~~meeting following its first reading.~~

## PROPOSED MEETING NORM

- ❖ Appropriate etiquette meeting behavior reflects respect for self, others and the Academic Senate
- ❖ Preparation for meeting: review agenda and all applicable documents.
- ❖ Never be late for meeting unless prior notice given
- ❖ Do not deviate/digress from key points on agenda
- ❖ Practice cell phone etiquette during meeting.
- ❖ Address all contributions to the meeting via the Chair
- ❖ Senators should not have meetings within meeting.
- ❖ Senators should respect each other's contribution and not interrupt when someone is speaking.
- ❖ Senators should take turn talking
- ❖ Senators should act in a way that is fair and unbiased
- ❖ Senators should make sure that their comments do not amount to personal attack on another individual and should avoid using heated, emotional and value loaded language and behavior.
- ❖ Senators should avoid acting or speaking in a way that may be perceived as bullying, abusive, discriminatory or derogatory.
- ❖ Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.
- ❖ Any Senator who does not comply with the Meeting Norms will be asked to leave the meeting by the Chairperson.
- ❖ Any Senator excluded from an individual meeting because of behavior will only be allowed to return to future meetings if they agree to abide by the norms.