

Mendocino College Academic Senate BYLAWS:

BYLAWS of the MENDOCINO COLLEGE ACADEMIC SENATE

May 2013; revised at Academic Senate meeting of March 17, 2016

ARTICLE I: Senate Membership & Elections

Section 1: Membership

Membership, elections, terms, and qualifications are addressed in Article III, section 1 of the Mendocino College Academic Senate Constitution.

Section 2: Composition

The Academic Senate shall be comprised of ten senators, including eight Full-Time and two Part-Time faculty representatives and including officers (President & Vice President). The Academic Senate Past-President may elect to serve as a non-voting eleventh senator for a term of one year.

Section 3: Part-Time Faculty Representation

The terms of the two Part-Time faculty senators shall be staggered to provide continuity. Any Part-Time faculty member serving on the senate must teach at least two units (or equated hours for Part-Time counselors and librarians) per academic year during his/her term. If he/she does not teach at all during a semester, and consequently is not an employee of the District, he/she must be replaced.

Section 4: Full-Time Faculty Representation

As defined in Article VI, section 1 of the constitution, senators may be self-nominated or nominated by another faculty member. The senate shall encourage nominations of faculty representing different curricular areas. Further, to the extent that is possible, the senate shall make an effort to ensure that the senate includes a Full-Time faculty member drawn from each of the following discipline areas:

- i. Library, English & Languages
- ii. Learning Skills & Student Support Services
- iii. Career & Technical Education
- iv. Fine & Performing Arts
- v. Social Sciences
- vi. Science
- vii. Math

Section 5: To provide the best communication possible, the Academic Senate President will assign constituents to Full-Time Senate members according to the discipline areas defined in

Section 4 above. If a discipline area is not represented on the senate, the Senate President shall assign a senator from another area to represent the discipline. Part-Time senators shall represent Part-Time faculty in various disciplines. When necessary, constituent input will be solicited on major issues and reported back to the senate during relevant discussions.

Section 6: Elections will be scheduled as needed for expiring Senate terms and for any President and Vice President vacancies. The election procedures shall be:

- i. The President shall send an announcement of vacancies **for Full-Time faculty seats** and a request for nominations to the Full-Time faculty. This announcement shall also specify if any discipline areas from Section 4 are not currently represented.
- ii. Nominees shall be contacted to verify their willingness to run.
- iii. When a presidential term expires, the current Vice-President's name shall be included on the ballot for the Full-Time faculty to confirm as the next President. If the Vice President is not confirmed by faculty vote as the next President, or if the Vice President chooses not to advance to the position of President, a special election to replace the President shall be scheduled.
- iv. Elections for Full-Time faculty seats shall be held over a two-day period. A ballot box shall be placed at the voting location with a list of Full-Time faculty and signature spaces. Two Full-Time faculty members (usually the Senate President and Vice President) shall count ballots and verify the number against the sign-in sheet. If the numbers do not match, the election is declared invalid and is rescheduled. In the event that the President or Vice President is on the ballot, other Senate members or full-time faculty volunteers shall be asked to count ballots.
- v. The President shall send an announcement of vacancies for Part-Time faculty seats and a request for nominations to the Part-Time faculty. Elections for Part-Time faculty seats shall be held electronically over a seven-day period. All part-time faculty teaching in any term of the current academic year shall be eligible to vote. Two Full-Time faculty members (usually the Senate President and Vice President) and the Part-Time senator whose term is not expiring shall verify the election results. If errors or discrepancies are discovered, the election may be declared invalid and rescheduled.

ARTICLE II: Academic Senate Committees & Appointments

Section 1: Hiring Committees

Requests for Full-Time and Part-Time faculty to serve on hiring committees are made to the Senate President by the Human Resources Office, The Academic Senate President shall send a request for volunteers to all Full-Time faculty, and to Part-Time Faculty as needed and as appropriate. In appointing committee members, the Academic Senate President will consider input and recommendation from the Academic Senate as a body when time and circumstances permit. The president shall strive to distribute the workload equitably among all faculty, maximizing faculty participation in the hiring process.

Section 2: Standing Committees & Special Committees

The Academic Senate, is responsible for all faculty appointments to college standing and special committees, with the exception of tenure committees which are appointed by the Full-Time faculty union. The Academic Senate will consult with the faculty unions with regard to workload & compensation issues relating to committee appointments. Compensation for Part-Time faculty serving on committees is negotiated by the Part-Time faculty union and college administration through the collective bargaining process. The President and Vice President shall present nominations to the body as a whole for ratification. Policy for term limitations is set by Resolution S'01.03, Committee Terms.

- i. The Academic Senate, in coordination with the administration, shall maintain a Committee Handbook which shall contain an accurate list of all Academic Senate subcommittees as well as all committees to which the Academic Senate appoints faculty. This Handbook will be available on the college portal in electronic format.
- ii. The Committee Handbook shall include the following information for each committee: composition, responsibilities, current membership, and terms.
- iii. The Academic Senate shall strive to staff all committees with both Full-Time and Part-Time Faculty (when applicable) by the end of each spring semester (for the next academic year), but the following committees must be staffed by the end of the spring semester:
 - a. Curriculum Committee
 - b. Education Action Plan (EAP)
 - c. Enrollment Management Committee (EMC)
 - d. Staffing Committee
 - e. Student Learning Outcome Team (SLOT)

ARTICLE III: Academic Senate Meetings

Section 1: Agendas

Agendas for Senate meetings are developed by the Senate President and Vice President. The Past President may be included, if available. Each semester the Senate President will post the deadline for submission of agenda items, depending upon the meeting schedule. The agenda shall be posted a minimum of seventy-two clock hours prior to any regularly scheduled meeting. The agenda shall be sent to all faculty, administrators, and the Associate Students of Mendocino College (ASMC). Additionally, it shall be posted on the Academic Senate website.

Section 2: Meeting Procedures

- a) **Resolutions** may be introduced by any faculty member, but must be seconded by a current Senate member and follow a common resolution template. A resolution is given a first reading at the next available meeting at which time questions and comments are presented and discussed, and any changes can be proposed to the author and the second. A second reading and vote are scheduled at the next appropriate meeting. A resolution may have more than one second reading if further research and/or input is required. Senate members shall solicit feedback from constituents during the time between the first and second readings. Resolutions passed by the Academic

Senate relative to academic and professional matters defined under Title V shall go to the Mutual Agreement process with the District. The Academic Senate President shall schedule a meeting with the College President/Superintendent, Vice President of Education and Student Services, and Senate Vice President to discuss the resolution and attempt to come to agreement. If there are no issues to be resolved, then the Academic Senate President and the College President/Superintendent shall sign the document, indicating agreement. If additional information is needed or further discussion with outside parties required, the action is recorded on the mutual agreement forms and a timeline established. When issues are settled and agreement reached, the Academic Senate President and the College President/Superintendent sign the document, indicating agreement. If major alterations are proposed, the resolution shall go back to the Senate for approval. After signature, the original mutual agreement form is retained by the College President/Superintendent's secretary and a copy filed in the Academic Senate Resolutions Binder.

- b) Motions* may be used for routine Senate business that does not require mutual agreement but does require a permanent record of the decision.
- c) Consensus* may be used when the Senate is doing simple internal business not likely to be of interest to the faculty in general or the community at large. Approval of the agenda also signifies approval of the consent calendar. Prior to voting to approve the agenda, any voting member may request that an item be removed from the consent calendar. Any removed items will become first priority on old business for further discussion.
- d) Proxy votes* are not permitted and shall not be used.

Section 3: Meeting Schedule

The meeting schedule shall be determined each Spring for the following academic year based on the availability of Senate members. An attempt shall be made to keep the meeting schedule consistent to ensure maximum availability to interested parties. The President shall reserve a meeting space at the beginning of each semester and notify the college community via public e-mail, and shall post the meeting schedule on the Academic Senate website.

Section 4: Meeting Minutes

The Academic Senate Administrative Assistant shall record minutes of all regular Senate meetings and special meetings covered by the Brown Act. A draft copy will be sent to all Senate members at least two workdays prior to each meeting and all members shall review the draft prior to the meeting. Approved minutes shall be sent (via e-mail or web-link) to everyone listed on the mailing list for agendas and shall be kept in Senate files indefinitely.

ARTICLE IV: Faculty Meetings

Regular faculty meetings are scheduled each semester. Faculty meetings are not subject to the Brown Act.

ARTICLE V: Academic Rank

Periodically, at least once every two years in Fall of even years, the Academic Senate shall send out a reminder notice to all faculty that their academic rank can be updated. To ensure maximum participation by part-time faculty, an informational notice shall be sent to the president

of Mendocino College Part-Time Faculty Association (MPFA). It is the responsibility of any faculty member interested in modifying their academic rank to verify his/her years of service with Human Resources and forward the appropriate documentation to the Senate President or Vice President. Upon submission of the appropriate documentation, responses from those faculty members wanting to change their rank shall be brought before the Senate for approval.

ARTICLE VI: State Academic Senate

Mendocino College Academic Senate pays dues to the Statewide Academic Senate based upon the yearly FTES figure reported by the college.

ARTICLE VII: Emeritus Faculty

Emeritus faculty are entitled to a list of privileges per Board Policy #724 and Administrative Procedure # 724.1. The Senate president serves as emeritus secretary.

ARTICLE VIII: Year End Report

The Academic Senate shall draft a summary report at the end of each academic year with a list of issues discussed, and actions taken, during that year. Any minority reports articulating contrasting viewpoints are accepted as well. This summary report shall be completed by the next in-service in order to be presented to the Academic Senate for approval early in the new academic year. Once approved, the year-end report shall be posted to the Academic Senate website. A cumulative history of year-end reports shall be available in the Academic Senate binder.