



CONSTITUTION

Amended 2016

Name

The name of this organization shall be the Academic Senate of the San Mateo County Community College District, hereinafter called the District Academic Senate.

Purpose

The purpose of the District Academic Senate shall be to assure that the faculty at the San Mateo County Community College District have formal and effective procedure for participating in the formation of District policies on academic and professional matters, in accord with the provisions of the California Administrative Code providing for the establishment of district senates, especially sections 53200 through 53206.

A primary function of the District Academic Senate is to represent the college faculties in making recommendations to the administration of the district and to the governing board of the district with respect to the formation of district policy in academic and professional matters.

Academic and professional matters of the District Academic Senate, as set forth in Title V and District Rules and Regulations, shall include but not be limited to the following policy development matters:

- Curriculum, including establishing prerequisites.
- Degree and certificate requirements.
- Grading policies.
- Educational program development.
- Standards or policies regarding student preparation or success.
- College governance structures, as related to faculty roles.
- Faculty roles and involvement in accreditation processes.
- Policies for faculty professional development activities.
- Processes for program review.
- Processes for institutional planning and budget development.
- Other academic and professional matters as mutually agreed upon.

Powers and Responsibilities

The powers of the Academic Senate derive from Title 5. All powers and responsibilities of the

District Academic Senate shall be exercised through the District Governing Council, which shall also have the power of interpreting these bylaws. The District Academic Senate shall be primarily charged with representing the faculty to the district administration and the Board of Trustees. Academic and professional matters specific to the individual colleges shall be within the purview of the college senates

BYLAWS

(1989; amended 2003, 2009, 2010, 2016)

Article I: Membership

Every person who is a member of the Academic or Faculty Senate of Cañada College, College of San Mateo, or Skyline College shall be a member of the District Academic Senate.

Article II: ~~Membership of the District Governing Council~~ Executive Officers and Representatives

2.1 **The President-Elect.** The faculty of the District shall elect the president-elect of the District Academic Senate Governing Council. The President-Elect serves for three years: one as President-Elect, one as President, and one as Immediate Past President.

2.1.1 The President-Elect collaborates with the President to learn the role of the President and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential (second) year.

2.1.2 The President-Elect shall automatically become President at the end of the term as President-Elect.

2.1.3 The President-Elect only receives release time during the year spent as President.

2.2 **The President.** The President shall conduct meetings of the District Academic Senate Governing Council, co-chair the District Participatory Governance Council, meet regularly with the Chancellor and Vice Chancellor of Educational Services, attend all Board of Trustees meetings, and serve on committees and task forces as the role necessitates. The President shall automatically become the Immediate Past President at the end of the term as President.

2.3 **The Immediate Past President.** The Immediate Past President provides advice and leadership to the President regarding past practices and other matters to assist in governing the District Academic Senate. The Immediate Past President supports the president and the President-Elect on an as-needed basis. The Immediate Past President performs the duties of the President in the absence or disability of the President.

2.4 **Local Senate Representatives.** Each member senate shall choose ~~shall consist of~~ no more than two representatives from each of the colleges in the District, ~~chosen by each college's Senate or Governing Council to serve on the District Academic Senate Governing Council – typically, these members shall be the President and Vice President. In addition, District Governing Council members shall serve as president and vice president. The president shall serve no more than two consecutive elected two year terms. After that, the president shall be an ex-officio past president. The vice president shall serve for a term of one year.~~

2.5 District Curriculum Committee Chair. The District Curriculum Committee Chair, or designee, is a member of the District Academic Senate.

2.6 Eligibility to serve. All candidates for election as President-Elect ~~officer~~ of the District Academic Senate Governing Council shall ~~be~~ have served at least one term as a District Governing Council member, District Senate president, or have been a local senate president. In the event that no one from a particular college senate who meets these qualifications chooses to be a candidate, the District Governing Council may, by resolution, authorize any one member of the college senates ~~faculties~~ to be a candidate. The minutes of the meeting at which the resolution is ~~was~~ adopted must be submitted prior to the individual's being nominated. ~~Terms of office shall commence August 1 and end on July 30.~~

2.7 Terms of office. Terms of office shall commence August 1 and end July 30.

2.8 Voting. All members of the District Governing Council shall have full voting privileges.

2.9 Vacancies. A vacancy in office shall be filled in accordance with District Governing Council rules.

Article III: Duties of District (Governing Council?) Members

3.1 The District Governing Council members shall represent the members of their college senate. The council shall deliberate and act upon such matters of faculty interest and concern as are brought to its attention.

3.2 The District Governing Council shall approve all faculty appointments to District Academic Senate committees and District committees dealing with or relating to academic and professional matters.

3.3 The District Governing Council shall require that accurate minutes of its meetings be kept.

3.4 The District Governing Council shall receive and consider the reports and recommendations of the president and of the faculty committees herein specified.

3.5 The District Governing Council shall direct the president to submit major issues to the members of the college senates for their deliberation and, when appropriate, for their approval.

Article IV: Duties of the President

4.1 The president shall receive 6 reassigned time each semester to carry out the duties of office.

4.2 The president shall:

- Represent faculty at the Board of Trustees' meetings
- Be responsible for establishing the time and place for all of the meetings of the District

Governing Council

- Be responsible for the preparation of the agenda for all of the meetings of the District Governing Council
- Preside over all meetings of the District Governing Council
- Represent and act as the spokesperson for the District Academic Senate
- Have the power to authorize expenditures for the District Academic Senate budget, in consultation with the District Governing Council
- Convene or appoint a designee to chair meetings of the District Academic Senate committees or subcommittees
- Serve as co-chair of the District Shared Participatory Governance Council
- Attend meetings of each college's senate Governing Council, at least once per semester, and serve as liaison with local senates
- Attend area and Academic Senate for California Community Colleges meetings, and serve as District Academic Senate delegate to the ASCCC plenary sessions
- Perform any function normally thought to be within the realm of a presiding officer which is not otherwise denied by the bylaws.

~~Article V: Duties of the Vice President~~

~~The vice president shall~~

~~Act as president in absence of that officer~~

~~Succeed to the presidency in the event of the vacancy of that office~~

~~Perform such functions as the president assigns to assist in carrying out the purposes and policies of the District Academic Senate~~

~~Perform any other functions as assigned by the president.~~

Article V: Duties of the Past President

5.1 The Immediate Past President shall perform such functions as the president may assign to assist in carrying out the purposes and policies of the District Academic Senate.

5.2 If the Immediate Past President is unable to fulfill his/her duties, the District Academic Senate president may appoint another past president to serve.

Article VI: Functioning of the District Governing Council Meetings

6.1 The District (Governing Council?) shall meet at least once each semester and no fewer than five times each academic year.

6.2 A quorum for a meeting of the District Governing Council is defined as when greater than 50% of the council is present, provided at least one member from each college and the president, or his/her designee, are present. The District Governing Council may recognize ~~official~~ local-senate authorized substitutes for official college representatives.

6.3 Each member of the District (Governing Council?) shall have one vote ~~on substantive issues~~.

The District Academic Senate shall bring forth only those recommendations that have the unanimous vote of all three College Senate (Governing Councils?). In cases where the District (Governing Council?) is required to take an official position and consensus cannot be reached, then the District (Governing Council?) may issue majority and minority opinions.

6.4 The District Governing Council shall have elected a President-elect and such other officers as it shall deem necessary before the end of the academic year. ~~A vice president shall be selected by the District Governing Council from among its members at the beginning of the academic year.~~

6.5 The District (Governing Council?) President-elect shall be elected by the Academic Senates at large (all full-time and part-time faculty).

6.6 The District (Governing Council?) may form ad hoc committees and may appoint to them members from the District Academic Senate or faculty recommended by the local senates.

Article VII: Amendments of the Bylaws

7.1 Amendments are deemed properly proposed if they meet one of the following criteria:

7.1.1 ~~A proposed amendment from the floor must be supported by the signatures of petition by 20% of the academic senate members at any single college; or~~

7.1.2 A proposal ~~Put forth~~ by unanimous agreement of the District (Governing Council?).

7.2 The bylaws shall be amended in one of the two following ways:

7.2.1 If the District (Governing Council?) casts a unanimous vote in favor of a properly proposed amendment, or

7.2.2 Of those senate members casting votes, each college casts a 60% affirmative vote for the properly proposed amendment.

7.3 Voting procedure

7.3.1 The vote on any properly proposed amendment put forth from the floor shall take place ~~at the end of the school year in or before April~~ as part of each college's regularly scheduled senate meeting.

7.3.2 The vote on any properly proposed amendment put forth by the District (Governing Council?) may take place at any District Academic Senate meeting after adequate notice and publication has occurred. Adequate notice and publication will be deemed to exist if the proposed amendment is published one month prior to the vote in each college senate's minutes.

Article VIII: Removal of an Officer

8.1 An elected or appointed officer of the District Academic Senate may be removed from office for cause. Cause can include: transgressions against any laws or bylaws, rules, and policies of the Academic Senate or a failure to fulfill the duties of a member of the District Academic Senate.

8.2 Removal of an officer of the Council may be initiated in one of two ways:

- A motion made by a member of the Council which is properly seconded and passed by a two-thirds vote of those officers of the Council casting votes in a secret ballot. A proposal to remove an officer must appear on the agenda ~~established~~ prior to the meeting in which it will be considered.
- ~~A vote to recall any officer of the Council may be initiated by a~~ A petition signed by 50 members of the district faculty and presented to the (Governing Council?).

8.3 Upon the initiation of the process, the District Academic Senate Governing Council will select a 3-member investigation team to consider evidence of the charge. The team will complete its investigations, present its findings, and make one of two motions:

- A motion to close the investigation due to lack of sufficient evidence
- A motion to remove the officer from the District Academic Senate.

The motion requires 2/3 majority to pass and the vote is done by open ballot.

Article IX: Standing Committees and Standing Appointments

9.1 District Curriculum Committee

The District Curriculum Committee is a standing committee of the District Academic Senate that supports the goals and objectives of the San Mateo Community College District and its three college curriculum committees. It provides a forum for discussion and makes recommendations to the District Academic Senate on curriculum matters which have districtwide impact.

9.1.1 The composition of the committee is as follows:

- The three local college faculty chairs of the college curriculum committees
- Vice Chancellor of Education (1)
- Vice President of Instruction (1)
- District Academic Senate President (1)

9.1.2 The **District Curriculum** Committee is chaired by one of the local college curriculum committee faculty chairs. Voting members shall consist of the three local chairs of the curriculum committees. ~~Ex-officio~~ **Non-voting** members will consist of Vice Chancellor of Education, Vice President of Instruction and District Academic Senate President. Formal recommendations will be presented to the District Academic Senate (Governing Council?) for consideration.

9.2 Study Abroad Advisory Committee

The District Academic Senate appoints faculty to serve on the Study Abroad Advisory Committee. Appointments are made annually at the beginning of each academic year. One

faculty member is put forward by the local senates of each college for appointment. Appointees must select one member to make a minimum of one report to the District Academic Senate in an academic year.

9.3 Distance Education Advisory Committee

The District Academic Senate [appoints/approves?] faculty to serve on the Distance Education Advisory Committee. Appointees must give a minimum of one report to the District Academic Senate in an academic year.