

Ventura College Academic Senate
Standard Operating Procedures
February 2013

What follows below are the Ventura College Academic Senate Standard Operating Procedures (SOPs). These SOPs are used to complement the Senate's adopted Constitution and By-Laws, both of which may be found online at the Senate website: www.venturacollege.edu/acsen. SOPs are used to define and operationalize Senate business, especially formal actions taken during Senate meetings. The remainder of this document is arranged alphabetically by topic.

Acknowledgment of Guests: Given that Senate Council meetings are governed by the Brown Act, our meetings are open to any and all. Invited guests of the Senate Council shall be acknowledged at the start of the meeting or at the time of their arrival at the Senate, as is the case for agendized "Time Certain" guests. As is appropriate and necessary and as a mark of acknowledgement, the Senate shall memorialize in its minutes those Ventura College faculty in attendance who are not Senators. See *Also* Public Comments.

Action Items: Concerns that require the Senate Council to take a formal action to approve shall be presented as Action Items. The standard practice for the adoption of Action Items shall be to have two readings –i.e., a first and second reading—at two separate Senate Council meetings. First and second reading Action Items shall be clearly indicated on the agenda as such. In the process of Agenda Development, it shall be at the discretion of the Senate President and/or Senate Executive Committee, to determine if Action Items placed on the agenda shall be presented as one reading only items or as first and second reading items. Absence of clearly indicating that an Action Item is a first or second reading shall signify that an item shall only require one reading. Any Senator or Officer (other than the Presiding Officer) may request that items that have been placed a one reading only item come back as a second reading at a future Senate meeting.

The adoption of Board Policies (BPs), Administrative Procedures (APs), college and/or district handbooks or manuals shall always have two readings. Any item that is presented for first reading may be moved for approval as both a first and second reading at the discretion of any Senator or Officer (other than the Presiding Officer). The Senator or Officer (other than the Presiding Officer) who seconds the motion shall have to assent to accepting the presentation of the motion as a first and second reading. In the rare case where an action item has been moved as a first and second reading that then fail for a lack of a second, the Presiding Officer shall first ask the Senator or Officer who originally moved the Action Item is s/he is willing to move the item as a first reading only. Items that normally require first and second readings that require timely adoption may be presented to the Council as a first reading with an indication that a first and second reading of said item is requested.

The Secretary shall record by name in the minutes which Senator or Officer (other than the Presiding Officer) moves and seconds an action item. Once a motion to approve an Action Item has been made, the Presiding Officer shall then call for a second. A motion shall fail for lack of a second. If a second to a motion is made, the Presiding Office shall then ask if there is any discussion. Upon seeing no one desirous of further debate, the Presiding Officer shall ask the Senate Council to vote on the motion on the floor. The Secretary shall record the final tally of a vote.

Positions taken via affirmative vote on Action Items, Resolutions and/or Motions approved by the Senate Council may only be reconsidered by super majority vote of a subsequent Senate Council.

Adjournment: A Senate Council meeting shall be adjourned at the time specified on the agenda, or later—but only with the consent of the Senators present.

Agenda Development: Any faculty member may request for an item to be included on a future Senate agenda. Ordinarily, the authority for the creation of the Senate’s agenda shall rest with the Senate Executive Committee. The final say on if an item shall be agendaized for discussion or possible action shall rest with the Senate Council.

Agendas: The Agenda of the Senate shall be posted no later than 72 hours prior to the start of any Senate meeting or as stipulated by current law. The agenda shall be posted both online at www.venturacollege.edu/acsen and in the Administration Building “Sponsored Programs” posting area.

Approval of Minutes: Approval of Minutes shall be regular part of Senate agendas and shall be undertaken as the first actionable order of business; minutes shall only require one reading unless the Council moves and seconds via a super-majority votes that the Minutes be substantively reworked for presentation at a future Senate meeting. *See Also* Minutes.

Awards: Each spring the Senate Exec will make a call for faculty to nominate fellow faculty for the following Senate awards: Service to Students, Service to Faculty, Service to College, Service to Community. There are no restrictions on how many times an individual may win an award or on the status of the faculty member (i.e., part or full time may be nominated). The Senate Exec shall tally the nominations and declare the winners of the awards no later than the final Senate Council meeting of the academic year. A formal presentation of the award shall occur on Mandatory Flex Day in the subsequent fall. Additionally, at the discretion of the current Academic Senate President, one additional award for extraordinary service may be awarded on behalf of the Senate.

Call to Order: The Senate will be called to order no sooner than the time specified on the agenda, or when quorum is established, whichever comes first.

Campus Committee Reports: Each regularly scheduled Senate meeting shall contain as a standing item a chance for a report out on pertinent campus committees. The Presiding Officer shall call upon the person in attendance at the Council meeting to debrief the body on what has occurred at any given campus meeting since the last Senate meeting and/or report from a given committee. *See Also* District Committee Reports; Senate Subcommittee Reports.

District Committee Reports (See President’s Report)

Dues: All faculty—including all part and full time faculty—are members of the Academic Senate. Dues are voluntary and are assessed in the fall of each academic year. Dues confer no special privileges but are used primarily in support of Senate scholarships. The college supports the Senate by paying our membership dues to the statewide Academic Senate as well as by providing a modest travel and supplies budget, as well as reassigned time to the Senate Officers.

Exec (See Senate Executive Committee)

First Readings (See Action Items)

Guests (See Acknowledgment of Guests)

Minutes: The Secretary of the Senate is responsible for the accurate recording of the business of the Senate Council as well as the custody of the draft minutes. Other than for recording who was present at a meeting, the names of Senators shall only be included in the minutes to indicate when an individual moved and/or seconded a motion and at other extraordinary times when an individual Senator may otherwise so request or the full Senate Council demand that his/her name be appended to a particular given statement. Draft minutes shall be posted online on the Senate

website when the agenda for the next Senate meeting is posted; a final engrossed copy shall replace the draft copy upon approval by the Council. See *Also* Approval of Minutes.

Motions: Any Senator or Officer (other than the Presiding Officer) may motion, or move, that the Senate approve an agenzized Action Item or otherwise take a stance/position on an agenzized topic being discussed at a Senate meeting. Motions must be seconded before discussion may occur. During discussion of a motion, the Presiding Officer shall ensure that all Senators, Officers, Acknowledged Guests and other faculty present shall have time to discuss the matter. At the discretion of the Presiding Officer, time devoted to any one topic or by any one speaker may be abridged in order to accommodate the interests of other speakers and/or the remainder of the agenda. Typically, the Presiding Officer will do this by stating how much time remains in the meeting, how long debate as elapsed and/or which other speakers have not yet had the opportunity to speak. As with all actions undertaken by the Presiding Officer, any Senator or Officer may question the Ruling of the Chair if s/he feels that the Presiding Officer has unfairly limited debate. See *Also* Resolutions.

President's Report: Each regularly scheduled Senate meeting shall contain as a standing item a chance for the Senate President to report out on his/her involvement, observations and participation in/from local Governing Board, district and campus committees. IN the absence of the Senate President, the Presiding Officer (or other most logical alternate person in attendance) shall communicate the President's Report, if any is available. See *Also* Campus Committee reports; District Committee reports.

Presiding Officer: The Senate Officer who is officiating a meeting, normally the President. In the absence of the President (and in descending order), the Presiding Officer shall be the Vice-President, Treasurer, Secretary. In the highly unlikely event that no Officer is present, the Council shall be deemed to be meeting as a Committee of the Whole and its first order of business shall be to determine a Presiding Officer for that meeting.

Program Discontinuance: As stated under "Section II. Recommendation Group Review and Analysis" in VCCCD Administrative Procedure (AP) 4021, a recommendation group (RG) must be identified for the purposes of Program Discontinuance. As stipulated in AP 4021 and given that the Senate Council must vote on any recommendations made by the RG, the Ventura College Academic Senate chooses the College Planning Council (CPC) to function as our RG as the CPC is "an existing standing committee with majority faculty representation." Prior to any recommendation made by the RG, the college's Executive Team (President, Executive Vice-President and Vice-President of Business Services) must publicly announce their intentions for programs they are considering for discontinuance via the issuance of the Ventura College Planning Parameters in advance of that academic year's program review process.

Public Comments: This shall be the first item on any Senate agenda, as the Senate Council—as well as its subcommittees—is governed by the Brown Act. Public comments speakers may be anyone—Senators, Officers, any faculty member, classified staff, student or administrator or even members of the general public. Those who take advantage of Public Comments should indicate when they address the Council if they are discussing an agenzized item or an item of general concern. As a Brown Act governed body, the Senate Council may only take action and really only should entertain discussion on agenzized items. The Council shall limit Public Comments to no more 1/8 of its total agenzized meeting time and in no case more than five (5) speakers per topic and three (3) minutes per speaker.

Quorum: As defined by the Senate By-Laws, Sec. III, Art. 5 a quorum of the Senate Council "shall be a simple majority. In case of a vacancy in a representation position, the Council quorum shall be considered reduced by one until such vacancy is filled by the division."

Readings (See Action Items)

Resolutions: Formal, written motions that are presented to the Senate Council for approval. Resolutions shall ordinarily be presented as first and second reading action items. Upon approval by the Council, Resolutions shall be posted on the Senate website, www.venturacollege.edu/acsen. Beginning with the Academic Year 2009-2010, all resolutions are listed on the Senate website are done so in the following format: First year of Academic Year - Resolution Number (Resolution Title) [e.g., [Resolution 2012-2](#) (Reaffirmation of our Adoption of the American Association of University Professors (AAUP) Statement on Professional Ethics)]. See Also Motions.

Scholarships: The Senate has an endowed student scholarship entrusted with the VC Foundation. Each year an additional scholarship drive may occur in order to augment this endowed scholarship.

Second Readings (See Action Items)

Senate Council: Defined in the prefatory matter of the VC Academic Senate Constitution as the “elected representative body of the Academic Senate,” the Senate Council is the faculty of Ventura College, in body assembled. As stipulated in Title 5, every California community college will have an Academic Senate. All Ventura College faculty are members of its Academic Senate. However, the Senate Council is comprised solely of Senate Officers and Senators, with non-voting student liaisons appointed by the Associated Student Government (ASG) of Ventura College. While any faculty member may attend and participate at Senate Council meetings, only Senator Officers and Senators may make/second motions and vote.

Senate Executive Committee: As defined by the prefatory matter of the Senate Constitution, the “elected officers of the Senate Council, including a president, vice-president, secretary, and treasurer.” Interchangeable with Senate Executive or Senate Exec.

Senate Officers: The Officers of the Senate are President, Vice-President, Treasurer and Secretary. The perspective of Senate Officers shall be to represent the entire campus view and not as “pocket votes” for departments, divisions, etc. When noted in the minutes as being present at a Senate meeting, the positions that these Senator Officers hold shall be noted after their names.

Senate Subcommittee Reports: Each regularly scheduled Senate meeting shall contain as a standing item a chance for a report out on pertinent Senate Subcommittees. At a minimum, each Senate meeting shall have agendized a report from the Curriculum Committee. The Presiding Officer shall call upon the Chair of a Senate subcommittee (or the most logical alternate person in attendance) to debrief the body on what has occurred at a given Senate subcommittee meeting since the last Senate meeting and/or the last report from a given subcommittee. See Also Campus Committee reports; District Committee reports.

Senator: As defined by the prefatory matter of the Senate Constitution, “members of the Academic Senate.” In other words, a Senator is an elected divisional representative on the Senate Council. When noted in the minutes as being present at a Senate meeting, the divisions that these Senators represent shall be noted after their names.

Study Sessions: All items that require open-ended discussion shall be agendized as study sessions. No motion is necessary to open or close a study session and the intent shall be to explore a topic more fully by engaging in discursive dialogue. Any Senator or Senate Officer (other than the Presiding Officer) may make a motion for the Senate to take a position based on the discussion that occurs during or as a result of a Study Session. Also, any Senator or Senate Officer (other than the Presiding Officer) may move to direct the Senate Exec to take the input garnered during a Study Session to formulate a more formal position (either by agendizing an additional Study Session, Motion or Resolution) for the Senate Council to consider adopting at a subsequent meeting. See Also Motion; Resolution.

Voting: All actionable items shall only require a majority vote (i.e., 50% of the Senators present +1) unless the Constitution, By-Laws or these Standard Operating Procedures otherwise dictate. When stipulated that a super majority vote is required, this shall mean a 2/3 vote of the Senator Council.