

# VENTURA COLLEGE ACADEMIC SENATE BY-LAWS

## ARTICLE 1 - NAME

The Board = Ventura County Community College District Board of Trustees. Interchangeable with "Governing Board".

Academic Senate = See general membership.

General Membership = All full-time faculty and other members as stipulated in Article 3.

Senators = See Senate Council.

Senate Council = Senate Executive Committee and representatives from the academic divisions. Senate Council is interchangeable with "Senators". "Members" under Robert's Rules of Order refers to "Senate Council". Senate Council shall be composed of full-time faculty and one (1) appointed part-time faculty.

Committees = All Academic Senate committees and subcommittees

Senate Executive Committee = Officers of the Senate Council: president, Vice-President, secretary, and treasurer. Interchangeable with "Senate Executive" or "Senate Exec." Senate Executive Committee members must be full-time, tenured faculty members not serving in the role of administration.

Senate of the Whole = Refers to a meeting of all faculty (full- and part-time faculty members that are currently employed with Ventura College) in which they participate in an informal discussion or debate as a single committee, rather than the usual formal proceedings of the Senate.

# ARTICLE 2 - PURPOSE AND DUTIES OF SENATE COUNCIL

## Section 1. Official Function

1. As a legislative body that is stipulated in Title 5, the Senate Council is governed by the Ralph M. Brown Act and therefore its meetings are open to all interested parties
2. The business of the Academic Senate shall be carried out through the Senate Council and the committees of the Senate. It is the responsibility of the Senate Council to confer with the divisions they represent about the business being conducted on their behalf.
3. The Senate Council shall meet at least twice a month during the contractual school year, with at least one meeting in any month that is partial during that period
4. All meetings and bylaws are subject to Robert's Rules of order

## Section 2. Function and Responsibilities

1. It shall be the function of the Senate Council to:
  - a. Transact the business of the Senate Membership,
  - b. Vote to approve new Senate Council members based on the following representation
    - i. Representation shall be based on representative faculty groups
    - ii. Representation for each division shall be one senator for every nine (9) full time faculty or fraction thereof, as of September 1 of each academic year. Each division shall have at least one representative.
    - iii. One appointed part-time faculty
    - iv. Curriculum Co-chair
    - v. CE Liaison
  - c. Discrepancies regarding the distribution of division representative positions shall be presented in writing to the Senate Executive Committee and resolved by this committee as well
  - d. Develop and implement the policies of the faculty,
  - e. Serve as the voice of the faculty through
    - i. voting on items presented to the Senate Council

- ii. advocating on behalf of faculty in all academic and professional matters
  - iii. bringing information to the division that the Senate Council member represents for consensus within the division
- 2. It shall be the responsibility of the Senate Council to:
  - a. Provide procedures for determining and implementing faculty policies.
  - b. Appoint representatives or members of standing committees according to Article 5 of the Bylaws,
  - c. Establish subcommittees and ad hoc committees when necessary,
  - d. Appoint members to subcommittees and ad hoc committees,
  - e. Represent faculty on all academic and professional matters to the administration and the Governing Board.
  - f. Advise and assist the Senate Executive Committee by submitting agenda items and performing duties requested by the Executive Committee or the Senate Membership.

### Section 3. Roles and Responsibilities of Senate Council Members

#### Each Senate Council Member (senator):

1. Shall be responsible for representing your division members at Senate Council meetings by acting as liaison for concerns from the division.
2. Shall keep your division members informed of Senate activities by:
  - a. Distributing or posting material and information from Senate meetings at least monthly
  - b. Reporting regularly at division meetings
3. Shall read Senate material thoroughly and keep informed of college, district, and state issues and events as contained in that material
4. Shall conduct surveys of your division as requested by the Senate Executive Committee or Senate Council
5. Shall attend meetings regularly; when unable to attend, arrange for a substitute and inform the Senate Executive Committee who the substitute will be.
  - a. Written notice must be provided by the Senate Council member to the Senate Executive Committee prior to the meeting where the faculty substitute will be attending

- b. The faculty substitute must be from the same division
  - c. Shall not miss more than 4 meetings per academic year
- 6. Shall be knowledgeable regarding the Ventura College Senate constitution and bylaws, the state Senate constitution, Title 5, and SB160 and other laws and documents relating to the rights and responsibilities of local and state Senates. These materials will be provided to Senate Council members electronically and as hard copy
- 7. Each Senate Council member shall promote the exclusive right of the Academic Senate in representing Ventura College faculty on academic and professional matters
  - a. Shall be willing to serve on Senate committees and report their proceedings to the Senate Council
  - b. Any infringements of this right shall be reported to the Senate Council.
  - c. All professional development offered to faculty must be done in collaboration with and under the supervision of the Faculty Professional Development Committee
  - d. AP/BP changes must be voted on by Senate Council
- 8. Senate Council members should participate on Curriculum ad hoc committees to ensure wide faculty representation
  - a. As a sub-committee of the Academic Senate, the Curriculum Committee must report out to and seek appropriate feedback from Senate Council
- 9. Shall attend - when possible - area and state conferences relevant to Academic Senate issues
- 10. The part-time senator as a member of the Senate Council shall attend meetings of the Senate Council and address part-time faculty issues
  - a. Part-time senator will provide a forum for part-time faculty on a regular basis to meet with constituents and seek input and perspectives that
    - i. inform voting action during Senate Council meetings
    - ii. Will be brought back to Senate Council

## Section 4. Terms

- 1. Senate Executive Committee
  - a. The Senate Executive Committee shall begin their term of office on the first day of the fiscal year. The Senate Executive Committee shall be

elected to a term of two (2) years or until their successor is elected and shall not serve more than two (2) consecutive terms in any of these positions

- i. In the event that no successor is elected, and the officer would exceed their two-term limit, then they may
  1. Continue in the position as an interim not to exceed one year until a new officer is elected
  2. Continue in the position for one additional two-year term with a simple majority vote by the Senate Council
- b. Chairpersons will be from the executive committee or designee as approved by Senate Council
- c. The Chairperson is responsible for monthly reports to the Senate Council
2. The CTE Liaison who serves on Senate Council may be nominated and approved by their division for a two (2) year term. There is no limit on how long the CTE Liaison may serve as long as they are nominated and approved by their division and subsequently approved by the Senate Council for each new term
3. Curriculum Committee Co-Chair serves as a representative of the Academic Senate and has reassigned load for this position. This position will have a term of two (2) years and shall not serve more than two (2) consecutive terms
4. Senate Council representatives shall be nominated and approved by their division and subsequently approved by the Senate Council for each new term
  - a. Senate Council representatives shall begin their terms of office on the first day of fall semester, or after being nominated and approved by their divisions and Senate Council.
  - b. Senate Council representatives shall serve a term of one (1) year.
  - c. Division representatives may serve multiple terms, but shall not serve more than a maximum of four (4) consecutive terms
  - d. There is no limit on how many terms a Senate Council representative may serve as long as there is a minimum of a one year gap in service after four consecutive terms have been completed
  - e. In the event that no new division representative is nominated and approved by the division and Senate Council after the current senate representative reaches the four-term limit, the division may

request the incumbent representative to continue serving for up to, and not to exceed, one additional year, without requiring a one-year gap in service

- i. Prior to an extension being granted by Senate Council, the following must be included in a plan of action by the division.
  1. Formal Recruitment Process: The division will undertake creating and implementing a timeline and set of activities to ensure transparency and demonstrate a commitment to identifying a new representative.
  2. Evidence of Mentorship: The incumbent division representative must be willing to mentor potential candidates during the extension (fifth) year

## Section 5. Duties of Officers

1. President. The primary responsibility of the President is to ask the Senate Council to deliberate and decide on policy and procedural questions that affect academic and professional matters, enabling the President to act as both the principal watchdog for the faculty and their chief spokesperson, once the Senate has voiced its stance (State Academic Senate: Empowering Local Senates). It shall be the duty of the president to:
  - a. Be the voice of the Senate Council on all matters
    - i. Accurately convey all Senate votes and recommendations
    - ii. Advocate the Senate's position in all situations.
    - iii. Accurately represent the consensus of the Senate Council and the decisions they have made.
  - b. Preside at all meetings of the Senate Council
  - c. The president may designate the VP to preside over a Senate council meeting under the following circumstances
    - i. Personal or family illness or emergency
    - ii. Attendance at a conference they are required to attend as it aligns with their role as Academic Senate President
    - iii. When agreed upon by the Senate Executive Committee
  - d. In the event of the president missing more than two consecutive meetings, the VP shall take on the role of president until such

time the president is able to return to duty, resigns, or is removed from office

- e. Prepare the agenda for Senate meetings with the Senate Executive Committee
- f. Attend all required district meetings.
  - i. Board of Trustees meeting
  - ii. District committee meetings. For these meetings, in consultation with the Senate Executive Committee a designee may be assigned
  - iii. Meet regularly with the superintendent/president and the Vice-Presidents and with other administrative staff as needed
  - iv. Provide initiative in identifying and pursuing important institutional issues
- g. Accurately report on Senate actions, advocate all Senate positions, and report to Senate Council an oral and written summary of each meeting which the president attends in the capacity of VCAS President
- h. Serve as an ex-officio member of College committees except as otherwise provided in these by-laws
- i. Solicit membership for College committees
  - i. Ensuring the effective participation of other governance groups and the primacy of faculty on academic and professional matters
  - ii. Advocate for appropriate faculty professional development funding and ask to have such funding called out and earmarked in appropriate grants calling for the Senate president's or designee's signature
- j. Develop appropriate ad hoc committees and/or workgroups as requested by Senate Council
- k. Communicate Senate Council recommendations and proposals to the President of the College orally and in writing
- l. Assist faculty requesting aid regarding non-contractual issues
- m. Represent the faculty at the state and regional meetings of the Academic Senate for California Community Colleges
- n. Perform other duties as assigned by the Senate Council

- o. Perform all duties (e.g. signing documents) in a timely manner so that the work of the Senate Council can take place and meet institutional deadlines
  - p. Ensure the effective participation of faculty in the joint development of institutional policy, e.g., minimum qualifications and equivalencies, faculty hiring procedures, tenure review, faculty service areas, and faculty evaluation procedures.
    - i. Coordinate minimum equivalency process
      - 1. Initiate district equivalency list review for development or modification in conjunction with HR annually in August
      - 2. Chair district wide equivalency committees
- 2. Vice-president. It shall be the duty of the Vice-President to:
  - a. Assume Presidential responsibilities of the Academic Senate during any temporary absence of the President
  - b. Be a member of college and district committees as are designated by the Constitution, Bylaws, and/or Senate Council
  - c. Assume the duties of the President if the President leaves office or is unable to perform as stated in presidential duties.
  - d. Chairperson responsibilities include:
    - i. Faculty Sabbatical Leaves Committee
    - ii. Faculty Professional Development Committee
    - iii. Distance Education Academic Senate Advisory Group
  - e. Assume Treasurer responsibilities of the Academic Senate during any temporary absence of the Treasurer
  - f. Perform other duties as assigned by the Senate Council
- 3. Secretary. It shall be the duty of the secretary to:
  - a. Publish documents in accordance with Brown Act, Academic Senate, and college requirements on public facing venues:
    - i. Issue notices of meetings
    - ii. Publication of the Senate agenda
    - iii. Keep appropriate records and archive the Senate's historical records
    - iv. Publish and distribute minutes of all-Senate Council meetings
    - v. Collect and disseminate other documents, reports, and supportive evidence pertinent to committee or Senate Council discussions and actions.



- b. Conduct all correspondence appropriate to this office
  - c. Maintain a log of:
    - i. Actions
    - ii. Senator votes
    - iii. Policies
    - iv. and other proposals of the Senate Council
  - d. Maintain accessibility of all Academic Senate records in the Senate Office and/or the Academic Senate website
  - e. Serve as chairperson of the Faculty Staffing Priorities Committee
  - f. Assume Vice-Presidential responsibilities of the Academic Senate during any temporary absence of the Vice-President
  - g. Perform other duties as assigned by the Senate Executive Committee or Senate Council
4. Treasurer. It shall be the duty of the treasurer to:
- a. Collect all Senate dues as determined by Senate Council
  - b. Deposit funds as necessary in the name of the Senate
  - c. Authorize expenditures for expenses incurred by and authorized by the Senate Executive Committee or the Senate Council
  - d. Budget responsibilities:
    - i. Prepare and submit budget reports to the Senate Council upon request
    - ii. Reconcile the budget
    - iii. Interpret and/or investigate budget concerns at the college
    - iv. Prepare and submit the annual budget to the Senate Council.
  - e. Serve as chairperson of the Travel Pool Committee and Budget Resource Committee or appoint an approved designee to represent Senate Council
  - f. Assume Secretarial responsibilities of the Academic Senate during any temporary absence of the Secretary
  - g. Perform other duties as assigned by the Senate Executive Committee or Senate Council
5. Order of Precedence. Order of precedence for officers shall be as follows: President, Vice-president, Secretary and Treasurer. A further order of precedence may be established by the Senate Council when there is a prolonged absence of one or more Executive Committee members
6. Duties of the Executive Committee

- a. To be wholly effective and participatory, the Senate Executive Committee “must be seen as open, encouraging of a free exchange of information, respectful of those who express divergent, even unpopular points of view. In exchange, as faculty serve the Senate on committees and task forces, they must report back and receive their direction from the Senate” (ASCCC: Empowering Local Senates)
  - b. Shall attend required meetings or send their approved designee
    - i. Permanent designees shall be nominated and approved by Senate Council
    - ii. One time, temporary designees shall be approved by the Academic Senate President or Vice-President
- 7. Members of the Senate Executive Committee are entitled to reassigned time as per BP 2510:
  - a. The Board of Trustees determines the amount of reassigned time for Academic Senate in whole (VCCCD Board Policy 2510 states, “The board shall determine on an annual basis the amount of release time to be granted the Senate presidents for the purpose of performing those participative functions as may be requested by the district and its colleges.”)
  - b. The reassigned time is to be allocated by the Senate Executive Committee using the following recommendations:
    - i. President = 1.0
    - ii. Vice President = 0.3
    - iii. Treasurer = 0.2
    - iv. Secretary = 0.2
    - v. Curriculum Faculty Co-Chair = 0.3
  - c. The Senate Council must ratify the allocation of reassigned time for the Senate Executive Committee preceding an election or filling any vacancies
- 8. The decisions of the Senate President shall be made with the consensus of the Senate Executive Committee
  - a. The Senate President shall solicit input from all Executive Senate Committee members
  - b. If no consensus can be reached, items shall be forwarded to the Senate Council for resolution
- 9. Assist the Senate President in the preparation of the agenda
- 10. Represent the Senate Council at meetings with the college president

11. Inform the Senate of the results of such meetings
12. Represent Senate viewpoints on committees to which the individual members are assigned by the Senate Executive Committee or by the Senate Council
13. Perform other duties as assigned by the Senate Executive Committee or Senate Council

## Section 6. Vacancies on the Senate Council or Senate Executive Committee

1. Leaving office. A Senate Executive Committee Officer will leave office in the following ways:
  - a. A resignation in writing.
  - b. Retirement.
  - c. Incapacitation or Death
  - d. Failure to attend three (3) consecutive Senate Council meetings in person.
  - e. Recall by the general Senate membership (as described in Robert's Rules of Order section 56, section 61, section 62).
  - f. Removal from office by the Senate Council (as described in Robert's Rules of Order section 56, section 61, section 62).
  - g. Any official action deemed by the Senate council to be detrimental or negatively impact the work of the Senate council. (Robert's Rules of Order Chapter 20 section 61, section 63)
  - h. End of term with the successor elected.
  - i. Removal from faculty status.
2. Vacancies for Senate Executive positions shall be filled as follows:
  - a. President. The Vice-President shall succeed to this position for the unexpired portion of the President's term
    - i. In the event that the Vice-President is unable to fill the vacancy, a previous President that has left office through resignation or by completing their term may be approved by the Senate Council
    - ii. In the event that a previous president is unable to fill the position, a previous Vice-President may be selected by the Senate Council

- iii. In the event that a previous Vice President is unable to fill the position, Senate Council may appoint a Senate Council Representative to the position
- b. Other elected offices (Senate Executive Committee).
  - i. The President of the Senate shall notify the Senate membership of the vacancy within 15 days of being notified of the vacancy.
  - ii. Any person from the Senate Membership may be nominated by petition signed by ten (10) individuals from the Senate Membership.
  - iii. Petitions must be filed with the President within fifteen (15) days after the announcement of the vacancy.
    - 1. Senate Council will vote on the petitions filed to fill the vacancy at the next regularly scheduled Senate Council meeting
    - 2. The petition with the highest number of votes cast will fill the vacancy
  - iv. If no petitions are filed, the Senate President shall nominate a candidate.
    - 1. The Senate Council shall vote to approve the nominee by simple majority vote.
  - v. The vacancy shall be filled for the remainder of the term of office.
- c. Division representative (Senate Council).
  - i. The President shall notify the division concerned that their representative has left office.
  - ii. The members of the division concerned shall elect a replacement to serve for the unexpired term.
  - iii. The Senate Council will approve the division's replacement representative

# ARTICLE 3 - PREROGATIVES OF THE SENATE MEMBERSHIP

## Section 1. Any member of the General Membership may:

1. Attend as a guest any meeting of the Senate Council or of a Senate Committee other than an Senate Executive session ("executive session" as defined in the Brown Act).
2. General members may choose to make public comments during the public comments portion of the agenda
3. General members may not participate in the discussion of the Senate Council unless recognized by the President to speak during the meeting.
4. General Members and guests may not engage with Senate Council through comments or questions during a Senate Council meeting
5. Any General Member may speak to their Senate Council representative prior to and after Senate Council meetings to advocate on behalf of faculty.
6. Any General Member may request, through the Senate Council, that a given committee meet in an executive session to consider a specific problem.
7. Any General Member may bring relevant new business to the Senate Council for assignment to an appropriate committee through the established procedures.
8. Business must be brought to the Senate Council through
  - a. Requesting the general member's division representative moving forward the business to Senate council.
  - b. Requesting the business be brought forward by completing the required Agenda Item Request Form and submitting it to the Senate Executive Committee.
  - c. Making a request for future agenda item(s) at a Senate Council meeting. Such requests must be made when called for during that meeting.
  - d. When the Senate Executive Committee has not responded to regularly channeled requests for a specific new policy or new action item, a Senate General Member may initiate an action or policy

- i. through a petition signed by five (5) percent of the Senate General membership
  - ii. stating the action to be considered and
  - iii. petition is submitted to the Senate Executive Committee
  - iv. requesting a special Senate meeting or a place on the agenda of a regular meeting.
    - 1. That action or policy must be provided a place on the Senate Council agenda when the above actions have been met.
    - 2. If that action or policy is not approved by the Senate Council, it shall be confirmed when
      - a. passed by a two-third majority of the Senate General membership by secret ballot.
- e. The general membership shall retain the right to amend or rescind something previously adopted by Senate Council (as per Robert's Rules of Order) through the petition process below:
  - i. The right to rescind or amend an action previously taken by Senate Council shall require a petition with ten (10) percent of full-time faculty in favor of amending or rescinding the action AND a two-thirds majority of vote of the general membership provided that one-third or more of the general membership participates in the voting.
  - ii. Actions that cannot be rescinded or amended are:
    - 1. When it has previously been moved to reconsider the vote on the main motion, and the question can be reached by calling up the motion to reconsider.
    - 2. When something has been done, as a result of a vote on the main motion, that is impossible to undo (the unexecuted part of an order, can be rescinded or amended.)
    - 3. Resignation has been acted upon or a person has been elected to or expelled from membership or office, and the person was present or has been officially notified of the action.
- f. The established procedures to initiate an action to recall:
  - i. An elected officer of Senate Council, or
  - ii. A Senate appointed committee chairperson

- iii. Action for recall shall be confirmed through secret ballot by two-thirds of the ballots cast from the Senate general membership

## Section 2. Meetings

Senate Council may not engage with guests' comments or questions during a Senate Council meeting.

1. At least one meeting of the Senate of the Whole shall be scheduled at the beginning of each fall and spring semester and shall be planned, through consultation on probable class scheduling, other events, etc., for maximum opportunity for attendance by all Senate Members.
2. All Senate meetings are open to members of the Senate general membership with the exception of executive sessions.
3. The Senate Council shall meet at least twice a month during the contractual school year, with at least one meeting in any month that is partial during that period. As a legislative body that is stipulated in Title 5, the Senate Council is governed by the Ralph M. Brown Act and therefore its meetings are open to all interested parties.
  - a. Senate Council meetings will take place in-person in a location accessible to the public and advertised in the posted agenda
4. Senate Executive Committee and Senate Council members must attend all meetings in person unless otherwise stated in these bylaws
  - a. The provisions made for teleconferencing shall not serve as a means for any Senate Executive or Council member to participate in meetings of the Senate solely by teleconference from a remote location for more than two meetings per calendar year.
  - b. A Senate Executive or Council member shall only participate in the meeting remotely when all of the following are met
    - i. The Senate Executive or Council member notifies the Senate Executive Committee in writing at the earliest opportunity possible and no later than 4 hours prior to the start of the meeting, of their need to participate remotely for emergency or just cause

1. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.
    2. "Just cause" means any of the following:
      - a. caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.
      - b. contagious illness that prevents a member from attending in person.
      - c. travel while on official business of the Senate or another state or local agency.
  - ii. The written request must include a general description of the circumstances relating to their need to appear remotely. This description need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information
  - iii. The Senate Executive Committee approves the request prior to the beginning of the meeting
  - iv. The Senate Executive or Council member shall publicly disclose at the beginning of the meeting and before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.
  - v. The member shall participate through both audio and visual technology in order to optimize the member's presence during the meeting.
5. Senate Council approves participation in the specified meeting
    - a. If the Senate Council elects to use teleconferencing, the following must occur:
      - i. All votes taken during a teleconferenced meeting shall be by roll call.
      - ii. The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
  6. The Senate Council may use teleconferencing without voting on its use under the following circumstances:



- a. A meeting is regularly scheduled during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote health or safety of attendees
7. Guests to all meetings of the Senate Council may not participate unless permitted to do so by the chairperson of the meeting.
8. A quorum for the Senate Council, and all of its subcommittees shall be a simple majority of its approved, representative members or their designee.
  - a. In case of a vacancy in a currently approved represented position, the quorum shall be considered reduced by one until such vacancy is filled by the division.
  - b. Senate Executive Committee members included in the meeting quorum are the secretary and treasurer. The vice president shall participate in quorum when not acting in the role of president.
9. A simple majority (unless otherwise required under Roberts' Rules) of votes cast, excluding abstentions, by the Senate Council shall be required for approval on all matters.
10. The treasurer and secretary are voting members of the Senate Council. The Vice-President votes only when there is a tie vote by the Senate Council on an action item.
11. The Senate Executive Committee may make motions, second motions, and participate in discussion of items presented to the Senate Council.

## ARTICLE 4 - ORGANIZATION

### Section 1. Senate Committee Responsibilities

1. Any committee, advisory group, or workgroup (hereafter referred to as committees) whose charge relates to the areas of primary concern as articulated in A.B. 1725, also known as "10 +1" or "The Eleven Point Agreement", shall be considered a Senate committee
2. The responsibilities of all Senate committees are, at a minimum, to provide a monthly report in writing or verbally at Academic Senate meetings on the committee's activities and proceedings while the committee is at work

- a. Senate committees that do not report back to the Senate on a monthly basis while the committee is at work may be considered a committee in abeyance
  - b. The Senate Secretary will be responsible for gathering written reports/scheduling time for verbal reports for each committee
3. All Senate committees must provide to the Senate Executive Committee at the beginning of the academic year and in no case later than the date specified for each committee:
  - a. the name of the committee chair or co-chairs,
  - b. established subcommittees and
  - c. the committee's voting membership list.
4. All formal recommendations made by Senate committees, other than the curricular and programmatic actions of the Curriculum Committee, require approval of the Senate Council before said recommendation shall have the force, backing, support, and voice of the full Senate.
  - a. Operational actions taken by Senate committees do not need formal votes and approval by the Senate Council but may instead be made at the subcommittee level.

## Section 2 Senate Advisory Groups

1. The Senate may establish an advisory group by a simple majority vote of the Senate Council.
2. The Senate Council shall determine who shall be the advisory group chair at the time of establishment.
3. Advisory groups shall
  - a. be given a specific area upon which to advise the Senate Council and Senate Executive Committee as it relates to academic and professional matters.
  - b. present its finding on a given date to the Senate Council and
  - c. be an ongoing advisory group until such time that the Senate Council, by majority vote, disbands it.
4. The responsibilities of all Senate advisory groups are, at a minimum, to provide monthly reports to the Senate Council on activities and proceedings of the advisory group.
5. Senate advisory groups that do not report to the Senate Council on a monthly basis, while the task forces are at work, shall be considered in abeyance.

## Section 3 Workgroup, Taskforce, and Ad Hoc Groups Establishment and Responsibilities

1. The Senate may establish a workgroup, task force, or ad hoc group by a simple majority vote of the Senate Council.
2. The Senate Council shall determine who shall be in the workgroup, taskforce, and ad hoc group chair at the time of establishment.
3. Workgroups shall
  - a. be given a specific task to complete related to academic and professional matters
  - b. present its finding on a given date to the Senate Council and
  - c. be an ongoing workgroup until such time that the Senate Council, by majority vote, disbands it.
4. Taskforce or ad hoc groups shall
  - a. be given a specific task to complete related to academic and professional matters
  - b. present its finding on a given date to the Senate Council and
  - c. last no longer than
    - i. for ad hoc groups, one (1) consecutive academic year unless an exception is made by the Senate Council
    - ii. for task force groups, two (2) consecutive academic years unless an exception is made by the Senate Council
5. The responsibilities of all Senate workgroups, task forces, or ad hoc groups are, at a minimum, to provide monthly reports to the Senate on the group's activities and proceedings while the group is at work.
6. Senate workgroups, task forces, or ad hoc groups that do not report to the Senate on a monthly basis, while they are at work, shall be considered in abeyance.

## Section 4. Senate Operational and Governance Committees

1. The Curriculum Committee
  - a. Purpose and Mission:
    - i. As mandated by A.B. 1725 (1989) and California Code of Regulations, Title 5, the Curriculum Committee is a committee of the Senate
    - ii. The mission of the Ventura College Curriculum Committee is to provide guidance, advocacy and oversight for the programs and curricula of Ventura College. The Curriculum Committee ensures that the curricula and programs of the college are academically sound, comprehensive and

responsible to the evolving needs of the community so that the college's mission, goals, values and educational delivery modalities of our students are well served

- iii. A representative of the Curriculum Committee shall make reports to the Senate, no less than once a month, on the committee's activities

b. Charge:

- i. The Ventura College Curriculum Committee has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college in terms of purpose, objectives, content, and methods of instruction
- ii. As a committee of the Academic Senate, the Curriculum Committee is the body that is primarily relied upon to make direct recommendations to the Governing Board with respect to all academic, occupational, and technical education courses and instructional programs of study
- iii. The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance with the California Code of Regulations, Title 5 and as guided by the *Program and Course Approval Handbook* published by the California Community Colleges Chancellor's Office Program and Course Approval Handbook
- iv. The Curriculum Committee conducts curricular reviews on a timely and regular basis to ensure that all courses are updated on a periodic cycle to ensure currency and viability for articulation
- v. The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community Colleges Chancellor's Office requirement for local curriculum approval certification
- vi. The Curriculum Committee monitors compliance with portions of ACCJC Accreditation Standards
- vii. The faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee:
  - 1. The Curriculum Co-Chair will be appointed by the Senate Council

2. The Curriculum Co-Chair will receive reassigned time to perform the duties of this appointment
- c. Workgroups established by Curriculum Committee:
    - i. It is the responsibility of the Curriculum Committee to establish the following standing workgroups:
      1. Philosophy and General Education
      2. Curriculum Technical Review and Prerequisites
    - ii. The charge and composition of all Curriculum Committee workgroups shall be determined, reviewed and approved by the Curriculum Committee on an annual basis and no later than September 15 of each academic year
    - iii. These workgroups will respond and report directly to the Curriculum Committee on an “as needed” basis and whenever courses and/or programs related to the topics listed Article 4 Section 3.1.c.i.1-2 are placed on the Curriculum Committee agenda
    - iv. The Curriculum Committee will appoint additional workgroups, ad hoc committees, or task forces for such special studies as are needed
  - d. Membership of Curriculum Committee:
    - i. The Curriculum Committee has a defined membership.
      1. Co-Chairs
        - a. Voting member; one faculty appointed by Senate Council
          - i. Role is to set the agenda for each meeting
          - ii. Initiate workgroups, task forces, ad hoc committees
          - iii. Initiate voting on curriculum
        - b. Non-voting; Chief Instructional Officer (VPAA)
          - i. Role is to facilitate the meeting agenda
          - ii. Act in an advisory role
      2. Divisional representatives shall be faculty appointed by their respective divisions prior to the start of the academic year or appointed by Academic Senate Council on an as needed basis
      3. Membership shall be non-proportional, with each division having two (2) voting representatives

4. Additional voting representatives that do not serve as division representatives include:
    - a. One AFT representative (as mandated by Article 17 of the AFT local 1828 contract),
    - b. One librarian,
    - c. the Articulation Officer,
    - d. the Curriculum Technical Review Chair,
    - e. the Academic Senate President,
    - f. and the faculty Curriculum Co-Chair
  5. Non-voting members of the Curriculum Committee who provide information in an advisory capacity regarding processes of curriculum approval and implementation shall include the following:
    - a. Curriculum specialist or designee
    - b. Data specialist
    - c. The college Registrar or designee,
    - d. Distance Education Liaison
- ii. Co-Chairs Terms:
1. The Faculty Co-Chair of the Curriculum Committee shall serve
    - a. a two-year term commencing on June 1 and ending on May 31
    - b. does not serve as one of the Division representatives
  2. Only current voting members of the Curriculum Committee are eligible to be nominated or elected to the position of Faculty Co-Chair
  3. In the event a Faculty Co-Chair vacancy occurs, the curriculum committee will nominate an interim replacement for the duration of the absence or length of term and will be approved by Senate Council
- iii. Meetings:
1. The Curriculum Committee meets twice monthly during the academic year, on the first and third Tuesdays of the month
  2. As a legislative body which is stipulated in Title 5, the Curriculum Committee is subject to the Ralph M.

Brown Act, so its meetings are open to all interested parties

2. Faculty Professional Development Committee

a. Purpose and Mission

- i. Faculty Professional Development concerns all academic and professional matters that fall under title 5, section 53200 (b). The coordination of faculty professional development activities, as opposed to overall staff development, of which faculty professional development is a component, is accountable to the academic senate for the development of programming that serves the faculty. (The Faculty Development Committee of the Academic Senate for California Community Colleges)
- ii. It is the purpose of the Faculty Professional Development Committee (FPDC) to coordinate professional development offerings in accordance with Title 5 and other pertinent laws, that may include, but are not limited to:
  1. Improvement of teaching
  2. Development of innovations in instructional techniques and program effectiveness
  3. Maintenance of current academic and technical knowledge and skills
  4. Training to meet institutional needs and priorities directly linked to curriculum and teaching
  5. Computer and technological proficiency programs directly linked to curriculum and teaching
  6. Instructional technology directly linked to curriculum and teaching
  7. Improvement of services to students directly linked to curriculum and teaching
- iii. No other entity at the college or in the district shall have the authority to provide or approve faculty professional development without agreement from the Faculty Professional Development Advisory Committee

b. Charge

- i. Coordinate all faculty professional development opportunities provided by the college

- ii. Lead coordinated efforts with campus groups developing professional development to ensure compliance with 10+1
- iii. Faculty Professional Development Committee shall
  - 1. Facilitate flex day offerings
  - 2. Provide at least one additional professional development offering each semester in Fall and Spring
  - 3. Provide oversight to the workgroups, advisory groups, task forces, and ad hoc groups involved with faculty professional development
    - a. Meet with workgroups, advisory groups, task forces, and ad hoc groups whose work on PD impacts faculty at least once in the Fall and in the Spring
  - 4. Have professional development offerings approved by Senate Executive Committee
- iv. Workgroups that report to and receive direction from the Faculty Professional Development Committee shall be updated on the Ventura College website and include, but are not limited to:
  - 1. Faculty Academy
  - 2. Culture Curriculum Audit and Revision (CCAR)
  - 3. Responsive and Inclusive Student Engagement (RISE)
  - 4. Distance Education Academic Senate Advisory Group (DEASAG)
  - 5. Peer Online Curriculum Review (POCR)
  - 6. Travel fund
  - 7. Adjuncts Tenure Mentoring (STEM)
  - 8. Faculty Diversity Internship (STEM)
- v. Groups that coordinate with Faculty Professional Development Committee include, but are not limited to:
  - 1. Escala
  - 2. Dual Enrollment Project Group
  - 3. Distance Education Advisory Group (DEAG)
  - 4. ZEN (ZTC)
  - 5. PACE
- c. Composition and Membership



- i. The Faculty Professional Development Committee will be a co-chaired committee of faculty with
    - 1. The Academic Senate Vice President or designee as co-chair
    - 2. A FPDC nominated faculty co-chair approved by Senate Council will receive compensation to fulfill responsibilities
  - ii. FPDC is open to all faculty members
- d. Process
  - i. Meetings are held at least once per month
    - 1. to determine what professional development will be offered specifically to faculty
    - 2. to determine the modalities in which faculty professional development will be offered
    - 3. in collaboration with other entities from the college and district as needed
    - 4. to review changes in Education Code, Title 5, AFT 1828 Collective Bargaining Agreement, or other legally binding changes that impact faculty professional development
  - ii. Monthly reports are provided to the Academic Senate Council detailing
    - 1. topics regarding faculty professional development
    - 2. which college or district entities were present
    - 3. the proposed recommendations of faculty professional development offerings that should be reviewed by Senate Council prior to approving or disapproving them by Senate Executive Committee
    - 4. The proposed agenda items to be discussed in Academic Senate meetings related to faculty professional development

## **Section 5. Senate Advisory Committees**

- 1. Distance Education Academic Senate Advisory Group (DEASAG)
  - a. Purpose
    - i. Reports directly to the Senate Council
    - ii. Acts in

1. an advisory capacity
  2. liaison between the campus DE Advisory Group and Academic Senate.
- b. Composition and Membership
- i. The Distance Education Academic Senate Advisory Group (DEASAG) will be a chaired committee of faculty with
    1. the Academic Senate Vice President or designee as chair
    2. membership is open to all faculty
- c. Charge
- i. Attend campus DEAG meetings
  - ii. Provide recommendations to the Academic Senate Council regarding
    1. software, learning management system (LMS) use for faculty, and other technological issues related to instruction,
    2. pedagogy of content within distance education that is not required by law
    3. certification and recertification of online teaching in conjunction with the Faculty Professional Development Committee and the AFT 1828 collective bargaining agreement
    4. fulfillment of state, district, or AFT 1828 Collective Bargaining Agreement requirements
  - iii. Recommend professional development activities in conjunction with the Faculty Professional Development Committee and the AFT 1828 collective bargaining agreement
  - iv. All recommendations for faculty professional development activities related to distance education shall be brought to the Academic Senate Council for approval.
  - v. Collaborate with DEAG and DE specialists regarding faculty DE needs
  - vi. Insure pedagogical approaches and curriculum development remain in the purview of the Academic Senate as it pertains to 10+1

- vii. Provide guidance and advisement that delineates faculty DE professional development separate from DE support services

## Section 6. Senate Workgroup, Taskforce, and Ad Hoc Committees

### 1. The Sabbatical Leaves Workgroup

#### a. Purpose

- i. Sabbatical leave is part of the AFT contract (Article 8.11) and it is the right of all tenured faculty to apply for sabbatical
- ii. The Sabbatical Leave workgroup's purpose is to
  - 1. solicit sabbatical leave applications
    - a. Provide Senate council approved criteria for ranking applications
    - b. Provide technical assistance to applicants as needed
  - 2. review sabbatical leave applications
    - a. Rank according to predetermined criteria
    - b. Come to consensus on sabbatical leave applications
  - 3. recommend sabbatical leave applicants to the Board of Trustees based on final rankings

#### b. Membership

- i. Academic Senate Vice President will serve as co-chair (non-voting member under normal circumstances)
- ii. One nominated faculty member approved by Senate Council will serve as co-chair (voting member)
  - 1. Individuals may submit their name for consideration to the Academic Senate Executive Committee no later than five days before the first regularly scheduled Senate meeting in April to serve for the following academic year
  - 2. Senate Council will vote to approve the nominee during the first regularly scheduled Senate meeting in April
- iii. Six faculty from the Senate Membership (voting members)

1. Individuals may submit their name for consideration to the Academic Senate Executive Committee no later than five days before the first regularly scheduled Senate meeting in April to serve for the following academic year
2. Senate Council will vote on the nominees during the first regularly scheduled Senate meeting in April
- iv. No member of the Sabbatical Leaves Workgroup may vote on their own sabbatical leave application
  1. If a workgroup member submits a sabbatical application
    - a. They may not vote on their own application
    - b. The Vice President co-chair will vote in their place

c. Process

- i. Sabbatical Committee will solicit applications from eligible faculty members
- ii. Applications for sabbatical leave will be received by the workgroup no later Nov. 1
- iii. Applications will be reviewed by the workgroup by Nov. 15
- iv. A presentation to the sabbatical committee will be held with applicants
- v. Ranking of sabbatical will take place immediately after the public meeting
  1. Any applicant that is ranked as an alternate in the number one or number two spot must be given priority the following year if they choose to reapply
- vi. Results will be provided in writing to the Senate Executive Committee within two (2) business days
- vii. Results will be provided to Senate Council on the next regularly scheduled meeting
- viii. Senate Executive Committee will ensure that results are submitted to the District for inclusion in the District Wide Sabbatical Ranking process
- ix. Sabbatical recommendations will then be provided to the Board of Trustees in time to be put on the agenda for approval during their January meeting

3. Faculty Staffing Priorities Workgroup

- a. Purpose
  - i. It is the duty of the Faculty Staffing Priorities Committee to
    - 1. provide a process for ranking faculty hiring requests
    - 2. facilitate the process for ranking faculty hiring requests
    - 3. submit final ranking results to the Senate Executive Committee
- b. Membership
  - i. Senate Secretary co-chair
  - ii. Three faculty members from the Senate Membership.
    - 1. Preference is that members will be representative from each of the three areas of faculty (academic, career education, non-classroom)
    - 2. One of the three members shall serve as the other co-chair
- c. Process
  - i. Review faculty priority process used during the previous year and develop process for current year
    - 1. Determine if any revisions to the process need to be made
    - 2. Make any needed revisions
  - ii. Provide the process of ranking to the Senate Council for review and approval
    - 1. After approval by the Senate Council, provide process for ranking to the Senate Membership
    - 2. This must be provided at least two weeks prior to program review deadlines
  - iii. Results from faculty priority rankings will be reported to Senate Council no later than the last regularly scheduled meeting of November
    - 1. Senate Council will discuss ranking list, determine prioritization, and vote on the final ranking list.
    - 2. Senate Executive Committee will submit the final faculty priority rankings to the college Executive Team

# ARTICLE 5 – AMENDMENTS AND REVISIONS

## Section 1. Amendments

1. Amendments constitute changes that add new rules or procedures to the Constitution and/or Bylaws
2. An amendment to the Constitution or to the Bylaws shall be proposed by majority vote of the Senate Council or by written petition of at least ten (10) percent of the general membership
3. The proposed amendment(s) shall be communicated to the Senate Council at least two (2) weeks prior to the next regular meeting of the Senate Council at which time it will appear on the agenda, and the proposed amendment shall be communicated to the general membership at least one (1) month prior to voting via secret ballot
4. Adoption of an amendment to the Constitution requires a two-thirds majority vote of ballots cast by the general membership voting by secret ballot with at least 30 percent of full time faculty voting
5. Adoption of an amendment to the Bylaws requires approval by a two-thirds majority vote of ballots cast by Senate Council

## Section 2: Revisions

1. Revisions constitute changes that provide clarity to the existing Constitution and/or Bylaws
2. Review of the Constitution and Bylaws shall be done by an ad hoc committee every at least every five years to determine if revisions need to be made
3. Revisions to the Constitution and Bylaws may be initiated by the Senate Executive Committee, Senate Council, or a petition of ten (10) percent of the general membership
4. Revisions to the Constitution and/or Bylaws are approved by a two-thirds majority of the votes cast by Senate Council members

# ARTICLE 6 - SENATE-UNION RELATIONSHIP

1. Purpose and Function

- a. It is the view of the ASCCC that the purpose and functions of an Academic Senate differ considerably from those of an employee organization in viewpoint and substance (or scope) as described below. However, while the purviews of the two organizations differ, they also sometimes overlap and raise questions regarding the responsibilities of each body
  - b. These roles complement each other by promoting close bonds of cooperation between Academic Senate and employee organizations
  - c. When sections of Education Code, Title 5, and the Education Employment Relations Act (EERA) are combined, they define the differing purviews of academic Senates and faculty bargaining agents:
    - i. the academic Senate represents faculty in academic and professional matters, often referred to as the “10+1,”
    - ii. whereas the collective bargaining agent, or union, represents faculty regarding working conditions.
    - iii. Collective bargaining for community colleges is defined in the Education Employment Relations Act (EERA) and can be used as a guide when the two group’s interests align with academic and professional matters
2. Responsibility and Scope
- a. Academic Senate
    - i. Title 5 §53200 interprets and expands “curriculum and academic standards” to include all academic and professional matters, requiring local governing boards to consult collegially with representatives of the academic Senate when adopting policies and procedures regarding decisions that fall under these areas. The same section of Title 5 states that collegial consultation means that the governing board will reach decisions by “relying primarily upon the advice of the academic Senate” or “reach mutual agreement” with the academic Senate. Academic and professional matters, often referred to as the “10+1,” consist of the following:
      - 1. Curriculum, including establishing prerequisites and placing courses within disciplines
      - 2. Degree and certificate requirements

3. Grading policies
  4. Educational program development
  5. Standards or policies regarding student preparation and success
  6. District and college governance structures, as related to faculty roles
  7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
  8. Policies for the faculty's professional development
  9. Processes for program review
  10. Processes for institutional planning and budget development
  11. Other academic and professional matters as mutually agreed upon between the board of trustees and the Academic Senate
- b. Employee Organizations and the Exclusive Representative Groups shall, according to ASCCC and as per California Code Title 1, Division 4, Chapter 10.7, Article 4, 3543.2. (a) (1)
- i. represent their members in employment relations until (and if) a specific organization is certified as the exclusive representative.
  - ii. represent their members through "The scope of negotiation [and] shall be limited to matters relating to wage, hours of employment, and other terms and conditions of employment."
  - iii. As defined by law, the scope of representation is narrowed to the "Terms and conditions of employment"
  - iv. Collective bargaining for community colleges is defined in the Education Employment Relations Act (EERA). The scope of representation is in EERA §3543.2 and includes matters relating to the following:
    1. Transfer and reassignment
    2. School calendar
    3. Compensation
    4. Wages
    5. Hours of employment
    6. Terms and conditions of employment - health and welfare benefits
    7. Leave
    8. Transfer and reassignment policies



9. Safety conditions
10. Class size
11. Procedures for evaluation of employees
12. Organization security
13. Procedures for processing grievances
14. Layoff procedures
15. Alternative compensation or benefits for employees adversely affected by pension limitations
16. Additional compensation or salary schedule based on criteria other than years of training and experience
- c. Exclusive right of consultation on academic and professional matters is designated to the Academic Senate and employee organizations as they pertain to educational objectives and curricular matters
  - i. This area requires close cooperation between academic Senate and employee organizations
    1. essential to resolve overlap with the responsibilities and powers of the Senate to make recommendations on academic and professional matters. (See appendix 53203, 53204 below)
    2. The scope of Senates in California include
      - a. covering all academic and professional matters.
      - b. SB160, Section 3540, Article I (the Rodda Act of 1975), "nothing contained in this chapter shall be construed to restrict, limit, or prohibit the full exercise of the functions of any Academic Senate or faculty council.... with respect to district policies on academic and professional matters, so long as the exercise of such functions does not conflict with lawful collective agreements."
  - ii. The Academic Senate and the employee organizations shall work cooperatively to uphold the rights of faculty
3. Maintaining the Senate-Union Relationship
  - a. Monthly meetings (at minimum) must take place between the Senate President and the local EERA (union) President
  - b. A local EERA (union) representative must provide a report at least once per month during a regularly scheduled Senate meeting

# Appendix

## Title 5 Academic Senates

Title 5, section 53200 summary:

This section ensures that the academic Senate retains the authority to make recommendations on these matters but clarifies that such functions must not conflict with collective bargaining agreements that the district has with faculty unions. See links for more information.

<https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I603DC2604C6911EC93A8000D3A7C4BC3&transitionType=Default&contextData=%28sc.Default%29>

[§ 53200. Definitions.](#)

[§ 53201. Academic Senate or Faculty Council.](#)

[§ 53202. Formation; Procedures; Membership.](#)

[§ 53203. Powers.](#)

[§ 53204. Scope of Regulations.](#)

[§ 53205. Duties Assigned by Administration and Governing Board. \[Repealed\]](#)

[§ 53206. Academic Senate for California Community Colleges.](#)

[§ 53207. Reimbursement for Release or Reassigned Time.](#)

## Additional resource links:

[https://govt.westlaw.com/calregs/Document/I6050FC434C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I6050FC434C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

<https://www.cccco.edu/-/media/CCCCO-Website/Files/Educational-Services-and>

<https://law.justia.com/codes/california/code-edc/title-3/division-7/part-51/chapter-1/article-5/section-87151/>

<https://www.asccc.org/resolutions/professional-development-and-academic-senate>

<https://www.asccc.org/resolutions/faculty-professional-development-1>

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