

# CONSTITUTION OF THE ACADEMIC SENATE OF THE COLLEGE OF THE REDWOODS

## PREAMBLE

Fulfilling the Mission of College of the Redwoods (College) is the joint responsibility of its Faculty, Associate Faculty, Administration, Classified Employees, and Board of Trustees. The Faculty and Associate Faculty, who perform the primary tasks for which the College is organized, recognize and accept this responsibility as essential participants in making and implementing decisions that affect and enhance educational policy and process. **Interpretation of the constitution is meant to be permissive rather than restrictive. If circumstances arise that are not explicitly addressed in the constitution or bylaws, the Senate may make a good faith effort to adapt, following the spirit of the constitution and bylaws.** To discharge fully and effectively this responsibility, the following Constitution is adopted.

## ARTICLE I

### Senate Name

The organization's name is Academic Senate of the College of the Redwoods (Senate).

## ARTICLE II

### Senate Purpose

Section 1. The Senate's primary purpose is to provide the Faculty and Associate Faculty of the College with a representative body that addresses, in a timely manner, academic and professional matters.

Section 2. To carry out its primary purpose, the Senate:

- a. promotes communication and understanding among the Faculty, Associate Faculty, Administrators, Classified Employees, Board, and Students;
- b. makes appropriate recommendations to and forwards resolutions to the College of the Redwoods Board of Trustees (Board), **administration, classified employees, state and national organizations.**

### **ARTICLE III**

#### **Senate Electorate**

The Senate electorate is composed only of Faculty and Associate Faculty of the Redwoods Community College District (District) where over half of their salary is paid from either the full-time or associate salary scales.

### **ARTICLE IV**

#### **Senate Membership, Election, and Terms of Office**

Section 1. All District Faculty and Associate Faculty are eligible for election to the Senate.

Section 2. For the purposes of the Academic Senate, four Divisions are defined as follows:

- AH: Arts & Humanities (as defined by the Administration on 4/1/2016);
- CTE: Career & Technical Education (as defined by the Administration on 4/1/2016);
- MSBSS: Math, Science, and Behavioral & Social Sciences (as defined by the Administration on 4/1/2016); and
- HSA: Health and Service Areas (all other faculty not otherwise represented or defined above, including Health Occupations, Athletics/Kinesiology/Physical Education, Counseling, Library Science and Administration of Justice)

For the purpose of Senate representation, faculty at the Del Norte Campus shall also be permitted to elect and seat Senator(s) as if they were a Division.

Each Division shall elect one (1) Senator from the Faculty with an assignment in that Division for every five Faculty in that Division. Each Division shall have at least one Senator, shall not exceed one Senator for every five Faculty, and shall not exceed three total Senators. The time, place and manner of holding elections for Senators shall be determined by each Division. The Senate shall be reapportioned each spring for the following academic year based upon the number of Faculty in each Division on April 15 of the current academic year.

Section 3. Associate Faculty shall elect two Senators. The time, place, and manner of holding elections for Associate Faculty Senators shall be determined by the Associate Faculty.

Section 4. Senators are expected to serve a minimum of one two-year term. All terms end upon leaving College employment, and successor Senators may be elected to serve the unexpired terms. Senate elections are held, as necessary, during April each year.

Section 5. Newly elected Senators assume their duties effective July 1 following their election.

Section 6. In the event of a temporary vacancy, the affected Division elects a substitute Senator who serves until the originally elected Senator resumes her/his duties. If a Senate position is shared, only one of the Senators sharing the position may participate at each meeting.

Section 7. The Chief Instructional Officer/Chief Student Services Officer (CIO/CSSO) is an ex-officio, non-voting member of the Senate.

Section 8. The Associated Students of College of the Redwoods Senate Board may appoint one student representative to serve as an ex-officio, non-voting member of the Senate. The student representative shall serve for one academic year and be given a training by at least one of the Senate Co-Presidents prior to participating on the Senate. The student representative shall serve no more than two one-year terms.

## **ARTICLE V**

### **Senate Officers and Election of Officers**

Section 1. The officers of the Senate are Co-Presidents, elected annually by a majority of the members eligible to vote, excluding the Co-Presidents and ex-officio, non-voting members.

- a. Senate Co-Presidents are elected from among tenured Senators past or present only. Upon the election of a Co-President, a new Senator may be elected to represent the Co-President's Division if the Co-President-elect vacates an active term as Senator.
- b. Senate Co-Presidents represent the Senators, and thus all faculty and associate faculty of all Divisions. They do not otherwise represent the discipline(s) or Division(s) in which they work as faculty.
- c. In a process described in the Academic Senate Bylaws, an Academic Senate Co-President Nomination Committee shall generate a slate of qualified candidates for the role of incoming Senate Co-President. At the end of the process, the Senate shall vote by ballot to elect the incoming Co-President.

Section 2. Co-Presidents shall serve staggered two-year terms to commence on July 1 after election. Co-Presidents shall normally serve no more than one (1) two-year term.

Section 3. Either Co-President may be removed by a majority of the members eligible to vote, excluding the Co-Presidents and ex-officio, non-voting members. Removal (recall) vote is initiated by a removal (recall) petition signed by no less than one fifth of the Senate membership. Upon removal, the Co-President is no longer a member of the Senate.

Section 4. A Co-President vacancy, **when sudden or unanticipated**, is filled by a majority Senate vote by ballot at the next regularly scheduled Senate meeting following the effective date of the vacancy. A replacement Co-President elected to fill the vacancy assumes her/his duties immediately upon election and will serve the remainder of the two-year term of the predecessor who vacated the position.

Section 5. ~~A Co-President elected to fill a vacancy assumes her/his duties immediately upon election.~~

**A Co-President vacancy, when planned for a pre-determined which is foreseen to occur at an anticipated future date (for example, at the end of the first year of a two year term), is filled by a majority Senate vote by ballot at the next regularly scheduled Senate meeting following the announcement of the future vacancy. A new replacement Co-President is elected to complete the term serve the remainder of the two-year term of the predecessor who vacated the position and assumes her/his duties immediately following the effective date of the vacancy.**

Section 6. Of the Co-Presidents, only the presiding Co-President shall vote, and then only when the vote will change the outcome.

## ARTICLE VI

### Senate Duties and Responsibilities

Section 1. The Senate is the primary voice of Faculty and Associate Faculty in academic and professional matters for the College, and is empowered to present its views, resolutions, and recommendations directly to the administration, classified employees, Board, state, and national organizations. According to California state law (Title 5), the Board and/or its designee must rely primarily upon the advice and judgment of the Senate or reach mutual agreement with the Senate when developing policies on the following academic and professional matters:

- a. Curriculum, including establishing prerequisites and placing courses within disciplines
- b. Degree and certificate requirements
- c. Grading policies

- d. Educational program development
- e. Standards or policies regarding student preparation and success
- f. College governance structures, as related to Faculty roles
- g. Faculty roles and involvement in accreditation processes
- h. Policies for Faculty professional development activities
- i. Processes for program review
- j. Processes for institutional planning and budget development
- k. Other academic and professional matters as mutually agreed upon between the governing Board and the Senate

Section 2. Requests for discussion of the issues set forth in Section 1 may be initiated by Senators, the College President, Administrators, Board members, Divisions, legitimate student organizations, Classified Employees, Associate Faculty, or any Faculty.

Section 3. Senate resolutions, recommendations, views, and decisions are included in the appropriate Senate minutes. **When** the Senate forwards resolutions and recommendations to the Board, ~~and expects~~ a response **is expected** within thirty (30) days of receipt. The Senate expects a written communication explaining any rejection or amendment of Senate resolutions and recommendations.

Section 4. The Senate expects that any resolution and/or recommendation not responded to within thirty (30) days of receipt by the Board be forwarded in a timely manner to a joint committee composed of three (3) Board members selected by the Board President and three (3) Senators selected by the Senate Co-Presidents for interest-based principled mediation of differences.

Section 5. Documents supporting agenda items shall be submitted to the Senate at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate Co-Presidents, subject to approval by the Senate Executive Committee.

Section 6. The official minutes of Senate meetings will be posted and distributed as required by law.

## **ARTICLE VII**

### **Senate Meetings**

Section 1. The Senate shall meet at times designated in the Bylaws or when called by the Co-Presidents.

Section 2. In compliance with the Brown Act, written notice of each Senate meeting and its agenda shall be posted and distributed at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. On those occasions where a Senator participates remotely and desires to vote via telephone or other telecommunication medium, an agenda shall be posted at that location at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. If a Senator desires to vote via telephone or other telecommunications medium, the votes shall be cast by roll call.

Section 3. If a Senator realizes that s/he will be absent for a given Senate meeting, that Senator should seek a substitute from his/her Division provided that the Senator notifies the Senate office of this substitution at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. Requirements placed upon Senators as stated in the Senate's Constitution and Bylaws (especially Constitution Article VII Section 2 above) shall apply to substitutes.

Section 4. All meetings are open to the public except closed sessions as permitted by law for personnel matters.

Section 5. Unless otherwise stated in this Constitution, a quorum consists of a majority of the Senate membership, excluding ex-officio, non-voting members. No Senate meetings may be conducted without a quorum.

Section 6. Non-members may speak when recognized by the presiding Senate Co-President during the public comment section of the meeting on non-agenda matters or at the time an agenda item is taken up by the Senate.

Section 7. Senate meetings shall be conducted pursuant to Roberts Rules of Order.

## **ARTICLE VIII**

### **Senate Constitutional Amendments**

Section 1. Amendments to the Constitution of the Academic Senate of the College of the Redwoods may be proposed by any Senator.

Section 2. A proposed amendment must be in writing and must be presented to the Senate at least one (1) week before a vote is scheduled on the amendment.

Section 3. An amendment is adopted when approved by two thirds of the Senate membership eligible to vote, including the presiding Co-President and excluding ex-officio, non-voting members. The adopted amendment shall take effect at the next Senate meeting.



# APPENDIX I

## TO CONSTITUTION OF THE ACADEMIC SENATE

### DEFINITIONS

- **Ad Hoc Committee** – A committee created for a specific task or purpose, whose existence ceases with the attainment of its goal.
- **Associate Faculty** – The individual is paid on the Associate Faculty salary scale.
- **At Large** – An election in which one or more candidates are chosen by all the voters.
- **Contract Responsibility in an Administrative Position** – The individual is paid on the administrative salary scale.
- **Ex Officio** – “by virtue of the office.”
- **Faculty** – The individual is paid on the full-time Faculty salary scale.
- **Quorum** – The number of members who must be in attendance to make valid the votes and other actions of the Academic Senate.
- **Senate Electorate** – Faculty and Associate Faculty who elect the Senators.
- **Student** – The individual meets the Associated Students of College of the Redwoods Senate Board’s criteria for an eligible student representative.
- **Temporary Vacancy** – The absence of a Senator from one or more meetings.
- **Division** – An organizational unit defined by the College Administration and used by the Senate for purposes of Senate and Committee membership.
- **Senate Approval or sign-off: Normally used for 10 + 1 plans or initiatives that require formal approval of the full Senate or when a signature of a Co-President is required. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes approved by the Senate.**



- **Senate recommendation or endorsement:** Normally used for plan or initiatives outside Senate's 10 + 1 purview but a formal record of the position of the full Senate is desired. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes recommended or endorsed by the Senate.
- **Senate review or feedback:** Normally used when feedback from the full Senate is needed or desired to gauge the level of support for a plan or initiative. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. In addition to verbal comments and questions, feedback may take the form of a show of hands, voice vote, or other informal means.

Academic Senate Constitution Approved April 5, 2002

Amended March 19, 2004

Amended May 2, 2008

Amended February 5, 2010

Amended September 20, 2013

Amended January 15, 2016

Amended April 15, 2016

Amended April xx, 2017