

**BYLAWS
OF THE ACADEMIC
SENATE OF THE
COLLEGE OF THE REDWOODS**

ARTICLE I

Officers

Section 1. Officers: The officers of the Academic Senate (Senate) shall consist of

1. A President
2. A Vice-President
3. A Past-President
4. A Parliamentarian

Section 2. Duties: The duties of the President shall be as follows:

1. To preside at all full Senate meetings;
2. To preside at all Senate Executive Committee meetings;
3. To be non-voting, ex-officio members of all Senate committees;
4. To appoint all faculty and associate faculty who serve as representatives of the faculty to District committees, Senate committees, and any other committees or task forces requiring faculty representation, with support from the Senate Executive Committee, and subject to confirmation by the full Senate when such is required per the Bylaws of specific Senate committees;
5. To represent the faculty at the following:
 - a. Board of Trustees (Board) meetings;
 - b. College Council meetings; and
 - c. Other District committee meetings as appropriate;
6. To maintain communication with the Vice President of Instruction and the Vice President of Student Services, and with the President/Superintendent on a regular basis;
7. To maintain communication with the Senate support staff and other District offices;
8. To prepare Senate meeting agendas as prescribed by law, subject to approval by the Senate Executive Committee;
9. To exercise signatory authority when such authority is granted by the full Senate; and
10. To post and distribute Senate meeting documents as prescribed by law.
11. To represent the Senate before statewide, regional, or other organizations which deal with matters of interest to the Senate as described in the Academic Senate for California Community Colleges handbook.

Section 3. Duties of the Vice-President

1. To preside over all meetings of the executive committee and Senate in the absence of the President
2. To assume the office of President in the event of resignation, removal or expiration of term of the President.
3. To assist the President in the performance of their duties. Such assistance may include, but is not limited to service on Senate committees, appointing faculty to Senate committees, representing the Senate before various groups either in the absence of the President, or by agreement with the President.

Section 4. Duties of the Past-President

1. To serve as a mentor to the President and members of the Senate executive committee
2. The Past-President shall be a non-voting member of the Executive Committee

Section 5. Duties of the Parliamentarian

1. To serve as support for the President in the application of Roberts Rules of Order, the Senate Constitution, and Senate Bylaws during Senate meetings.

Approved by Senate 01/15/16
Approved by Senate 02/07/20
Approved by Senate 11/03/23

ARTICLE II

Committees

The Senate shall have the following standing committees: Executive Committee, Academic Standards and Policies Committee, Curriculum Committee, Faculty Development Committee, Faculty Qualifications Committee, CRFO/Academic Senate Liaison Committee, Associate Faculty Committee, Multicultural and Diversity Committee, and Distance Education Committee. For the purposes of committee representation, please refer to the Constitution of the Academic Senate, Article IV, Section 2 list of Divisions as defined by College Administration.

Non-voting, ex-officio committee members may make motions and participate in discussions but shall not count towards a quorum. Substitutions will not be allowed on any Senate committee.

Under the guidance of the Chair, each committee shall determine an attendance policy for its regularly scheduled meetings. Committee Chairs will have the right to drop committee members from membership based on noncompliance with the agreed-upon attendance policy and request that the Academic Senate Presidents appoint a replacement.

In cases when there are more faculty than committees to be assigned, the Senate President in consultation with the Vice President may add one member to each Senate Committee if deemed necessary in order to provide opportunities for faculty to fulfill their obligations under the Collective Bargaining Agreement. First year faculty may be appointed as nonvoting members.

Executive Committee Revised 11/30/15;
Approved by Senate 01/15/16
Executive Committee revised 04/12/18;
Approved by Senate 05/4/18
Approved by Senate 02/07/20
Approved by Senate 11/03/23

Section 1. **Executive Committee**

A. Membership: Four Senate members of the Executive Committee shall be nominated by the President and Vice President and confirmed by the Senate no later than the second regular meeting in the fall. In cases when changes in Bylaws occur members may remain on the Senate Executive Committee until the end of their terms.

The Committee shall consist of the following members:

1. The-Senate President, Past President, and Vice President; and
2. Four Senators, each from different divisions as defined by Article IV, section 2, of the Constitution.
 - i. After Senators are elected following the Senate Constitution, these members shall be appointed by the President and announced to the Senate.
 - ii. Shall serve a term of one year.
3. One parliamentarian nominated by the President and confirmed by the Senate.
 - i The past Senate President may also serve as parliamentarian.

B. Duties and Purposes:

1. To assist the President in coordinating Senate activities and generating agendas for the full Senate;
 2. To support the President by making recommendations regarding faculty and associate faculty to be appointed to committees and task forces, as needed;
 3. To make recommendations to the full Senate regarding Senate business;
 4. To assume other duties as designated from time to time by the Senate;
 5. A. May nominate one of its members or a former Senate member who is tenured to be Senate Vice-President according to the procedures outlined in this section, and
 6. To make decisions on behalf of the full Senate at times other than the fall and spring semesters subject to the following:
 7. The Executive Committee must inform the Senate of any decisions at the next scheduled Senate meeting.
- ii. The Senate may override any Executive Committee decisions.
 - iii. The power of the Executive Committee in this capacity is intended to be a limited power exercised only when the Senate is not in session.

Approved by Senate 11/01/13
Approved by Senate 01/15/16
Approved by Senate 02/07/20
Approved by Senate 04/02/21
Approved by Senate 11/03/23

Section 2. Academic Standards and Policies Committee

A. Committee Membership:

1. The Committee shall consist of the following members:
 - a. Seven full-time faculty members, including the chair, from different instructional and non-instructional areas.
 - b. The Vice President of Instruction (VPI) serving as a non-voting, ex officio member.
2. Optional Membership
 - a. One non-faculty representative from Student Services, appointed at the discretion of the Vice President of Student Services (VPSS) serving as a non-voting, ex officio member.
 - b. One associate faculty member, appointed at the discretion of the Chair if a full-time member is unavailable and/or if a majority of committee members deem it in the interest of the committee. In this case, the chair will seek a stipend through a SARTCO request for the associate faculty member.
 - c. A student participant, serving as a non-voting member appointed by the Chair in accordance with District policies or procedures.
3. Membership Selection
 - a. One month before the end of the academic year, the Chair will ask the Senate Office Administrator to communicate with full-time faculty to let them know about the upcoming vacancies on the committee and to ask for volunteers to serve. Two weeks before the end of the academic year, the Chair will select new members to fill those vacancies, considering the following criteria:
 - i. Interest in policy writing
 - ii. Availability to contribute to quorum.
 - iii. Committee representation in terms of instruction and non-instructional areas, geographical assignment with the district, and other factors contributing to group diversity, collegiality and heterodoxy.
 - iv. Faculty needing to fulfill contractual obligations regarding committee service, including new faculty hires who are starting the following semester.
4. Chair Selection
The ASPC Chair is appointed by the Senate President and confirmed by the Senate, generally at the last Senate meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.

Academic Senate Bylaws

5. Committee Terms and Term Limits:

- a. The term of each committee member shall be two years with staggered terms expiring July 1.
- b. If a committee member wishes to continue service, they may reapply for their seat, though reappointment is not automatic.

B. Duties and Purposes: Consultation

6. To accept policy writing and revision assignments from the Senate on issues regarding academic standards and policies within the scope of academic and professional matters covered by Title 5;
7. To research, discuss and make recommendations to the Senate regarding the resolution of the above assignments, consulting, as appropriate, with content experts, committees, and affected constituents.
8. Writing equitable, inclusive policies that reflect the diverse perspectives of all the communities within the District.
9. To bring standards and policy proposals to the Senate for consideration that, with approval, may be forwarded to College Council through the process outlined in BP 2410 AP 2410;
10. To make other recommendations to the Senate on standards and policies regarding faculty governance

Approved by Senate 11/1/13
Approved by Senate 1/15/16
Approved by Senate 2/7/20
Approved by Senate 5/5/23

Academic Senate Bylaws

Section 3. Curriculum Committee

- A. Membership: Terms of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:
1. The chair appointed from the Committee's members past or present by the President and confirmed by the Senate;
 2. One faculty from each division, selected by the division. If a division chooses not to fill the position, the committee Chair may appoint a faculty member from any division to fill that vacancy. With the exception of the chair, no division shall have more than two representatives.
 3. One faculty member, appointed by the committee Chair and confirmed by the Senate, with expertise in distance education; this member shall serve as a non-voting, ex-officio member with signatory authority on Distance Education course proposal forms.
 4. College Articulation Officer (AO), who shall serve as a regular, voting member if the AO is a faculty member; if the AO is not faculty, then the AO shall be a non-voting, ex-officio member.
 5. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) or designee, who shall serve as a non-voting, ex-officio member; and
 6. The Curriculum Committee chair may request a MIS Admissions and Records representative, who shall serve as a non-voting, ex-officio member.
- B. Duties and Purposes: The Curriculum Committee is concerned with the development of and continual improvement of educational programs and the curriculum. The major functions of the Committee are the following:
1. To make recommendations to the Senate regarding additions, modifications, or deletions to the curriculum;
 2. To advise the Senate and the administration on issues related to curriculum and educational programs;
 3. To maintain an on-going evaluation of the college curriculum;
 4. To assist in the development and long-range planning of the overall educational program of the college; and
 5. To advise faculty who are developing groupings of classes into cohorts or other linked units.
 6. The specific functions of the Curriculum Committee are to act on the following proposals:
 - a. Creation, modification or deletion of programs, courses, or certificates;
 - b. Revision of a catalog description to reflect changes in the nature of a course;
 - c. Changes in hours and/or units of a course;

Academic Senate Bylaws

- d. Changes in the requirements of an existing certificate or degree program;
- e. Changes in prerequisites, corequisites, and recommended preparation;
- f. Assignment of courses to disciplines; and
- g. Significant changes in the course outline related to grading standards, method of evaluation, or instructional materials.

Approved by Senate 11/15/13
Approved by Senate 05/02/14
Curriculum Committee reviewed October, 2015
Approved by Senate 02/07/20

Section 4. **Faculty Development Committee**

A. **Membership:** The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:

1. The chair appointed by the President and confirmed by the Senate;
2. Three faculty members from Eureka appointed by the committee Chair;
3. One faculty member from CRDN appointed by the committee Chair; and

B. **Duties and Purposes:**

1. To oversee the distribution of faculty development funds to support the improvement of instructional skills or subject area expertise of faculty and associate faculty members;
2. To develop guidelines for funding requests;
3. To forward funding allocation recommendations to the Senate for approval;
4. To develop, implement, and coordinate the process for awarding funding; and
5. To evaluate faculty development activities district wide.

FDC Revised October, 2015;
Approved by Senate 01/15/16
Approved by Senate 02/07/20

Section 5. **Faculty Qualifications Committee**

A. **Membership:** The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the President and confirmed by the Senate;
2. Four faculty members from at least two divisions appointed by the committee Chair;
3. One associate faculty appointed by the President; and
4. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) who shall serve as a non-voting, ex-officio member.

B. **Duties and Purposes:**

1. To review and recommend changes to the Senate on policies related to minimum qualifications or other issues of faculty qualification;
2. To consider and make recommendations to the Senate on all applications for equivalency, both full and associate; and
3. To make recommendations on minimum qualification applications referred by the CIO/CSSO.

FQC Revised October 25, 2013;
Approved by Senate 11/15/13;
FQC reviewed October, 2015
Approved by Senate 02/07/20

Section 6. CRFO/Academic Senate Liaison Committee

A. Membership: The Committee shall consist of the following members:

1. The Senate President;
2. CRFO President; and
3. CRFO Vice President.

B. Duties and Purposes:

1. To provide a forum for the collegial discussion of faculty issues.
2. Composition, duties, and purposes are subject to change pursuant to the CRFO Collective Bargaining Agreement.

CRFO/AS Liaison Committee reviewed October, 2015
Approved by Senate 02/07/

Section 7. Associate Faculty Committee

A. **Membership:** The term of each member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:

1. The chair, appointed by the President from among the associate faculty senators and confirmed by the Senate;
2. One faculty appointed by the committee Chair; and
3. At least one associate faculty appointed by the committee Chair.

B. **Duties and Purposes:**

1. To advise the Senate on issues of specific concern to associate faculty; and
2. To promote district-wide collegiality.

AF Committee reviewed October, 2015
Approved by Senate 02/07/20

Section 8. **Multicultural and Diversity Committee**

A. Membership: The term of each faculty and associate faculty member, including the chair, shall be two years, with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the President and confirmed by the Senate;
2. At least three faculty appointed by the Chair; Faculty members of the MDC will also serve on another committee in order to represent topics, issues, and concerns related to the purview of the MDC. During MDC meetings, they will report on these items to other members, seeking advice and assistance when necessary. The MDC will meet at least once a month, but not more than twice a month in order to facilitate this communication. Such outside committees may include, but are not limited to the following committees: Curriculum Committee, Student Equity Committee, Facilities Planning Committee, Academic Standards and Policy Committee, Program Review Committee, Enrollment Management Committee, Instructional Council, Equal Employment Opportunity Advisory Committee (EEOAC), Technology Planning Committee, Educational Master Plan, Disabled Student Programs and Services Advisory Committee, Behavioral Intervention Team, and other committees whose scope impacts the duties and purposes of the Multicultural and Diversity Committee
3. At least one associate faculty appointed by the Chair;
4. The Director of Human Resources or their designee shall serve as a non-voting, ex-officio member;
5. A liaison from Disabled Student Services who shall serve as a non-voting, ex-officio member;
6. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) or designee, who shall serve as a non-voting, ex-officio member;
7. The Director of the Multicultural and Diversity Center shall serve as a non-voting, ex-officio member;
8. At the option of the Multicultural and Diversity Committee Chair, up to three non-voting, ex-officio advisors may be added to the Committee: one from the community, one from the student body, and one from the classified staff.

B. Duties and Purposes:

1. To promote a rich variety of backgrounds and perspectives to the students and the District;
2. To support implementation of the Student Equity Plan on behalf of the Academic Senate;
3. To support implementation of the Work Force Equity in Hiring Plan on behalf of the Academic Senate;
4. To support multicultural events and diversity training for all faculty, staff, and students;
5. To promote the retention of students, faculty, and staff from underrepresented groups; and
6. To assist in the development of strategies that demonstrate inclusiveness as a District value.

Academic Senate Bylaws

7. The Chair or designee serves as liaison to the Equal Employment Opportunity Advisory Committee (EEOAC) and the Student Equity Plan Committee (SEPC).

Section 9. Distance Education Committee (DEC)

- A. **Membership:** The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:
1. The **chair** appointed by the Senate President and confirmed by the Senate.
 2. Minimum of four full-time faculty members from **different instructional and non-instructional areas**. Additional members are by approval of the committee or at the request of the Senate President
 3. One full-time faculty member from **CRDN/PB**.
 4. One **associate faculty** member appointed by the Senate President.
 5. One representative of **instructional technology** appointed by the Vice-President of Instruction (VPI) in consultation with the Senate President who shall serve as a non-voting, ex-officio member.
 6. The Distance Education Administrator shall serve as a non-voting, ex-officio member.
- B. **Membership selection process:** Usually about one month before the end of the academic year, or as needed, the Chair will ask the Senate Office Administrator to communicate with full-time faculty to let them know about upcoming vacancies on the committee and to ask for volunteers to serve. Usually in the last two weeks of the academic year, or as needed, the Chair, in collaboration with the Senate President, will select new members to fill those vacancies, considering the following criteria:
1. Interest in and experience with distance education.
 2. Availability to contribute to quorum.
 3. Committee representation in terms of instructional and non-instructional areas and other factors contributing to group diversity, collegiality, and heterodoxy.
 4. Faculty needing to fulfill contractual obligations regarding committee service, including new faculty hires who are starting the following semester.
- C. **Purpose and Duties:** The Committee is charged with providing direction and leadership on matters pertaining to academic quality, faculty training and support, student learning, and institutional effectiveness in distance education.
1. To accept assignments from the Senate on issues of distance education;
 2. To advise the Senate and the administration on issues related to distance education;
 3. To participate in development of policies regarding distance education, including training and ongoing professional development of DE instructors, policies regarding training in the use of Canvas, and policies for ensuring that all courses and materials are accessible to all people with disabilities;
 4. To support the DE program in matters related to the Chancellor's Office, regional and State-wide consortia (e.g., Online Education Initiative), ASCCC, and the ACCJC; and
 5. To communicate and collaborate with the Curriculum Committee, Student Development, Counseling and Advising, Disability Services and Student

Academic Senate Bylaws

Programs (DSPS), LRC, and other District stakeholders regarding distance education.

Approved by Senate 11/15/13;
Approved by Senate 01/15/16
Approved by Senate 02/07/20
Approved by Senate 04/17/20
Approved by Senate 11/17/23

Last Amended 11/17/23

Last Amended 11/03/23

Section 10. **Professional Relations Committee**

- A. **Purpose:** The Professional Relations Committee (PRC) serves as a peer venue for addressing conflicts that arise between faculty that have the potential to diminish collegiality or otherwise compromise the quality of the work environment College of the Redwoods faculty can reasonably expect. The PRC uses the Interest-Based Approach (IBA) to problem solving and provides a safe, fair, effective setting in which faculty can voluntarily seek resolution to conflicts at the lowest organizational level. The PRC does NOT replace or interfere with the complaint processes established by the Office of Human Resources or with complaint processes established by the CRFO (i.e. grievance), nor does it serve as a venue for addressing legal conflicts among faculty (e.g. harassment) or conflicts between faculty and the Redwoods Community College District.
- B. **Membership:** The Academic Senate President or designee serves as chair of the Professional Relations Committee. All other committee members serve on an ad hoc basis and will be selected and appointed by the Senate Executive Committee. The committee shall consist of the following members:
1. Chair: Academic Senate President or designee.
 2. If the President, or one of the disputants, feels that the President has a conflict of interest in mediating the dispute, then the President shall recuse themselves and the Senate Executive Committee shall designate a chair.
 3. Process Facilitator: one full-time faculty member who is trained or will be trained in the Interest-Based Approach (IBA) to problem solving before the facilitated sessions occur.
 4. One faculty member not in the same discipline as any of the faculty seeking assistance from the Professional Relations Committee.
 5. The faculty members seeking assistance from the Professional Relations Committee.
- C. **Process:** Any full-time or part-time faculty member can request the assistance of the PRC by contacting the Academic Senate President or the Academic Senate Administrative Support Staff Person. The following steps will then be followed:
1. The Senate President will determine if the problem is appropriate for the PRC.
 2. If the President determines the problem is not appropriate for the PRC, then they will advise the faculty member who requested the assistance of the PRC about what venues are more appropriate to address the problem.
 3. If the President determines the problem is appropriate for the PRC, then they will contact the other faculty member(s) who may be directly affected by the problem to determine whether or not the faculty member(s) is interested in using the PRC to assist in an effort to address the problem.
 4. If the faculty members directly affected by the problem do not share interest in exploring resolution via the PRC, then the Academic Senate President will suggest possible alternative venues to address the problem and the process ends.

Academic Senate Bylaws

5. If the faculty members directly affected by the problem share interest in exploring resolution via the PRC, then the Academic Senate Administrative Support Staff Person will convene a meeting of the PRC.
6. The PRC will use an Interest-Based Approach (IBA) to problem solving and will be led by a trained peer faculty facilitator.
7. The PRC will attempt to create a mutually-agreeable resolution to the problem.
8. At the conclusion of the IBA process, all records and notes of the PRC's activity and conversation will be destroyed.

All conversations of the PRC are strictly confidential and participation is voluntary.

Executive Committee Revised 10/31/14;
Approved by Senate 11/07/14;
Executive Committee Revised 11/30/15;
Approved by Senate 01/15/16
Approved by Senate 02/07/20

Section 12. Distance Education Committee

B. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

6. The **chair** appointed by the Senate President and confirmed by the Senate.
(NOTE: The DE faculty coordinator will normally serve as chair.)
7. **One faculty member for each division and DN.** If a division/DN position is not filled, the Senate President may appoint a faculty member from any division to fill the vacancy.
8. One **associate faculty** member appointed by the Senate President.
9. One representative of **instructional technology** appointed by the Vice-President of Instruction (VPI) in consultation with the Senate President who shall serve as a non-voting, ex-officio member.
10. The Distance Education Administrator shall serve as a non-voting, ex-officio member.

C. Purpose and Duties: The Committee is charged with providing direction and leadership on matters pertaining to academic quality, faculty training and support, student learning, and institutional effectiveness in distance education.

1. To accept assignments from the Senate on issues of distance education;
2. To advise the Senate and the administration on issues related to distance education;
3. To participate in development of policies regarding distance education, including training and ongoing professional development of DE instructors, policies regarding training in the use of Canvas, and policies for ensuring that all courses and materials are accessible to all people with disabilities;
4. To support the DE program in matters related to the Chancellor's Office, regional and State-wide consortia (e.g., Online Education Initiative), ASCCC, and the ACCJC; and
5. To communicate and collaborate with the Curriculum Committee, Student Development, Counseling and Advising, Disability Services and Student Programs (DSPS), LRC, and other District stakeholders regarding distance education.

ARTICLE III

Senate Meetings

Section 1. Meeting Schedule: The Senate shall normally meet on the first and third Fridays of each month during the fall and spring semesters except when such days fall on all-college holidays or semester breaks.

Section 2. Order of Business: The following shall normally be the order of business for all Regular meetings:

1. Call to order;
2. Call for public comments
3. Approval of the minutes;
4. Action items;
5. Discussion items;
6. Reports;
7. Announcements and Open Forum; and Adjournment.

Agendas for Senate meetings are the responsibility of the Senate President, subject to approval by the Senate Executive Committee.

Section 3. Attendance: The attendance policy for members of the Academic Senate shall be as follows: If a senator has missed two regularly scheduled senate meetings without notifying the president in advance of their absence and/or without securing a substitute, the president have the right to drop senators from the membership and to request that the Dean/Director of the impacted division, after consultation with division faculty, forward the name of a replacement member to the Academic Senate.

Executive Committee revised 11/30/15; Approved by Senate 01/15/16
Executive Committee revised 04/12/18; Approved by Senate 05/4/18

ARTICLE IV

Parliamentary Authority

All questions of parliamentary procedure in the conduct of meetings shall be resolved according to the latest edition of *Robert's Rules of Order* insofar as they do not conflict with the Constitution.

ARTICLE V

Amendments

These Bylaws may be adopted, repealed, altered, or amended, or new Bylaws may be adopted at any meeting of the Senate by a two-thirds vote of those present, provided such proposals have been presented in writing at a previous meeting.

Approved April 4, 2003
Amended April 16, 2004
Amended November 19, 2004
Amended May 2, 2008
Amended May 6, 2011
Amended May 4, 2012
Amended September 20, 2013
Amended November 15, 2013
Amended May 2, 2014
Amended November 7, 2014
Amended January 15, 2016
Amended April 15, 2016
Amended May 4, 2018
Amended February 7, 2020
Amended April 17, 2020
Amended November 6, 2020
Amended April 2, 2021
Amended May 5, 2023
Amended Nov 3, 2023