

**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 two Co-Presidents.

Section 2.     **Duties:** The duties of the Co-Presidents 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 Chief Instructional Officer/Chief Student Services Officer (CIO/CSSO) 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.

Executive Committee Revised 11/30/15; Approved by Senate 01/15/16

## **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, Tenure Review Committee, Associate Faculty Committee, and Multicultural and Diversity 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 Co-presidents appoint a replacement.

Executive Committee Revised 11/30/15; Approved by Senate 01/15/16

Executive Committee revised 04/12/18; Approved by Senate 05/4/18

**Section 1.     **Executive Committee****

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

1. The two Senate Co-Presidents; and
2. One Senator from each Division as defined in the Constitution of the Academic Senate, Article IV, Section 2. These Senator members of the Executive Committee:
  - a. Shall be nominated by the Co-Presidents and presented to the full Senate along with the selection criteria;
  - b. Slate of Executive Committee members shall be confirmed by the full Senate no later than the second regular meeting in the fall;
  - c. Shall serve a term of one year; and
  - d. May serve no more than three (3) consecutive terms.

B. Duties and Purposes:

1. To assist the Co-Presidents in coordinating Senate activities and generating agendas for the full Senate;
2. To support the Co-Presidents 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; and
5. To make decisions on behalf of the full Senate at times other than the fall and spring semesters subject to the following:
  - a. The Executive Committee must inform the Senate of any decisions at the next scheduled Senate meeting.
  - b. The Senate may override any Executive Committee decisions.
  - c. 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.

Executive Committee Reviewed 10/11/13; Senate approved 11/1/13  
Executive Committee Revised 11/30/15; Approved by Senate 01/15/16

**Section 2. Academic Standards and Policies 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 Co-Presidents 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 Co-Presidents 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 representative from Student Development may be appointed by the Chief Student Services Officer (CSSO);
4. One associate faculty appointed by the chair; and
5. 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 accept assignments from the Senate on issues of academic standards and policies;
2. To research, discuss, and make specific recommendations to the Senate regarding resolution of the above assignments.

ASPC Revised 10/11/13; Approved by Senate 11/1/13;  
ASPC reviewed October, 2015; EC revised 11/30/15; Approved by Senate 01/15/16

### 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 Co-Presidents 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 Co-Presidents 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 Co-Presidents 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;
    - 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.

Curriculum Committee revised 11/08/13; Approved by Senate 11/15/13  
Curriculum Committee revised 5/2/14; Approved by Senate 05/02/14;  
Curriculum Committee reviewed October, 2015

**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 Co-Presidents and confirmed by the Senate;
2. Three faculty members from Eureka appointed by the Co-Presidents;
3. One faculty member from CRDN appointed by the Co-Presidents; 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

**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 Co-Presidents and confirmed by the Senate;
2. Four faculty members from at least two divisions appointed by the Co-Presidents;
3. One associate faculty appointed by the Co-Presidents; 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



**Section 6. CRFO/Academic Senate Liaison Committee**

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

1. The Senate Co-Presidents;
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

**Section 7. Tenure Review Committee**

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

1. Four tenured faculty members from different divisions appointed by the Co-Presidents and confirmed by the Senate, one of whom will serve as chair; and
2. Chief Academic Officer.

B. Duties and Purposes:

1. To review documents provided by the Faculty Evaluation Committees; and
2. To issue an annual report and recommendations to the Senate and the President/Superintendent. This report will include recommendations on the reemployment and tenure of each tenure-track non-tenured faculty member.
3. To perform other duties pursuant to the CRFO Collective Bargaining Agreement.

TRC reviewed October, 2015

**Section 8. 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 Co-Presidents from among the associate faculty senators and confirmed by the Senate;
2. One faculty appointed by the Co-Presidents; and
3. At least one associate faculty appointed by the Co-Presidents.

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

**Section 9.      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 Co-Presidents and confirmed by the Senate;
2. At least three faculty appointed by the Co-Presidents;
3. At least one associate faculty appointed by the Co-Presidents;
4. Director of Human Resources who shall serve as a non-voting, ex-officio member;
5. 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. At least one liaison from Student Development who 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 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.
7. The Chair or designee serves as liaison to the Equal Employment Opportunity Advisory Committee (EEOAC) and the Student Equity Plan Committee (SEPC).

MDC Revised 10/25/13; Approved by Senate 11/15/13;  
MDC Revised 10/16/15; Approved by Senate 01/15/16

**Section 10. Senate Co-President Nomination Committee**

- A. Purpose: The Senate Co-President Nomination Committee (Committee) ensures the integrity and continuity of the Co-Presidency by facilitating an inclusive, fair, impartial and orderly process in which it generates a slate of qualified candidates for the role of incoming Co-President.
  
- B. Membership: Committee membership will be three to five tenured Senators (either present or past) appointed by the Senate Executive Committee. Members are normally from different divisions. Neither Co-President shall serve as a member of the Committee. No member of the Committee shall be named as a Co-Presidential nominee.
  
- C. Roles of the Chair: Once Committee members are appointed, the Committee shall meet and elect a chair and agree on group norms. The chair is responsible for ensuring the Committee follows the Rules and Processes described below; for acting as spokesperson; and for delivering the outcome of the Committee to the Senate.
  
- D. Timeline: Because the incoming Co-President should normally be elected into office for the following year by no later than March of the current year (to facilitate class scheduling adjustments for the following year), the Committee will normally be convened in late fall and its work begun in earnest in early spring.
  
- E. Operating Rules:
  - 1. As with any College screening committee, the work of the Committee shall be conducted in a strictly confidential manner. Information related to the internal work of the Committee may be discussed only with other Committee members. Committee members are expressly prohibited from acting as an advocate for a candidate and/or sharing Committee activities, discussions or decisions with a candidate.
  
  - 2. The Senate has the prerogative of disbanding the Committee if it deems that there has been any serious breach in Committee process, integrity or confidentiality, and declaring a failed search. In such a case, a new Committee with new membership will be convened.

- F. Process: Once the Committee has met and selected a chair, the following steps shall normally be followed:
1. The Committee shall adopt selection criteria (whether by writing all-new criteria or by adopting part or all of the previous Committee's criteria) and submit the criteria to the full Senate for its approval; this will normally occur by no later than the second Senate meeting in February each year.
  2. The Academic Senate Secretary will provide the Committee a list of faculty who are eligible\* to serve as Co-President (\*per Article V, Section 1.a. of the Constitution) along with any other information the Committee will need regarding faculty qualifications (such as past service on District and Senate committees, potential conflicts of interest due to administrative reassignment or CRFO service, inability to serve due to upcoming sabbatical or pre-retirement workload reduction, etc.).
  3. Because Roberts Rules of Order allow members of the full Senate, during an election, to nominate anyone eligible for the office, it is deemed a best practice to invite any/all eligible faculty to express their interest in this position long before the election itself. To effect this, the Committee shall normally begin its work by making a public announcement describing the process and soliciting eligible faculty members to indicate their interest in being considered; eligible faculty members who express an interest in being considered shall be given the same due process as every other eligible faculty member whom the Committee may consider.
  4. The Committee will then generate a short-list of eligible candidates who would be willing to serve if elected.
  5. For candidates on the short-list described above, the Committee will request information from the Senate Office and Co-Presidents about candidates' committee membership history and College involvement. If uncertain about quality of participation, the Committee will contact chairs or other committee members for input.
  6. The Committee will then produce a list of its top three candidates (if three can be identified) and present this list to the Co-Presidents.
  7. The Co-Presidents will nominate one candidate for incoming Co-President from the list given them by the Committee. This nominee for incoming Co-President will be presented to the full Senate. The Senate shall vote by ballot. The Academic Senate Secretary shall serve as teller to collect and count ballots and report the results to the Senate.

## Section 11.    **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 Co-Presidents or designee(s) serve as co-chairs 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. Co-Chairs: Academic Senate Co-Presidents, or designee(s).
  2. If a Co-President, or one of the disputants, feels that a Co-President has (or both Co-Presidents have) a conflict of interest in mediating the dispute, then the Co-Presidents shall recuse themselves and the Senate Executive Committee shall designate the two co-chairs.
  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 either of the Academic Senate Co-Presidents or the Academic Senate Administrative Support Staff Person. The following steps will then be followed:
1. The Senate Co-Presidents will determine if the problem is appropriate for the PRC.
  2. If the Co-Presidents determine 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 Co-Presidents determine 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 Co-Presidents will suggest possible alternative venues to address the problem and the process ends.
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



### **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
8. Adjournment.

Agendas for Senate meetings are the responsibility of the Senate Co-Presidents, 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 Co-presidents in advance of their absence and/or without securing a substitute, the co-presidents 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