AGENDA

1. Call to Order

2. Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate Executive Committee.

3. Approve May 13 Meeting Minutes (Attachment TBD*)

4. Proposed Academic Standards & Policies Committee (ASPC) Assignments:
   4.1 BP/AP 4231 Grade Changes *
   4.2 BP/AP 4235 Credit By Examination *
   4.3 BP/AP 4020 & 4021: work to continue *

5. Revisit Senate Constitution for Division/Department Representation and Designations *

6. Senator, Committee Chair, and Committee Representation Openings *

7. Faculty Meetings for 2014-15
   7.1 First Meeting September 26

8. Senate Agenda for September 5 *

9. Announcements/Open Forum

10. Adjournment

*Please note that attachments will be delivered on Monday or Tuesday at the latest...

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Next Meeting:
Friday, September 12, 2014
Meeting of the
Academic Senate Executive Committee

Eureka: 7351 Tompkins Hill Road, SS 201, Academic Senate Office
Crescent City: 883 W. Washington Boulevard, Room DE 4

Tuesday, May 13, 2014
9 a.m. *** NOTE change from usual time (as approved)

MINUTES

Members Present: Bob Brown, Mark Renner (by phone), Peter Blakemore, Dan Calderwood, and Kady Dunleavy
Members Absent: All present and accounted for.

1. Call to Order: Chair Bob Brown called the meeting to order at 9:11 a.m.

2. Public Comment: No comments were forwarded.

3. Approve April 25 Meeting Minutes: On a motion by Mark Renner, seconded by Peter Blakemore, the minutes were approved as written.

4. Action
   4.1 Approve May 9 Curriculum Committee Recommendations: On a motion by Kady Dunleavy, seconded by Dan Calderwood, George Potamianos answered questions by phone. Questions asked about new WORK and #200 non-credit courses. They are trying to capture adult education courses, as they have been a dying component in this community. These are courses that represent people who wouldn’t ordinarily take courses, and they will have additional FTES. Kate McKinnon introduced WORK courses and Mike Peterson authored Mechatronics (non-credit) and it may be part of his load and included in his TLUs (this is true when the District asks faculty to cover courses?). Non-credit goes through Chancellor’s Office quickly, but these particular courses must be approved and forwarded (procedure must be completed) in order to be part of the Fall course schedule. ANTH courses for Area E went over very well in Curriculum. Passed unanimously by roll call vote: Dan Calderwood – y; Kady Dunleavy – y; Peter Blakemore - y. George then suggested that at the Senate retreat or first Senate meeting in the fall, Senate Co-presidents should ask Julia Peterson to report and answer questions about non-credit.

   4.2 Approve May 9 Faculty Qualifications Recommendations: On a motion by Kady Dunleavy, seconded by Peter Blakemore, Debbie read Michelle
Haggerty’s email explaining the circumstances of the equivalency and that the SME, Michael Dennis supported the equivalency: the recommendation was passed unanimously by roll call vote: Dan Calderwood – y; Kady Dunleavy – y; Peter Blakemore – y.

5. Announcements/Open Forum: Bob and Mark both thanked the Executive Committee members for their support over the 2013-14 academic year.

6. Adjournment: On a motion by Dan Calderwood, seconded by Kady Dunleavy, the meeting was adjourned at 9:30 am.

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Next Meeting:
TBD (before Sept. 5 Senate Meeting)
GRADE CHANGES

The President/Superintendent or his/her designee shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final
- Procedures for students to challenge the correctness of a grade
- The installation of security measures to protect grade records and grade storage systems from unauthorized access
- Limitations on access to grade records and grade storage systems
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

References to be inserted after their adoption: [See Board Policy BP 3310 ‘Records Retention and Destruction,’ Administrative Procedure AP 4231 ‘Grade Changes,’ and Board Policy and Administrative Procedure BP/AP 5040 titled ‘Student Records.’]

References: Education Code Sections 76224 and 76232; Title 5 Section 55025

Adopted by Board of Trustees: 08/02/11
GRADE CHANGES

Course Grade Challenge

The course grade given to each student shall be determined by the instructor(s) of the course. The determination of the student’s grade by the instructor(s), in the absence of mistake, fraud, bad faith, or incompetence, shall be final (Ed. Code 76232). A student who has evidence that the course grade awarded to him/her by the instructor(s) of the course is based upon mistake, fraud, bad faith, or incompetence may appeal the grade by following the steps below. The course grade challenge process is not a legal proceeding. Advocates may attend but cannot act as legal counsel.

Grades will be reviewed within the following context:

1. **Mistake** – an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.

2. **Bad Faith** – disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.

3. **Fraud** – selling grades or asking students to perform non-relevant activity in exchange for grades.

4. **Incompetence** – impaired ability (due to accident or illness) to adequately judge the student’s performance.

**Step 1: Consultation with the Instructor(s).** No later than the second week of the academic semester following the award of the grade, a student must attempt to resolve the course grade dispute through consultation with the instructor of the course. In the event the course instructor is no longer at the college, is on leave of absence, or refuses to consult with the student, the student may proceed to the next step. However, during times when faculty are not under contract to teach, the course instructor is not required to respond to requests for course grade consultation or to meet with students. Students may need to wait until the beginning of the semester following the award of the disputed course grade for a response to their request for a consultation. Upon resuming their contract to teach, the course instructor shall respond to a course grade challenge within fourteen (14) calendar days of the first instructional day of the term or within fourteen (14) calendar days of the student’s grade challenge request.

**Step 2: Appeal to the Instructor’s(s’) Immediate Supervisor.** If the student is not satisfied with the result of Step 1, the student may appeal the matter to the instructor’s immediate supervisor using the Course Grade Challenge form. The Course Grade Challenge form may be obtained from Enrollment Services or center campus office. The student must complete the form and supply all supporting evidence in writing to the instructor’s immediate supervisor within fourteen (14) calendar
days of completion of Step 1. Failure to submit these materials within fourteen (14) calendar days terminates the course grade challenge.

The immediate supervisor will inform the instructor that the student has completed a course grade challenge form. The instructor is responsible for providing the criteria used in determining the course grade. Following the review of these materials, the instructor’s immediate supervisor shall meet, when possible, with the student and the instructor together to attempt to resolve the dispute regarding the contested grade. If the course grade challenge is not resolved or terminated at this step, the student may then proceed to Step 3.

**Step 3: Appeal to the Course Grade Challenge Committee.** If the course grade challenge is not resolved or terminated at Step 2, the student may file a written request with the Chief Instructional Officer for a review of the evidence with the Course Grade Challenge Committee. The written request for a review must be submitted within fourteen (14) calendar days of the completion of Step 2. Failure to submit this request within fourteen (14) calendar days terminates the course grade challenge. Upon receipt of this request, the Chief Instructional Officer shall take the steps necessary to acquire the materials and convene a Course Grade Challenge Committee comprised of two faculty members, two students, and the Chief Instructional Officer who shall serve as the non-voting chair. It is at the committee’s discretion to determine if sufficient evidence exists to make a determination on the basis of the written record or to go to a hearing.

If the committee decides to go to a hearing, the chair shall advise the student and the instructor of the date, time and location of the appeal hearing. The hearing shall be informal and shall take place before the entire Course Grade Challenge Committee. No formal witnesses representing either party may attend. However, each party may have an advocate that does not act as legal counsel. The format and duration of the hearing shall be left to the discretion of the committee. The burden of proof rests with the student. The student and the instructor shall answer questions related to the materials submitted in Step 2.

At the close of the review of the written record or hearing, as the case may be, approval to sustain the course grade challenge shall be determined by a vote of three out of four of the voting members. The decision to change a grade shall be based solely upon substantiation of mistake, fraud, bad faith, or incompetence (Ed. Code 76232). The decision of the committee shall be final. The committee shall submit a written report of its decision to the Chief Instructional Officer within three (3) working days of the hearing or review of the written record, as the case may be. The Chief Instructional Officer shall notify the instructor and the student within three working days after receiving the committee’s written report.

**Step 4: Notification to the Board of Trustees.** A student may appeal the committee’s decision to the Board of Trustees only if evidence exists that the Course Grade Challenge policy and procedures were not followed. Within 14 calendar days, the student shall notify the Chief Instructional Officer in writing identifying specifically where the process was not followed. Failure to submit this written appeal within 14 calendar days shall terminate the course grade challenge. The Chief Instructional Officer will forward the written appeal to the Board of Trustees. The Board of Trustees will review the written appeal to verify whether or not the process was followed. The Board of Trustees shall refer the matter back to the committee if it finds that the course grade challenge policy and procedures were not followed. Otherwise, the decision of the committee shall stand.
**Late Withdrawal**

Students who have extenuating circumstances beyond their control (i.e., medical issues or military orders) may petition for a withdrawal after the deadline. Students must complete a petition, include detailed information and attach verifying documentation within one year of the term in question.

**Security of Grade Records**

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice President of Student Development or his/her designee. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Student Development or his/her designee immediately. The designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student’s grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

References: Education Code Sections 76224 and 76232; Title 5 Section 55025

Approved: 10/03/2011

Former Administrative Procedure #528.01 “Regulations Regarding Academic Complaints,”

Adopted by Board of Trustees: June 6, 1994
COURSE GRADE CHALLENGE FORM

To be completed by the instructor’s (s’) immediate supervisor, signed by both parties, and submitted to the Course Grade Challenge Committee through the Chief Instructional Officer.

Student ID # _______________________________

Name of Student: _________________________________________ Date ________________

Course ___________ Section ________ Semester/Year _________________________

Name of Instructor(s):_________________________________

Student's statement of challenge (be brief, but specific, and base your statement only on the following grounds: mistake, fraud, bad faith, or incompetence (Ed. Code 76232.). Attach supporting evidence.

Outcome desired by student (be sure to include grade being requested):

Student’s signature _____________________________________________ Date _______________

Step 1 - Instructors comments. Attach supporting evidence.

Instructor decision

Instructor signature _____________________________________________ Date ______________

Step 2 - Instructor’s Immediate Supervisor Comments:

Supervisor’s decision

Instructor’s immediate supervisor signature _____________________________ Date ____________

Copies to be distributed as follows: student, instructor(s), instructor’s immediate supervisor, Chief Instructional Officer.
COURSE GRADE CHALLENGE COMMITTEE REPORT

Date ______________________________________________________

Name of Student ____________________________________________

Name of Instructor(s) _________________________________________

Committee findings related to mistake, fraud, bad faith, or incompetence:

Action and Recommendation(s) of the Committee*:

*NOTE: Approval to sustain the course grade challenge shall be determined by a vote of three out of four of the voting members. Chief Instructional Officer is non-voting member.

SIGNATURES:

Chair _____________________________________________________

Faculty 1 __________________________________________________

Faculty 2 __________________________________________________

Student 1 _________________________________________________

Student 2 _________________________________________________
CREDIT BY EXAMINATION

Credit may be earned by students who satisfactorily pass authorized examinations. The President/Superintendent shall ensure that administrative procedures are established to implement this policy.

Adopted by Board of Trustees: 8/7/2012
Former Board of Trustees Policy No. 526 Credit by Examination
Adopted by Board of Trustees: August 15, 1977
Amended: May 6, 1996
CREDIT BY EXAMINATION

Credit by Examination may be obtained by one of the following methods:

1. External credit by examination
   - Advanced Placement Examination (AP)
   - International Baccalaureate Examination (IB)
   - College Level Examination Program (CLEP)

2. Tech Prep High School to College Articulation (Articulation) credit by examination

General Provisions for Credit by Examination:

- College of the Redwoods faculty in the appropriate discipline will determine the course(s) eligible for credit by examination.
- Courses eligible for credit by examination are approved by the Curriculum Committee.
- A maximum of nine units earned from credit by examination may apply to the Associate degree.
- The units granted by examination will be the same as the units the student would have earned by successful completion of the course.
- The student’s academic record shall clearly indicate that the credit was earned by examination. No grade will be given.
- Units earned under this policy are not considered part of the student’s official program and will not be used for registration certification for the Social Security Administration, the Department of Veterans Affairs, financial aid eligibility, athletic eligibility, dorm residency, or similar programs.
- Credits acquired by Articulation shall not be counted in determining the 15 semester units required in residence or the 12 units required in residence in the major for an Associate degree from College of the Redwoods.
- Requests for credit by examination cannot be made under the following conditions:
  a. for a course in which the student has previously received a letter grade other than "W";
  b. for a course that is a prerequisite for one the student has already taken;
  c. for a course in which the student is currently enrolled;
  d. in instances where credit has already been granted for the class, totally or partially, or from another examination; or
  e. for a course to be used in the academic renewal process.
• Each transfer institution determines whether they will accept and how they will apply credit by exam units.

External credit by examination – AP, IB & CLEP

• The required score necessary for achievement of credit by examination shall be determined by College of the Redwoods faculty in the appropriate discipline and approved by the Curriculum Committee.
• A list of approved examinations, required minimum score, units earned, and course equivalency/GE requirement will be maintained by the Curriculum Committee and published in the college catalog.

Tech Prep High School to College Articulation

The nature and content of the examination shall be determined solely by College of the Redwoods faculty who normally teach the course in the discipline for which credit is to be granted.

If College of the Redwoods credit is requested, the appropriate referring institutional program faculty member must submit a credit by examination petition to the Tech Prep coordinator. An explanation of the Articulation credit by examination process, forms, and a list of all eligible courses is maintained on the tech prep web site www.redwoods@edu/techprep.

Eligibility to Receive Credit by Examination Based on Articulation:

• The student must be currently registered in the college and in good standing.
• The course must be approved for articulation by discipline faculty.
• The course must be listed in the college catalog.
• To receive credit by examination based on the Articulation agreement, the student must have successfully completed the appropriate high school course(s) and successfully completed the appropriate examination.
• The student may attempt each examination only once.

Articulation Oversight Process

• The appropriate deans will create and update the list of courses that have current articulation agreements.
• The Curriculum Committee shall annually review the list of courses that have articulation agreements for currency and compliance with curricular standards.
• Changes to the course outline, instructional methodologies, course content, student learning outcomes, or faculty by either institution require re-articulation.

Approved: 8/7/2012
Former Administrative Regulation No. 526.01 Credit by Examination Approved: August 15, 1977
Revised: May 6, 1996; June 4, 2002; March 7, 2006
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. 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).

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. The following units constitute instructional divisions as defined by College Administration: Career & Technical Education; Health, Physical Education & Athletics; Arts & Humanities; Instruction & Student Development; and Math, Science, Behavioral & Social Sciences. For the purpose of Senate representation, the Del Norte Campus, the Mendocino Campus, and Eureka Campus non-teaching Instruction & Student Development Faculty shall also each be considered Divisions. 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. **The suggestion has been brought up to have DIVISIONAL representation only (A&H, CTE, MSBS, ISD, and HPEA), plus from Section 3: Associate Faculty, Section 7: VPI (change to CIO), and Section 8: ASCR.

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 Vice President, Instruction and Student Development Chief Instruction Officer (CIO) is an ex-officio, nonvoting 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, nonvoting 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, nonvoting 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. The Senate Co-presidents annually name a Senate Co-presidents Nominations Committee (Committee). The Committee must announce Senate Co-president nominations no later than the second meeting in April each year.

Section 2. Co-presidents serve one-year terms (July 1 to June 30) and may seek reelection. Co-presidents serve no more than three (3) consecutive terms.

Section 3. Either Co-president may be removed by a majority of the members eligible to vote, excluding the Co-presidents and ex-officio, nonvoting 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 is filled by majority Senate vote at the next regularly scheduled Senate meeting following the effective date of the vacancy.

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

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. The Senate forwards resolutions and recommendations to the Board and expects a response 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. Except in an emergency, agenda items submitted to the Senate must be received at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate Co-presidents.

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.

Section 3. All meetings are open to the public except closed sessions as permitted by law for personnel matters.

Section 4. For purposes of the tenure review process, the Senate will close its meetings to all but tenured Senators in order to make tenure recommendations to the Board. The tenured Senators may invite by vote individuals to aid them in their deliberations. A quorum for this meeting must consist of a majority of the tenured members of the Senate.

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, nonvoting members. The adopted amendment shall take effect at the next Senate meeting.

Academic Senate Constitution Approved April 5, 2002
Amended March 19, 2004
Amended May 2, 2008
Amended February 5, 2010
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** – A unit defined by the Senate with consideration given to the organizational structure of Divisions currently recognized by the District.
# Academic Senate Members (as of August 20, 2014)  
## And Standing Senate Committee Chairs  
### 2014-15

<table>
<thead>
<tr>
<th>Division</th>
<th>Name</th>
<th>CR Phone</th>
<th>Term Exp.</th>
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<tbody>
<tr>
<td><strong>Copresident</strong></td>
<td>Dan Calderwood</td>
<td>4365</td>
<td>6/15</td>
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<tr>
<td><strong>Copresident</strong></td>
<td>John Johnston</td>
<td>4375</td>
<td>6/15</td>
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<td><strong>Arts &amp; Humanities</strong></td>
<td>Ed Macan</td>
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<td>6/16</td>
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<td><strong>Arts &amp; Humanities</strong></td>
<td>Peter Blakemore</td>
<td>4314</td>
<td>6/15</td>
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<td>open</td>
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<td><strong>Associate Faculty</strong></td>
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<td><strong>Associate Faculty</strong></td>
<td>Sandra Rowan</td>
<td>x 3018</td>
<td>6/15</td>
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<td><strong>Career &amp; Tech Ed</strong></td>
<td>Steve Brown</td>
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<td><strong>Career &amp; Tech Ed</strong></td>
<td>Tim Baker</td>
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<td>6/16</td>
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<td><strong>Career &amp; Tech Ed</strong></td>
<td>Laura Mays</td>
<td>964-7056</td>
<td>6/15</td>
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<td><strong>Health, PE &amp; Athletics</strong></td>
<td>Maggie White</td>
<td>4246</td>
<td>6/16</td>
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<td><strong>Health, PE &amp; Athletics</strong></td>
<td>Kady Dunleavy</td>
<td>4355</td>
<td>6/15</td>
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<td><strong>Math, Science, Behavioral &amp; Social Sciences (MSBSS)</strong></td>
<td>Jon Pedicino</td>
<td>4232</td>
<td>6/16</td>
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<td><strong>MSBSS</strong></td>
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<td><strong>Instruction &amp; Student Development</strong></td>
<td>Jay Dragten</td>
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<td><strong>Del Norte</strong></td>
<td>Ruth Rhodes</td>
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<td><strong>Chief Instruction Officer</strong></td>
<td>Keith Snow-Flamer</td>
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<td><strong>Administrative Support</strong></td>
<td>Debbie Williams</td>
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<td>Connie Wolfsen</td>
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<td><strong>Multicultural &amp; Diversity</strong></td>
<td>open (Deanna?)</td>
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<td><strong>Tenure Review</strong></td>
<td>Tim Baker</td>
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REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Academic Senate

- Eureka: 7351 Tompkins Hill Road, SS 202 (Board Room)
- Fort Bragg: 440 Alger St (Fine Woodworking)

Friday, September 5, 2014, 1:00 pm

AGENDA

1. Call to Order
2. Introductions and Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate.
3. Approve 2014 Meeting Minutes, Dan Calderwood
   3.1 May 2, 2014 (Attachment)
   3.2 Senate Retreat August 23, 2014 (Attachment)
4. Action Items
   4.1 Approve Academic Senate Proposed Appointments, Dan Calderwood (Attachment)
   4.2 Approve 2014-15 Faculty Development funding Resolution, Dan Calderwood (Attachment)
5. Discussion
   5.1 Ad-hoc Committee for Faculty Handbook Review, John Johnston
   5.2 SSSP Documents, Sheila Hall (Attachment)
   5.3 SEP Documents, Tracey Thomas (Attachment)
   5.4 DE Substantive Change Proposal Documents, Angelina Hill and Mark Renner (Attachment)
6. Reports
   6.1 Progress of Senate and District Committee Membership Appointments, Dan Calderwood
   6.2 Executive Committee May 13, 2014 Meeting Approvals, Dan Calderwood (Attachments)
     6.2.1 May 9 Curriculum committee Recommendations
     6.2.2 May 9 Faculty Qualifications Committee Recommendations
   6.3 Distance Education Activities, Mark Renner (Attachment)
   6.4 “No Credit” vs “Not for Credit”, Julia Peterson
7. Announcements and Open Forum
   7.1 Faculty Meeting Scheduled for September 26, Room/Date/Time TBD
   7.2 Upcoming CR Events
8. Adjournment

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Next Meeting:
Friday, September 19, 2014