Academic Senate Retreat
7351 Tompkins Hill Road Eureka, CA 95501
Board Room - SS202
Saturday, August 23, 2014
9:00 a.m. – 3:00 p.m.

AGENDA

1. Welcome and Introductions, Dan Calderwood
2. Academic Senate Website: Senate Responsibilities Under Shared Governance, Meeting Procedures, Brown Act Guidelines, Academic Senate Constitution and Bylaws, Dan Calderwood
3. Action Item
   3.1 Approve Senate Executive Committee Appointments, Dan Calderwood (Attachment)
4. Funding Model Overview and Q&A, Keith Snow-Flamer
5. Persistence: Brainstorming Session Overview, John Johnston
6. Break
7. Persistence Workshops (may continue through lunch)
8. Working Lunch
9. Reports: June, July & August Meeting Updates:
   9.1 Senate/Dean/VP Meetings, Dan Calderwood & John Johnston
   9.2 Board of Trustees, Dan Calderwood & John Johnston
   9.3 Expanded Cabinet, John Johnston
10. Closing Comments, Dan Calderwood & John Johnston

Public Notice—Nondiscrimination:
College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. College of the Redwoods is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats. Please contact Debbie Williams, Academic Senate Support, 7351 Tompkins Hill Road, Eureka, CA 95501, (707) 476-4259, 9:00 a.m. to 4:00 p.m., Monday, Tuesday, Thursday and Friday (occasional Wednesdays).

Next Meeting:
Friday, September 5, 2014
PROPOSED NOMINEES
FOR ACADEMIC SENATE APPOINTMENTS
August 29, 2014

The Co-presidents of the Academic Senate forward for approval the following nominees as Executive Committee members to serve a one year term from August 23, 2014 to June 30, 2015:

Senator from Arts & Humanities - Peter Blakemore (English)
Senator from Career & Technical Education - Steve Brown (Drafting Technology)
Senator from Health, Physical Education and Athletics - Kady Dunleavy (Nursing)
ACADEMIC SENATE
Meeting Schedule
Fall 2014-Spring 2015

Senate Retreat; Saturday, August 23
9:00 a.m. – 3:00 p.m. Eureka Campus Board Room SS201

September 5, 2014
September 19, 2014
October 3, 2014
October 17, 2014
November 7, 2014
November 21, 2014
December 5, 2014
January 16, 2015
February 6, 2015
February 20, 2015
March 6, 2015
April 3, 2015
April 17, 2015
May 1, 2015

Meeting to hear Tenure Review Committee’s Recommendations:

Friday, January 16, 2015, after Regular Session

Holidays: September 1 – Labor Day
November 10 – Veterans Day (observed)
November 27 & 28 – Thanksgiving
December 15-January 14 – Winter Break
January 1 – New Year’s Day
January 19 - Martin Luther King
February 13 – [no classes]-Lincoln’s Birthday
February 16 – President’s Day
March 16-21 – Spring Break
May 25 – Memorial Day (observed)
(Spring semester classes begin Saturday, January 17)

Meetings are held on the FIRST and THIRD Fridays of each month in the Board Room at 1 p.m., except during holidays and CR breaks (or when notified of other exceptions).

Senate Office: SS 201, Tel. 476-4259
Administrative Assistant: Debbie Williams
Email: academic-senate@redwoods.edu, or debbie-williams@redwoods.edu
54953. Open meetings required; Teleconferencing; Secret ballots

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b)  (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

   (2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

   (3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

   (4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) No legislative body shall take action by secret ballot, whether preliminary or final.
BROWN ACT DO’S AND DON’TS FOR ACADEMIC SENATES

This summary does not substitute for legal opinion or serve as an official interpretation of the statutes. Readers are cautioned to use this summary information judiciously.

Relations with Local Senates committee
The Academic Senate for California Community Colleges
June 1996, Revised June 1998

BROWN ACT COVERAGE

The Brown Act applies to the meetings of all legislative bodies (GC 54952) which includes:
1. The Board of Trustees
2. Any subcommittee of task force created by the Board with a majority of Board members
3. Any subcommittee or task force created by the Board which has a definite, ongoing charge (either decision-making or advisory) OR has a regular meeting schedule set by the Board, regardless of Board membership.

THIS MEANS THAT THE BROWN ACT APPLIES TO THE ACADEMIC SENATE AND ALL COLLEGE COMMITTEES RECOGNIZED BY THE BOARD AS ADVISORY OR DECISION MAKING IN ITS BOARD POLICIES.

A meeting of a legislative body (GC 54952.2) occurs whenever a majority of members gather to discuss business within their charge with the following exceptions. All exceptions require that a majority of members do not discuss among themselves any business within their charge.
1. attendance at a conference
2. an open meeting of some other group to address local issues (even a Board-recognized group under the definition of “legislative bodies”), and
3. social gatherings

THIS MEANS THAT A MAJORITY OF SENATE MEMBERS CAN GO TO CONFERENCES, UNION MEETINGS, OR OTHER GATHERINGS IF THEY DO NOT DISCUSS SENATE BUSINESS AMONG THEMSELVES.

AGENDAS

Required: (GC 54954.1 – 3)
Include time and place (must be within district with some exceptions).
Mail agenda one week before meeting to those who request it.
Post agenda 72 hours before meeting.
Special meetings require 24 hour notice and are limited to agenda items.
Senates do not call emergency meetings (which do not require 24 hour notice).
Allow for public comments before or during discussion of agenda items (no sign in requirements).
Include all action items on the agenda, with a brief description.

Recommended:
Use resolution format for action items.
Have a first reading at the meeting before action is taken.
Sections: approval of minutes and agenda, public comment, reports (officers, liaisons, committees), action items (first or second reading), discussion items (no action)

MEETINGS

Required: (GC 54952.2, 54953-.6, 54957.5-.9, 54957-.7)
All meetings are open; closed session are for litigation (the senate is or will be sued), personnel matters (senate has the responsibility for evaluating a senate employee) or negotiating with a bargaining agent (the senate does not do this).
All votes are open; no secret ballots.
Action is limited to those items on the agenda.
Exception: action may be taken on a non-agenda item, but this requires:
1. that the need for immediate action was discovered after the agenda was posted, and
2. a vote of two-thirds of all members (not just those present) or unanimous if less than two-thirds of members are present.
Members may respond to public comments but not take action (time limits may be used).
All items distributed by the Senate before or during meetings must be available to the public at the meeting (reasonable fees may be charged).
Exception: items under Title 1 Sections 6253.5, 6254, or 6254.7.

Recommended:
Bring extra copies of documents which may have been distributed at previous meetings and make these available to the public for discussion of action items.
If others bring items to distribute, you are not required to provide public copies immediately, but offer to send copies later to those who request them in writing (use a sign-up list).
Be careful what you distribute at meetings—these are now public documents.
Set time limits for discussion, particularly for public comments (e.g., 15 minutes total and 3 minutes per person on each action item).
Senates usually allow public comment on agenda items during the discussion of that item. Use the public comments section of the agenda for citizen’s items not on the agenda.
Keep discussion within the scope of the agenda item.

BROWN ACT SITUATIONS

Which of the following are violations of the Brown Act?
1. A Board member is pushing an issue by calling each of the other members, one after the other, to argue for a favorable vote.
2. The college president has lunch with the President of the Board each Wednesday to talk district business.
3. The majority of the Board members attend the conference of the California Community College League.
4. The Board requires members of the public to sign in before speaking under public comments.

5. Your mailed notice of a regular Board meeting is postmarked three days before the meeting date.

6. The Board agenda is posted on Saturday at 8:00 a.m., for a Tuesday night board meeting.

7. The president of the academic senate has an emergency item and decides to poll the executive officers prior to the regular senate meeting.

8. The Board forms a subcommittee to study a specific subject and report back to the full board.

9. The administration discusses a management reorganization in concept with the Board in closed session.

10. During public comment, an issue is raised and the senate promises to take action but does not do so with a formal motion.

1) Violates 54952.2. 2) OK. 3) OK if business not discussed: 54952.2c2. 4) Violates 54953.3. 5) Must be 1 week: 54954.1. 6) OK 72 hrs: 54954.2. 7) Violates 54952.2. 8) Subject to Brown Act: 54952. 9) Violates 54962. 10) Violates 54854.2: action on non-agenda item.
### SECTION 53200  DEFINITIONS

| **Academic Senate** | means an organization whose primary function is to make recommendations with respect to academic and professional matters. |
| **Academic and Professional matters** | means the following policy development and implementation matters: |
| 1. | Curriculum, including establishing prerequisites. |
| 2. | Degree and certificate requirements. |
| 3. | Grading policies. |
| 4. | Educational program development. |
| 5. | Standards or policies regarding student preparation and success. |
| 6. | College governance structures, as related to faculty roles. |
| 7. | Faculty roles and involvement in accreditation processes. |
| 8. | Policies for faculty professional development activities. |
| 9. | Processes for program review. |
| 10. | Processes for institutional planning and budget development. |
| 11. | Other academic and professional matters as mutually agreed upon. |

**Consult Collegially** means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice and judgment of the academic senate, OR
2. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

### SECTION 53203  POWERS

| **A** | The governing board shall adopt policies for the appropriate delegation of authority and responsibility to its college academic senate. |
| **B** | In adopting the policies described in section (a), the governing board or designees, shall consult collegially with the academic senate. |
| **C** | While consulting collegially, the academic senate shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the academic senate may present its recommendations to the governing board. |
| **D** | The governing board shall adopt procedures for responding to recommendations of the academic senate that incorporate the following: |
| 1. | When the board elects to rely primarily upon the advice and judgment of the academic senate, the recommendation of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. |
| 2. | When the board elects to provide for mutual agreement with the academic senate, and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. |
E) An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board.

F) The appointment of faculty members to serve on college committees shall be made, after consultation with the chief executive officer or designee, by the academic senate.

**SECTION 55002: STANDARDS AND CRITERIA FOR COURSES AND CLASSES**

(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

**EDUCATION CODE: Selected Passages Specifying the Roles of the Academic Senate**

<table>
<thead>
<tr>
<th>SECTION 70902 (b)(7) GOVERNING BOARDS; DELEGATION</th>
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<tbody>
<tr>
<td>The governing board of each district shall establish procedures to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.</td>
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<tr>
<th>SECTION 87359 (b) WAIVER OF MINIMUM QUALIFICATIONS; EQUIVALENCY</th>
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<td>The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination.</td>
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<tr>
<th>SECTION 87360 (b) HIRING CRITERIA</th>
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<tr>
<td>Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by the representatives of the governing board and the academic senate.</td>
</tr>
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<thead>
<tr>
<th>SECTION 87458 (a) ADMINISTRATIVE RETREAT RIGHTS</th>
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<td>The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination.</td>
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<tr>
<th>SECTION 87610.1(a) TENURE EVALUATION PROCEDURES</th>
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<tr>
<td>The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining regarding those procedures.</td>
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<tr>
<th>SECTION 87663 (f) EVALUATION PROCEDURES</th>
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<td>The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining regarding those procedures.</td>
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<tr>
<th>SECTION 87743.2 FACULTY SERVICE AREAS</th>
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<tbody>
<tr>
<td>The exclusive representative shall consult with the academic senate in developing its proposals with regards to faculty service areas.</td>
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# Robert's Rules of Order Motions Chart
Based on Robert’s Rules of Order Newly Revised (10th Edition)

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

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<tbody>
<tr>
<td>§21</td>
<td>Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§20</td>
<td>Take break</td>
<td>I move to recess for ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§19</td>
<td>Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§18</td>
<td>Make follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§17</td>
<td>Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§16</td>
<td>Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§15</td>
<td>Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>§14</td>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§13</td>
<td>Refer to committee</td>
<td>I move to refer the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§12</td>
<td>Modify wording of motion</td>
<td>I move to amend the motion by ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§11</td>
<td>Kill main motion</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§10</td>
<td>Bring business before assembly (a main motion)</td>
<td>I move that [or &quot;to&quot;] ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

[http://www.jimslaughter.com/robertsrules.htm](http://www.jimslaughter.com/robertsrules.htm)
### Incidental Motions
- no order of precedence. Arise incidentally and are decided immediately.

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</thead>
<tbody>
<tr>
<td>§23</td>
<td>Enforce rules</td>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§24</td>
<td>Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§25</td>
<td>Suspend rules</td>
<td>I move to suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§26</td>
<td>Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§27</td>
<td>Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§29</td>
<td>Demand a rising vote</td>
<td>Division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33</td>
<td>Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33</td>
<td>Request for information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
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### Motions That Bring a Question Again Before the Assembly
- no order of precedence. Introduce only when nothing else is pending.

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<tbody>
<tr>
<td>§34</td>
<td>Take matter from table</td>
<td>I move to take from the table ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§35</td>
<td>Cancel previous action</td>
<td>I move to rescind ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 or Majority with notice</td>
</tr>
<tr>
<td>§37</td>
<td>Reconsider motion</td>
<td>I move to reconsider</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>
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; Humanities; Instruction & Student Development; and Math, Science & 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.

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 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.
The Academic Senate
For College of the Redwoods

Bylaws

ARTICLE I
Officers

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

Section 2. Duties: The duties of the Copresidents shall be as follows:
1. To preside at all Senate meetings;
2. To be non-voting, ex-officio members of all Senate committees;
3. To appoint all faculty and associate faculty who serve as representatives of the faculty to District committees, subject to review of the Senate;
4. To represent the faculty at the following:
   a. Board of Trustee (Board) meetings;
   b. College Council meetings; and
   c. Other District committee meetings as appropriate;
5. To maintain communication with the Chief Academic Officer and with the President/Superintendent on a regular basis;
6. To maintain communication with the Senate support staff and other District offices;
7. To prepare Senate meeting agendas as prescribed by law; and
8. To post and distribute Senate meeting documents as prescribed by law.

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 instructional divisions as defined by College Administration.

Nonvoting, 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.
Section 1. **Executive Committee**

A. **Membership:** The three Senate members of the Executive Committee shall be nominated by the Copresidents and confirmed by the Senate no later than the second regular meeting in the fall. They shall serve a term of one year. The Committee shall consist of the following members:

1. The two Senate Copresidents; and
2. Three Senators, each from different divisions.

B. **Duties and Purposes:**

1. To assist the Copresidents in coordinating Senate activities;
2. To make recommendations to the full Senate regarding Senate business;
3. To assume other duties as designated from time to time by the Senate; and
4. 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.

EC Reviewed 10/11/13; Senate approved 11/1/13

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 Copresidents 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 Copresidents 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 associate faculty appointed by the chair; and
4. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO), who shall serve as a nonvoting, 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; Senate approved 11/1/13
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 Copresidents 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 Copresidents 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 Copresidents and confirmed by the Senate, with expertise in distance education; this member shall serve as a nonvoting, 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, they shall be a nonvoting, ex-officio member.
5. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) or designee, who shall serve as a nonvoting, ex-officio member; and
6. The Curriculum Committee chair may request a MIS Admissions and Records representative, who shall serve as a nonvoting, 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 revised 11/08/13; Approved by Senate 11/15/13
Revisions proposed to Senate 5/2/14; approved by Senate 05/02/14
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 Copresidents and confirmed by the Senate;
2. Three faculty members from Eureka appointed by the Copresidents;
3. One faculty member from CRDN or CRMC appointed by the Copresidents; 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.

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 Copresidents and confirmed by the Senate;
2. Four faculty members from at least two divisions appointed by the Copresidents;
3. One associate faculty appointed by the Copresidents; and
4. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) who shall serve as a nonvoting, 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
Section 6. **CRFO/Academic Senate Liaison Committee**
   A. Membership: The Committee shall consist of the following members:
      1. The Senate Copresidents;
      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.

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 Copresidents 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 nontenured faculty member.
      3. To perform other duties pursuant to the CRFO Collective Bargaining Agreement.

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 Copresidents from among the associate faculty senators and confirmed by the Senate;
      2. One faculty appointed by the Copresidents; and
      3. At least one associate faculty appointed by the Copresidents.
   B. Duties and Purposes:
      1. To advise the Senate on issues of specific concern to associate faculty; and
      2. To promote district-wide collegiality.
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 Copresidents and confirmed by the Senate;
2. At least three faculty appointed by the Copresidents;
3. At least one associate faculty appointed by the Copresidents;
4. Director of Human Resources who shall serve as a nonvoting, ex-officio member;
5. Liaison from Disabled Student Services who shall serve as a nonvoting, ex-officio member;
6. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) or designee, who shall serve as a nonvoting, ex-officio member;
7. Liaison from Student Development who shall serve as a nonvoting, ex-officio member;
8. The ASCR Student Diversity Coordinator who shall serve as a nonvoting, ex-officio member and;
9. At least one community member who shall serve as a nonvoting, ex-officio member

B. Duties and Purposes:

1. To encourage the educational, vocational, and social value of a rich variety of backgrounds and perspectives to the students and the campus community;
2. To collaborate with the college to advance the implementation of the Student Equity Plan on behalf of the Academic Senate;
3. To support multicultural and diversity training for all faculty, staff, and students;
4. To promote the retention of students, faculty, and staff of underrepresented groups on campus; and
5. To assist in the development of strategies to create a campus community environment that promotes inclusiveness as an institutional community value district wide.

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

**ARTICLE III**

**Senate Meetings**

Section 1. Meeting Schedule: The Senate shall 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 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.

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