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.
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.

Section 10. **Professional Relations Committee**

A. Purpose: The Professional Relations Committee (PRC) serves as a peer venue for addressing conflicts that arise between faculty that have the potential to diminish collegiality or otherwise compromise the quality of the work environment College of the Redwoods faculty can reasonably expect. The PRC uses the Interest-Based Approach (IBA) to problem solving and provides a safe, fair, effective setting in which faculty can voluntarily seek resolution to conflicts at the lowest organizational level. The PRC does NOT replace or interfere with the complaint processes established by the Office of Human Resources or with complaint processes established by the CRFO (i.e. grievance), nor does it serve as a venue for addressing legal conflicts among faculty (e.g. harassment) or conflicts between faculty and the Redwoods Community College District.

MDC Revised 10/25/13; Approved by Senate 11/15/13
B. Membership: The Academic Senate Co-Presidents 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.
2. Process Facilitator: one full-time faculty member who is trained or expected to be trained in the Interest-Based Approach (IBA) to problem solving.
3. One faculty member not in the same discipline as any of the faculty seeking assistance from the Professional Relations Committee.
4. 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
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