



The Academic Senate shall be the executor and shall serve as the official representative body of the faculty. The purpose of the Senate shall be to ensure the Mt. San Jacinto College District Faculty formal and effective procedures for the formulation and implementation of district policies on academic and professional matters.

### **Section 2. Function**

The Board of Trustees recognizes the Academic Senate as the official body representing the faculty in participatory governance relating to academic and professional matters. The Board of Trustees, or the Superintendent/President as designee, consults collegially with representatives of the Academic Senate when adopting policies and procedures on academic and professional matters (defined in the

According to Title 5, In instances where the governing board elects to provide for mutual agreement with the Academic Senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal

methods by which policies of the Academic Senate are adopted and carried out in future practice.

The Academic Senate shall manage academic and professional matters (10+1) by establishing appropriate governing structures including the structure of Senate itself, and its elected representatives, and by way of establishing either faculty or participatory governance committees to serve as Standing Senate Committees assigned to address specific academic and professional matters under Senate's purview. These committees may be used specifically to oversee matters designated as "rely primarily upon" items, whereby the board has agreed to rely primarily upon the recommendations of the Senate except under unusual and exceptional circumstances.

Issues requiring mutual agreement in the district's participatory governance process and determined by the Executive Senate to be of critical interest to the faculty-at-Large, must be presented to open faculty meetings conducted by the Site Councils, which bodies will then represent before the Executive Senate the opinions of the faculty at the site. The Executive Senate, as advised by the Site Councils, shall determine a course of action.

The powers of the Senate are respectfully limited in that no individual senator shall make a determination regarding the conduct of business without the approval of a quorum of the Executive Senate.

### Article III. Membership and Organization

In recognition of a commitment to both the intent of the Academic Senate Constitution and the spirit of Title 5 and considering the increased responsibilities of California Community College Faculty, full-time faculty must recognize a constitutional obligation to serve on the Senate.

All first year full-time and all part-time faculty are encouraged and invited to participate

### *Section 1.2 Site Council Composition*

The Senate is made up of two Site Councils, San Jacinto Site Council and Meniffee Site Council which will each have five members elected from the ranks of Full-time Faculty and one member elected from the ranks of Associate Faculty.

The San Jacinto Site Council will represent San Jacinto and San Gorgonio Pass campuses, and the Meniffee Site Council will represent Meniffee Valley and Temecula Valley campuses.

### *Section 1.3 Tenure*

Full-time Faculty Members of the Site Council: A term of office for a full-time faculty member of a Site Council shall be defined as two consecutive academic years. A term of office begins on the 1 May in the year of selection.

Associate Faculty Senator: A term of office for an associate faculty senator shall be one year.

### *Section 1.4 Executive Senate*

The Executive Senate exists for monitoring and administering the daily operations of faculty professional matters, especially those pertaining to participatory governance, academic standards, planning, and professional staffing patterns. All policy proposals affecting the academic and professional interests of the faculty must be approved by the Executive Senate, subject to the procedures and limitations contained elsewhere in this Constitution.

### *Section 1.5 Executive Senate Composition and Tenure*

The executive senate shall consist of six members; the officers of the individual Site Councils: the presidents and vice presidents of each site council, plus the associate faculty member from each site council. The officers of each Site Council will be selected annually by the members of the Site Council from among their members.

The titles of the officers shall be the Academic Senate President, the Academic Senate Vice President, the Academic Senate Corresponding Secretary, the Academic Senate Appointment Secretary, and the Associate Faculty Delegates.

## **Article IV. Senator and Officer Duties and Responsibilities**

A non-restrictive list of the site council member's responsibilities would include orientation and mentoring new faculty to the functions of the Academic Senate and the college. This position may also require service on district standing committees and/or service on senate-created committees.

### **Section 1. Duties of All Senators**

- ◁ Attending all meetings of the Senate. Teaching schedules should be such that they allow attendance for the full meeting time. Senators should notify the





- ◁ Records votes in site council meetings
- ◁ Conducts the meetings of the Site Council in the absence of the President and Vice President.

#### **Section 4. Duties of Executive Senate Members**

It is expected that the elected Executive Senate members will perform all duties outlined below.

##### *Section 4.1 Executive President*

- ◁ Follow the duties of the President listed in the most recent [ASCCC's Local Senates Handbook](#).
- ◁ Identify and address statutory and regulatory issues in the Education Code, and Title 5 Regulations as they relate to academic and professional matters and organize a faculty response in a collegial and timely manner.
- ◁ Observe the letter and spirit of all applicable laws, including the Brown Act and the Open Meetings Acts (refer to Local Senates Handbook Sections of Compliance with the Open Meeting Acts for more information).
- ◁ Develop agendas for, and chair, meetings of the academic senate.
- ◁ Ensure the timely publication of the senate agenda.
- ◁ Disseminate other documents, such as minutes, reports, and supportive evidence, in a timely fashion pertinent to committee or senate discussion and action.
- ◁ Preside over all Executive Senate meetings and Faculty Town Hall meetings, or designate someone to do so;
- ◁ Create and provide agendas for Faculty-at-Large Town Hall and Senate meetings in consultation with Vice-President of the Senate;
- ◁ Attend Board of Trustees meetings to represent faculty, report decisions of the Senate, and present all resolutions passed by the Senate to the Board.
- ◁ Participates in planning faculty convocation activities.
- ◁ Function as executor of Senate Constitution and Fiduciary to Faculty Body;
- ◁ Attend conferences and/or appoint delegates to scheduled meetings of such professional organizations as directed by the membership;
- ◁ Represent the Senate in graduation exercises;
- ◁ Initiate special Faculty-at-Large Town Hall meetings when deemed appropriate;
- ◁ Ensure the effective participation of faculty in the joint development of institutional policy, (e.g., minimum qualifications and equivalencies, faculty hiring procedures, tenure review, faculty service areas, and faculty evaluation procedures)



- ◁ Oversee the 10+1 Board Policy (BP) & Administrative Procedures (AP) Regular Revision Cycle.
- ◁ Direct all correspondence to and from the Senate;
- ◁ Supervise Senate clerical staff and the functions of the Senate office;
- ◁ Act as liaison to the collective bargaining unit;
- ◁ Ensure that all matters related to 10+1 addressed in any committees to which they are appointed on behalf of Senate is brought back to Senate for consultation and voting as needed;
- ◁ Represent the Senate in matters concerning participatory governance and on participatory governance committees, and vote in accordance with the decisions made by the Senate:
  - ◁ College Council (Member).
  - ◁ Institutional Planning Committee (Faculty Tri Chair).
  - ◁ Institutional Assessment & Program Review Implementation Team (Resource).
  - ◁ Equivalency Committee (Resource).
  - ◁ Highschool Partnership Advisory Committee (Resource).
  - ◁ Student Success Committee (Resource).
- ◁ Chairs the Joint Hiring Committee.
- ◁ Report and inform the Senate and Faculty Body at Large of all matters occurring through open participatory Governance Decisions and consultation meetings with Administration;
- ◁ Communicate state-wide initiatives to the faculty and ensures primacy of faculty voices in academic and professional matters;
- ◁ Attend the Academic State Senate's Fall and Spring plenary as the voting representative of MSJC faculty;
- ◁ Attend the Academic State Senate Fall and Spring Area meetings
- ◁ Be available for consultation with newly elected president and other senators after term ends

#### *Section 4.2 Executive Vice President*

- ◁ Protect and honor the participation of faculty in institutional decision making regarding academic and professional matters as defined by Title 5 Definitions for 10+1.
- ◁ Act as parliamentarian, employing Robert's Rules of Order, Revised;
- ◁ Conduct Senate meetings and other business in absence of President;
- ◁ Conducts a new senator orientation prior to the first meeting of the new Senate;
- ◁ Serves as treasurer;

- ◁ Attend Board of Trustees meetings as a resource to the Senate President (sit in as President proxy in the absence of the President);
- ◁ Participates in planning faculty convocation activities;
- ◁ Attend conferences and/or appoint delegates to scheduled meetings of such professional organizations as directed by the membership;
- ◁ Represent the Senate in graduation exercises;
- ◁ Create and provide agendas for Town Halls and Senate meetings in consultation with President of the Senate;
- ◁ Preside over Town Halls meetings with the President;
- ◁ Ensure that all matters related to 10+1 addressed in any committees to which they are appointed on behalf of Senate is brought back to Senate for consultation and voting as needed;
- ◁ Represent the Senate in matters concerning participatory governance and on participatory governance committees, and vote in accordance with the decisions made by the Senate:
  - ◁ College Council (Member).
  - ◁ Institutional Planning Committee (Member).
  - ◁ Institutional Assessment & Program Review Implementation Team (Resource).
  - ◁ Highschool Partnership Advisory Committee (Resource).
  - ◁ Student Success Committee (Resource).
- ◁ Voting Member of the Joint Hiring Committee.
- ◁ Report and inform the Senate and Faculty Body at Large of all matters occurring through open participatory Governance Decisions and consultation meetings with Administration;
- ◁ Communicate state-wide initiatives to the faculty and ensures primacy of faculty voices in academic and professional matters;
- ◁ Attend the Academic State Senate's Fall and Spring plenary as the voting representative of MSJC faculty;
- ◁ Attend the Academic State Senate Fall and Spring Area meetings
- ◁ Performs all duties deemed necessary that are not in conflict with this Constitution and are not the responsibilities of other senators

*Section 4.3 Correspondence Secretary (FLEX Coordinator)*

- ◁ Protect and honor the participation of faculty in institutional decision making regarding academic and professional matters as defined by Title 5 Definitions for 10+1;
- ◁ Ensure notice and agendas of Faculty-at-Large and Senate meetings at least one week prior to meetings in accordance with the Brown Act;

- < Record minutes of all Senate meetings and distributes the minutes to the faculty in a timely manner when clerical support is not present;
- < Ensure that all minutes are publicly archived; handles routine correspondence for the Executive Senate;
- < Tabulate votes in Senate meetings;
- < Voting Member of Joint Hiring Committee; takes minutes at Joint Hiring meetings
- < Conduct Senate meetings and other business in absence of the President and Vice-Presidents;
- < Coordinate reports from PG (Participatory Governance) faculty Tri-Chairs;
- < Post all senate documents, including but not limited to, resolutions and memos to the archive site (i.e, Boarddocs, Senate website, or similar);
- < Maintain the list of faculty coordinators by title on the Academic Senate website.
- < Process Flex calendar submissions;
- < Chair of faculty professional development subcommittee
- < Attend conferences and institutes as deemed necessary;
- < Ensure that all matters related to 10+1 addressed in any committees to which



Associate Faculty elected to serve on the Senate will be compensated as stated in the current collective bargaining agreement between the Associate faculty Union and the District.

#### Section 6. Affiliated Delegates (10+1)

The following is a list of non-voting resources for the Senate. Individuals holding these positions are expected to attend Executive Senate meetings and report out regular updates.

- ◁ Assessment & Program Review Coordinator
- ◁ Pathways Coordinator
- ◁ DE/PD Coordinator
- ◁ Curriculum Chair or Designee
- ◁ OER (Open Educational Resources) Liaison
- ◁ ASCCC (Academic Senate for California Community Colleges) Liaisons
- ◁ Faculty Accreditation Liaison
- ◁ Faculty Chairs of Senate Standing Committees

#### Section 7. Collegial Delegates

The following is a list of non-voting collegial delegate resources to the Senate. Individuals holding these positions are asked to attend Executive Senate meetings and report out regular updates.

- ◁ Vice President of Instruction (or designee)
- ◁ Vice President of Student Services (or designee)
- ◁ Classified Senate President (or designee)
- ◁ Faculty Association President (or designee)
- ◁ Associate Faculty Union President
- ◁ Classified Union President
- ◁ SGA (Student Government Association) President or Designee

#### Section 8. Expectations of All Faculty

- ◁ Support the officers and elected representatives of the Senate through informed suggestions, recommendations, and feedback, on issues under discussion;
- ◁ Initiate recommendations and suggestions to the officers and elected representatives aimed at improving the educational welfare of MSJC's students and the professional growth of the faculty; and
- ◁ Fulfill their professional obligations as members of the faculty body.



- < Institutional Research will keep track of vote counts and report final results to the Judiciary committee;
- < Members of senate, including senate presidents will not have access to any portion of the election process after the call for nominations;

#### Section 5. Judiciary Committee Selection

Judiciary elections shall be held annually. Faculty wishing to serve on the Judiciary Committee shall submit their names to the Academic Senate by mid-September. The Executive Senate shall seek a minimum of four nominees and conduct the election by the end of September.









The President will notify the Senate of any Senate, District and/or College Committees, Implementation Teams, and Workgroups that are formed and charge the Appointment Secretary with placing a service recruitment call out to faculty.

All faculty appointments to committees will consider equity, access, balance of service, institutional advancement, and any other institutional authority. The Appointments Vice-President may confer with the chair(s) of any committee for which an appointment is being considered, prior to making such appointments.

Any member of the Senate may *Motion for Action* to request any listed appointment or newly formed committee found in the "Committee Appointments" category of the agenda be placed as an Action Item on that same agenda. Prior to action being taken, a reasonable amount of time shall be allotted for discussion of the item in question. If no motion for Action is made, the appointment or committee creation stands.

Section 4. Votes of Confidence



### Section 5. Remedial Actions

Faculty have the right to bring concerns about the appointment or removal of department chairs to the Senate. The Senate can advocate in partnership with the CTA Union for an effective resolution.

### Section 6. Reassigned Time and Compensation

The CTA union contract contains the reassigned time and/or compensation for department chairs.

### Section 7. Departments without Chairs

If a department does not nominate a department chair candidate, the Senate will solicit faculty volunteers, preferably from a related discipline, to serve as the faculty department chair nominee. The Senate will then hold an election as outlined in Article X, Section 3.

## Article XII. Amendments

Any member of the Senate or faculty body can petition to amend the bylaws. A petition to amend shall be submitted to the Senate. Petitions for amendment must be placed on the Senate agenda within one month (during regular contract hours) for discussion and action. Petitions to amend the bylaws will adhere to the standard two read process as outlined in the Academic Senate Rules of Order.

Amendments will pass with a two-thirds vote of the entire Senate body. If approved, the amendments passed shall become effective on the date stated in the amendment. Results of the vote shall be recorded in the Senate meeting minutes and archived accordingly.

## Article XIII. Review Cycle

The Academic Senate will review the senate bylaws at the last meeting of the academic year and make recommended amendments. The end of the year review should include a call out for faculty participation. The faculty proposed changes will follow the process outlined in Article XI. All end of the year recommendations will be delivered to the incoming senate to review and adopt or reject during the first meeting of the academic year or during the August senate retreat.

### Section 1. Documents for Annual Review

1. Syllabus Checklist & Template
2. Pre-Approved FLEX List
3. AP/BP Changes
4. Faculty Handbook
5. Academic Senate Bylaws & Standing Rules



(11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

### Appointments

According to Title V, 53203, “the appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional



- ◁ **Ad Hoc Workgroup:** An ad hoc group that is created in response to a particular issue or concern and meets for a specific duration, until they reach a specific goal or task. Upon completion, these groups disbanded.

senate, shall promptly communicate its reasons in writing to the academic senate.

- ◁ In instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

## References

AB 1725 (1988)

Education Code

- ◁ Section 70902 (b)(7) Governing Boards; Delegation: 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;
- ◁ Section 87359 (b) Waiver of Minimum Qualifications; Equivalency: The agreed-upon process shall include reasonable procedures to ensure that the governing board relies mainly on the academic senate's advice and judgment. 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 decides;
- ◁ Section 87360 (b) Hiring Criteria: 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;
- ◁ Section 87458 (a) Administrative Retigwht6(cy:)7( )7(T)7(h)-6(e)-6( )7(a)-6(g)eed

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- ◁ 6. Section 87663 (f) Evaluation Procedures: The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining regarding those procedures; and
- ◁ Section 87743.2 Faculty Service Areas: The exclusive representative shall consult with the academic senate in developing its proposals with regards to faculty service areas.

Title V

reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing 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 of the district pursuant to subsection (a) of this section.
- < (f) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters shall be made after consulting with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this subsection, the collective bargaining representative may seek to appoint faculty members to

