

SECTION 3 – VICE PRESIDENT

- A. Serve as a member of the Senate Executive Committee
- B. Serve as the Chair of the Committee on Committees
- C. Serve as the Chair of the Academic Senate Equivalency Committee (ASEC)
- D. Serve as a representative of the Academic Senate at President's Cabinet meetings.

SECTION 4 – IMMEDIATE PAST PRESIDENT:

It shall be the duty of the Immediate Past President to:

- A. Serve as an advisor to the President and to the Senate.
- B. Serve as a member of the Senate Executive Committee
- C. Assume the duties of the President during any temporary absence of the President in years when there is no President Elect.
- D. Serve as a representative of the Academic Senate at President's Cabinet meetings.
- E. Serve as the Senate President's representative when asked by the Senate President, Senate Executive Committee or the Senate in years when there is no President Elect.

SECTION 5 – SECRETARY:

It shall be the duty of the Secretary to:

- A. Issue calls for meetings.
- B. Publish agendas and minutes and keep records of all meetings of the Senate as the historical record of the Senate.
- C. Conduct all routine correspondence pertaining to the office of Secretary including notification to the membership prior to all Senate activities that are in addition to scheduled meetings.
- D. Serve as a member of the Senate Executive Committee.
- E. Serve on the Committee on Committees.
- F. Perform other duties as specified in the Senate Rules.

SECTION 6 – TREASURER:

It shall be the duty of the Treasurer to:

- A. Manage the Senate budget:
 - 1. Serve as the second approval signature on budget matters such as travel and purchases.
- B. Collect all dues for the Senate as directed by the Senate.
- C. Deposit funds into an account at a financial institution in the name of the Senate.
- D. Issue checks co-signed by the President for expenses incurred as authorized by the Senate or the Senate Executive Committee.
- E. Maintain a record of all receipts and disbursements of Senate monies and make the records available for audit by the Senate Executive Committee as stipulated in the Senate Rules.
- F. Serve as a member of the Senate Executive Committee.

SECTION 7 – SENATOR-AT-LARGE (Two Positions):

It shall be the duty of the Senators at Large to:

- A. Represent the Faculty as a whole on the Senate Executive Committee.
- B. Investigate and report on issues and items that do not fall under the purview of the Senate's Standing Committees.
- C. Serve on the Committee on Committees.

**SENATE RULES
SAN DIEGO MESA COLLEGE
ACADEMIC SENATE
CONSTITUTION**

ARTICLE I - COMMITTEE GOVERNANCE

SECTION 1 - SENATE STANDING COMMITTEES:

- A. The Senate shall have the following Standing Committees:
 - 1. Senate Executive Committee
 - 2. Academic Affairs Committee
 - 3. Academic Senate Equivalency Committee (ASEC)
 - 4. Career Technical Education (CTE) Committee
 - 5. Committee of Chairs (COC)
 - 6. Committee on Committees
 - 7. Committee on Elections
 - 8. Curriculum Review Committee (CRC)
 - 9. Faculty/Staff Advisory Committee on Threats (FACT)
 - 10. Faculty/Staff Committee on Distance Education
 - 11. Learning Resource Center Liaison Committee
 - 12. Other Standing Committees as may be specified in the Senate Rules
- B. Special committees may be established as needed at the direction of the Senate or the Senate Executive Committee.

SECTION 2 - DISTRICT AND COLLEGE COMMITTEES:

- A. There shall be Faculty representation on all standing committees of the District and the College.
 - 1. The Chair of a Senate Standing Committee shall also serve on any District or College committee whose function parallels the function of the Senate Standing Committee.
- B. Special committees and task force groups may be established as needed at the request of the President of the College:
 - 1. The Senate and/or the Senate Executive Committee shall appoint Faculty to serve on special committees or task force groups.
- C. All College committee reports shall be submitted to the Senate for concurrent or suggested amendments.
 - 1. The Senate may forward committee reports to the President of the College and/or the Chancellor after the Senate completes its work.
- D. All committee appointments should be forwarded to the Chair of the Committee on Committees.

SECTION 3 - FACULTY APPOINTMENT TO COMMITTEES:

- A. Faculty serving on District, College or any other committees shall be appointed by the Academic Senate under Title 5, Section 53203 (f) of the Education Code.
- B. The Committee on Committees shall maintain continuous and permanent records of all participatory governance committees, Academic Senate standing committees, subcommittees, ad hoc committees and District committee services by all Faculty members.
- C. Department and Program Chairs shall maintain records of departmental and/or program committees including hiring committees.
- D. All committee D. All committee assignments by the Senate, the Senate Executive Committee or the Senate's Committee on Committees should be forwarded to the Chair of the Committee on Committees in reference to Article II, Section 6, Subsection B, 2.
- E. Senate committees with unresolved appointment disputes or conflicts should forward the concern to the Senate Executive Committee.
- F. The Senate Executive Committee may overrule a committee's appointment by majority vote after deliberation.

SECTION 4 - RULES FOR COMMITTEE FORMATION:

Committees shall be formed as follows:

A. By the Senate:

- 1. The Faculty of the College operates through Senate and College committees.
- 2. All Faculty serving on Senate committees shall be nominated or appointed by the Senate, the Senate Executive Committee or the Senate's Committee on Committees.

B. By the Administration of San Diego Mesa College:

- 1. The procedure for College administration (President, Vice Presidents or Instructional School Deans) to ask Faculty members to serve on committees is to submit requests for Faculty appointments to the Academic Senate's Committee on Committees.
 - a. The requests must include descriptions of the committees and their functions at the College or District level.

C. By the Chancellor's Office of the SDCCD:

- 1. Requests from the Chancellor's Office for Faculty participation on committees will ordinarily be processed by the Office of the President of San Diego Mesa College.
 - a. The requests must include descriptions of the committees and their functions at the College or District level.
 - b. The Office of the President will forward the requests to the Senate's Committee on Committees.
 - c. Requests from the Chancellor may also be directed to the President of the Senate.
 - The President of the Senate will forward the requests to the Senate's Committee on Committees.

D. By Departments or Schools of the College:

- 1. Faculty may also submit requests to the Senate's Committee on Committees to appoint or elect Faculty members to Departmental, School or College committees.

E. By Other Persons or Groups:

- 1. Any other persons or groups who seek Faculty advice or assistance should request such advice or assistance through the President of the College or the President of the Academic Senate.
 - a. The Office of the President will forward requests to the Senate's Committee on Committees.
 - b. The President of the Senate will forward requests to the Senate's Committee on Committees.

SECTION 5 – OPERATION OF SENATE COMMITTEES:

A. General Procedures:

1. Senate Rules shall apply to the operation of all Senate committees.
 - a. Exceptions to these rules may be noted in the latest edition of "Robert's Rules of Order".
2. Specific stipulations for a committee's authority, duration, objective(s), scope and tenure shall be in accordance with this Constitution, its Bylaws and the Senate Rules.

B. Faculty members serving on committees formed under Article I, Section 4, Subsection D of the Senate Rules are expected to keep the Senate or its appropriate committee informed of the committee's activities and progress and how they affect the Academic programs of San Diego Mesa College, its students and Faculty.

C. It is the intention of the Academic Senate is to have as many Faculty members involved in the work of the Academic Senate as possible:

1. The Chair of the Committee on Committees shall circulate a list of the current committee vacancies among the Faculty, as they occur.
2. Faculty members may request an appointment to serve on a College or District committee, taskforce, or any other group dealing with Academic and Professional matters by notifying the Chair of the Committee on Committees. The Committee on Committees shall vote to confirm or deny the appointment; or delegate the assignment to the Senate or the Senate Executive Committee in reference to Article I, Section 4, Subsection A, 2.
3. Terms of service for committee membership will be three-years unless otherwise indicated in the directive of the committee.
 - a. The Chair of the Committee on Committees may appoint committee members to additional three-year terms.
 - b. No more than one-half (1/2) of a committee's membership should be changed during any academic year in order to maintain continuity of the committee's work.
4. Faculty members who wish to serve on Departmental committees must obtain permission from their Department Chairs.
 - a. The Department Chairs will forward the requests to the Committee on Committees.
 - b. Appointments to serve on Departmental Committees are not governed by the three-year term limit stated in Article I, Section 5, Subsection C, item 3 of the Senate Rules.
5. Committee re-assignments and approvals may be granted by the Academic Senate Executive Committee in reference to Article I, Section 3, Subsections E and F.

D. Selection of Committee Chairs:

1. Selection and rotation of the Chair of a given committee shall be voted on by the committee and ratified by the Senate Executive Committee.
 - a. The Chair will serve a two-year term.
 - b. No Faculty member can serve more than two consecutive terms as Chair without a vote equal to two-thirds ($2/3$) of the current committee membership.
 - c. Chairs shall be current members of the committee for at least one semester immediately prior to being elected to the positions.
 - d. In the event that a committee does not currently have a Chair, the President Elect or Vice President of the Senate will act as Chair pro tem until a new Chair is selected.
2. A committee may remove its Chair by a simple majority vote of its active members.
 - a. The Senate will advise the committee if further actions need to be taken.
3. When a Chair resigns or is removed by a committee:
 - a. The committee may elect a Chair pro tem prior to notifying the Senate of the action taken.
 - The Senate will advise the committee if further actions need to be taken.

E. Meetings and Quorums:

1. Committee Chairs are responsible for scheduling committee meetings throughout the fall and spring semesters.
 - a. Additional meetings may be called if at least two committee members contend that additional meetings are necessary, so long as sufficient notice is given to all the other members of the committee.
2. A simple majority of the committee members present constitutes a quorum for any committee meeting.

F. Record of Proceedings:

The Chair of the committee is responsible for keeping records of all meetings and actions of the committee.

G. Hearings and Deliberations:

1. Committees should, when time permits, hear all testimony relevant to its assignment.
2. Motions to conclude deliberations are in order only when they do not prevent the committee from meeting its deadlines for action or reporting on an agenda item.

H. Reporting:

1. All campus committees shall report to the Senate.
2. Committees of the Senate shall report to the Senate Executive Committee on a regular basis.
3. The type of report a committee submits shall be based on the following factors:
 - a. The status of the committee.
 - b. The nature of the task assigned to the committee.
 - c. The committee's role and reporting can be expanded if it discovers the need to provide additional recommendations that were not previously stated in its assignment.
 - d. Reports that only contain information and no recommendations should be approved under a motion to "Move that the report of the _____ committee be accepted by the Senate as informational only.
 - e. If the report contains specific recommendations, one of the following motions should be applied:
 - Policy change or Resolution: "I move the following item be submitted to the Academic Senate for action at its next meeting."
 - Immediate Action: "I move to suspend the rules in order to consider the following matter at this meeting."
 - * A two-third (2/3) majority vote is required to suspend the rules.
 - * A sense of urgency should be apparent (Chair Rule).
 - * If a motion is passed, the Senate will consider the committee's recommendations either immediately or as "New Business" depending on the requirements of the motion.
4. The following is a suggested format for committee reports:

Name of Committee: _____ Date: _____

Chair: _____

Re: _____

Recommendation(s):

-
-
-

Mover: _____ Second: _____

I. Rules for the Disposition of an Agenda Item:

1. Old Business: Matters presented previously to the Senate which are up for consideration and will be voted upon at this meeting.
2. New Business: Matters presented for the first time.
 - a. The matter will automatically become "Old Business" at the next meeting of the Senate unless orders are created to dispose of the item at the current meeting.
3. Other New Business: Urgent matters not present on the agenda of the meeting that should be presented at the current meeting as informational only.
 - a. These matters shall be placed on the agenda under "Old Business" at a future meeting when the matter may be debated.

SECTION 6 - DISSOLUTION OF SENATE COMMITTEES:

- A. Standing Committees may only be dissolved by amending the Senate Constitution.
- B. Ad Hoc Committees are typically dissolved when they rise and report or at the end of the academic year in which they are established.
 - 1. The authorizing body for the committee may decide to keep the Ad Hoc Committee in existence with new directives.
- C. The Committee on Committees must be notified whenever a committee is dissolved.

ARTICLE II – SENATE COMMITTEES

SECTION 1 - SENATE EXECUTIVE COMMITTEE:

- A. Composition:
The Composition of the Senate Executive Committee shall be:
 - 1. President
 - 2. President Elect (Alternating Years)
 - 3. Vice President
 - 4. Immediate Past President (Alternating Years)
 - 5. Secretary
 - 6. Treasurer
 - 7. Senators at Large (Two Positions)
 - 8. Faculty Chair of the Academic Affairs Committee
 - 9. Faculty Chair of the Committee of Chairs (COC)
 - 10. Faculty Chair of the Professional Advancement Committee (PAC)
 - 11. Faculty Co-Chair of the Career Technical Education (CTE) Committee
 - 12. Faculty Co-Chair of the Curriculum Review Committee (CRC)
 - 13. Faculty Co-Chair of the Program Review Committee
- B. Duties:
The Senate Executive Committee shall:
 - 1. Review the minutes and set the Senate agenda.
 - 2. Function in the name of the Senate when specifically directed by the Senate.
 - 3. Consider matters that fall within the purview of the Senate.
 - a. It shall formulate opinions and recommendations regarding these matters.
 - It may forward its opinions and recommendations to the Senate.
 - It may also refer its opinions and recommendations to the appropriate committees.
 - 4. Have the authority to act as the official representative of the Faculty when it is not possible for the Senate to meet as a body in order to develop official Senate positions regarding College and District business.
 - 5. Provide direction to the Standing Committees of the Senate.
 - 6. Respond in writing to decisions and/or actions made by any level of administration in a manner that represents the Faculty.
 - 7. Be responsible for ensuring that communication and information regarding matters affecting the Academic programs of the College flows between Faculty and the administration.
 - 8. Consider whether matters fall under the purview of the Senate and consider matters that do not fall under the purview of the Senate when they impact the Academic Programs of the College.

12. Elected officers may not serve while in non-faculty administrative roles, on a Leave of Absence, or on Sabbatical.

B. Duties:

1. The Career Technical Education (CTE) Committee shall be responsible for:
2. Working with stakeholders to engage industry and local workforce development boards.
 - a. The purpose of which is to provide a data-informed approach to building "more and better" CTE programs for San Diego Mesa College that are proactive and responsive to industry needs.
3. Establishing a liaison relationship with San Diego Mesa College's local Academic Senate, the Academic Senate for California Community Colleges (ASCCC), the San Diego Community College District (SDCCD) Chancellor's Office, the Regional Consortia and the State Chancellor's Office.
4. Endeavoring to insure equal access for all CTE Faculty programs to a venue of dialogue and advocacy for each of their respective programs.
5. Communicating relevant data, policy, procedures, developments, new programs and other items relevant to CTE programs and Strong Workforce to the Academic Senate.
6. Presenting Strong Workforce Program budget to the Academic Senate.
7. Reporting out on the Strong Workforce Committee items.

SECTION 5 - COMMITTEE OF CHAIRS (COC):

A. Composition:

The Committee shall consist of the duly elected Department Chairs from every department.

B. Duties:

The Committee of Chairs shall advise the Senate on inter-departmental and cross-disciplinary issues.

SECTION 6 - COMMITTEE ON COMMITTEES:

A. Composition:

1. The Academic Senate Vice President serving as the committee Chair.
2. The Senate Secretary
3. The Two (2) Senators at Large
4. The Faculty Chair of the Committee of Chairs

B. Duties:

The Committee on Committees shall be responsible for:

1. Making Faculty appointments to:
 - a. Standing Committees positions which are not specified.
 - b. Special committees established by the Senate or Senate Executive Committee during the academic year.
 - c. Vacated positions that may occur on standing committees during the academic year.
 - d. College Participatory Governance Committees as requested by the administration.
 - e. Other committee positions when directed by the Senate or the Senate Executive Committee.
2. Maintaining an up-to-date list of participatory governance bodies including:
 - a. Academic Senate Standing Committees
 - b. Academic Senate Subcommittees
 - c. Academic Senate Ad Hoc Committees
 - d. District Committees that provide membership opportunities to members of the Academic Senate Executive Committee, Academic Senate Senators and the Faculty.
3. Inquiring into the activities of Standing Committees to ensure the work of each committee remains relevant and necessary.
 - a. Determine when it is necessary to revise the list of Standing Committees and/or the duties and functions of each committee.
 - Forward its recommendations to the Senate.

4. Carefully observe the following instructions in making its nominations and appointments:
 - a. A committee shall consist of at least three (3) members who represent a cross-section of the Instructional Academic programs of the College
 - b. Administrators and Classified Staff of the College may be named as members of Senate Standing Committees.
 - c. No Faculty member shall be Chair of more than one Standing Committee unless otherwise specified.
 - d. No more than one-half (1/2) of a committee's membership shall change each academic year in order to maintain continuity of the committee's work.
 - e. Unless otherwise specified in the Senate Rules, the Chair of a committee or sub-committee shall be elected with the approval of the Senate and the Faculty members on the committee.
 - f. Faculty Chairs and Co-Chairs of participatory governance committees that are part of the Academic Senate serve one-year terms.
 - Faculty Chairs and Co-Chairs cannot serve more than two consecutive terms without approval of two-thirds (2/3) of the current committee members.
 - Faculty on a Leave of Absence or a Sabbatical may not chair any committee.

SECTION 7 - COMMITTEE ON ELECTIONS:

A. Composition:

The Committee shall consist of:

1. A Chair who is not part of the Senate Executive Committee and at least two (2) Faculty members. Selection of the Chair shall be voted on by standing members of the committee and ratified by the Senate Executive Committee, as outlined by Article I, Section 5. Subsection D. Standing members shall be appointed by the Committee on Committees. The total number of committee members, including the Chair, shall be an odd number representing a variety of departments.
2. No member of the Senate Executive Committee shall also be a member of the Committee on Elections. If any member of the Committee on Elections wishes to be a candidate for a Senate Executive position, then that member must vacate their seat on the Committee on Elections prior to announcing their candidacy. In the event that the candidate does not occupy the intended Senate Executive Committee position, the former member of the Committee on Elections may be re-elected or re-appointed to the Committee on Elections per the procedures outlined in this constitution.

Duties:

The Committee on Elections shall be responsible for:

1. Supervising and administering elections for all Senate offices.
2. Holding regular meetings with dates and times published/shared.
3. Establishing election procedures.
4. Identifying vacancies, election procedures and recruitment strategies for filling Senate vacancies.
5. Developing a recruitment and election plan by January of each year to be shared with the Senate Executive Committee.
6. Maintain communication, membership, and election dates and policies during periods of elections.
7. Resolving cases when there is doubt regarding election results, the eligibility of a candidate to run for office, membership in the Senate or membership status of the electorate.