



# BYLAWS

These Bylaws have been adopted by the Golden West College Academic Senate to confirm the Academic Senate’s role and responsibility in shared governance as it pertains to all academic and professional matters.

Temporary suspension of these Bylaws is limited to instances where it is necessary to refer to Academic Senate Rules, Robert’s Rules of Order, and/or the Brown Act to proceed with the meeting. Temporary suspension requires a 2/3 majority vote of the Academic Senate. No other suspensions shall be permitted.

The underlying principles of these Bylaws are to ensure

- Purview over the 10+1 as agreed upon by the GWC Academic Senate and CCCD
- Diversity, Equity, and Inclusion
- Shared Institutional Knowledge
- Transparency in Decision Making Processes
- Effective Communication and Functionality
- Opportunities for Faculty Leadership

The Golden West College Academic Senate has the authority to determine the election, appointment and/or confirmation of faculty to all college-wide and district level committees except for those appointments reserved to the faculty union.

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# Article I: Structure and Composition

The Academic Senate is a shared governance body of Golden West College (GWC) and is organized in such a way that the faculty voice is heard in all academic and professional matters of the college's operations.

## Section 1. The Electorate

- A. The Electorate shall consist of the faculty, and the Academic Senate elections shall be held within members of this population:
  - i. Full time Faculty on Tenure/Tenure track.
  - ii. Part-time faculty currently teaching at Golden West College and in good standing (on the PAL).

## Section 2. Academic Senate Body

- A. The Academic Senate (Senate) is the main body (or parent committee).
- B. The Academic Senate body shall consist of elected Academic Senators who are faculty representing disciplines across the college.
- C. The Academic Senate body shall also consist of the Academic Senate Executive Board (EBoard), Chairpersons of the standing committees, (CCI and IPD), and the Coordinator of Distance Education Advisory Committee (DEAC). (See Appendix A – Academic Senate Organizational Chart.)

## Section 3. Membership of the Academic Senate

Membership of the Academic Senate body (including Standing Committees) shall be from the following categories:

- A. **Discipline Representation** - Representatives shall be selected from faculty electorate as defined in Article I of the Constitution and shall be elected from disciplines listed in Academic Areas. (See Appendix B - Academic Senate Membership Model)
- B. The Academic Senate Executive Board (EBoard) will obtain from Administration current data from the previous two semesters (Spring/Fall) and distribute this to the Academic Senate in accordance with the Timeline as stated in Article IV and Appendix G.
  - i. Based on current data, disciplines with a minimum of 3.0 full-time equivalent faculty (FTEF) AND two (2) full-time faculty based on current data shall be granted one Senator and one representative on each of the Academic Senate Standing Committees and the Distance Education Advisory Committee.
  - ii. Disciplines not meeting these minimum requirements will need to combine to be granted one Senator and one representative on each of the Academic Senate Standing Committees.
  - iii. Counseling and the Library are each required to have only 2 full-time faculty.
- C. Data provided by the Administration may result in changes to discipline(s) representation and may require a Petition for Representation (See Appendix C.) This petition shall adhere to the following guidelines and to the Timeline as stated in Article IV.
  - i. A discipline not meeting the minimum requirements (3.0 FTEF and two full-time faculty) shall work with other disciplines and complete a Petition for Representation form when their Senator's term is expiring or has been vacated.
  - ii. In most cases, faculty representatives elected, appointed and/or confirmed by the Academic Senate will complete their term(s). In special circumstances the discipline(s) filing a Petition for Representation form will need to work towards a resolve if changes will affect the ability for a representative to

complete their term. These special circumstances must be noted on a Petition for Representation form.

- iii. Any discipline meeting the minimum requirements as stated above and **does not** wish to have one Senator and one representative on each of the Academic Senate standing committees shall notify the Academic Senate EBoard and work with other disciplines and complete a Petition for Representation form.
  - iv. Completed Petition for Representation form(s) shall be submitted to the Academic Senate office, made available to the Academic Senate, and shall require the consent of the Academic Senate.
  - v. Any petition approved or not approved may be revised and resubmitted to the Academic Senate office; each revised petition form shall be made available to the Academic Senate and shall require the consent of the Academic Senate.
- D. A finalized representation list shall be made available to all faculty.
- E. The Academic Senate EBoard shall discuss with the full-time faculty of any discipline without representation and shall appoint a representative from the approved list.
- F. No Academic Area may exceed seven (7) representatives to the Academic Senate and/or the Senate standing and advisory committees. This includes part-time faculty, EBoard members and Committee Chairs.

#### H. Additional Academic Senate members

- i. One part-time at large faculty member currently teaching at Golden West College (GWC) and who is on the PAL shall be elected. All part-time faculty members currently on the PAL and teaching at GWC shall have the right to vote. The elected part-time at large faculty member shall be considered a voting member of the Academic Senate.
  - ii. The Chairperson of each of the Academic Senate Standing Committees (IPD & CCI) shall be considered a voting member of the Academic Senate. If they are also a Senator, then they shall only have one vote representing the respective standing committee's voice.
  - iii. A designee approved by the Associate Student Body (ASGWC) shall be considered a **non-voting member** of the Academic Senate.
  - iv. DEAC Coordinator is a **non-voting member** of the Academic Senate.
  - v. A classified staff designee approved by the GWC Classified Senate shall be considered a **non-voting member** of the Academic Senate.
- I. Each Academic Senate Standing and Advisory Committee may propose a change to its composition. The Committee Chair shall inform the Academic Senate EBoard, and the Eboard shall place on the agenda the committee's proposals for Academic Senate confirmation.

### Section 4. Academic Senate Executive Board (EBoard)

- A. The Academic Senate EBoard shall consist of permanent members; namely the Academic Senate President and the two Academic Senate Vice-Presidents. If any of the EBoard permanent members is elected from outside the Academic Senate membership, then he/she/they will be a non-voting member unless he/she/they is later the elected discipline(s) Senator.
- B. The Council of Curriculum and Instruction (CCI) Chairperson and the Institute for Professional Development (IPD) Chairperson may each receive a one-year seat on the Academic Senate EBoard with a majority approval of the EBoard's permanent members.
- C. The Distance Education Advisory Committee (DEAC) Coordinator may be invited by the Academic Senate President to attend Academic Senate EBoard meetings.

- D. The Academic Senate President or EBoard may decide that there is need to invite a faculty member to the Academic Senate EBoard's meetings on a temporary basis.
- E. The Academic Senate EBoard shall meet on a regular basis and report back to the Academic Senate on any action taken.
- F. The Academic Senate EBoard shall be subject to the orders of the Academic Senate, and none of its acts shall conflict with the action taken by the Academic Senate.

## **Section 5. Academic Senate Subcommittees and/or Work Groups**

- A. The Academic Senate shall have the authority to establish any Academic Senate subcommittee(s) and/or work group(s). (See Appendix D – Committee and Workgroups.)
- B. Subcommittees and/or work groups shall be created by the Academic Senate President with the approval of the Academic Senate body.
- C. All Academic Senate subcommittees and workgroups shall be responsible to the Academic Senate.

## **Section 6. Standing Committees**

- A. Council of Curriculum and Instruction (CCI)
  - i. CCI is a standing committee of the Academic Senate, as such it shall comply with the Academic Senate Bylaws.
  - ii. Faculty membership of CCI shall mirror that of the Academic Senate as noted in Article I. In addition
    - a. The Articulation Officer shall be a non-voting member. If the Articulation Officer is also an elected discipline(s) representative, then he/she/they shall be a voting member.
    - b. The Vice President of Instruction may be a non-voting member.
  - iii. All CCI discipline representatives shall be elected as noted in Article IV.
  - iv. The presiding officer of the CCI shall be the Chairperson and shall be elected as noted in Article IV. If the CCI Chairperson is elected from outside the existing CCI membership, then the Chairperson will be a non-voting member unless he/she/they is later the elected discipline(s) representative.
  - v. Should CCI wish to change the composition, it may submit a proposal to the Academic Senate body for approval.
- B. Institute for Professional Development (IPD)
  - i. IPD is a standing committee of the Academic Senate, as such it shall comply with the Academic Senate Bylaws.
  - ii. Faculty membership of IPD shall mirror that of the Academic Senate as noted in Article I.
  - iii. All IPD discipline(s) representatives shall be elected as noted in Article IV.
  - iv. The presiding officer of the IPD shall be the Chairperson. If the IPD Chairperson is elected from outside the existing IPD membership, then the Chairperson will be a non-voting member unless he/she/they is later elected discipline(s) representative.
  - v. Should the IPD wish to change the composition, it may submit a proposal to the Academic Senate for approval.

## **Section 7. Advisory Committees**

- A. Distance Education Advisory Committee (DEAC)
  - i. DEAC is an advisory committee of the Academic Senate, and as such it shall comply with the Academic Senate Bylaws.

- ii. Faculty membership of DEAC shall mirror that of the Academic Senate as noted in Article I.
  - iii. All DEAC faculty members (except for the coordinator) shall be elected as noted in Article IV.
  - iv. Should DEAC wish to change membership composition, it may petition the Academic Senate by submitting a proposal to the Academic Senate body for approval.
  - v. The college Administration shall determine the coordinator(s) of DEAC.
  - vi. Representatives from the GWC Online Instruction team may be non-voting members.
- B. Academic Advisory Committee (AAC)
- i. AAC is an advisory committee of the Academic Senate, as such it shall comply with the Academic Senate Bylaws.
  - ii. Faculty membership of AAC shall include all Senators who are not currently serving on at least one Academic Senate subcommittee as described in Article I of these Bylaws.
  - iii. Any Senator who has been elected, appointed and/or consented to by the Academic Senate and who is representing the Academic Senate on another committee other than those described in Article I, Section 6 of these Bylaws may
    - a. Request an exemption from membership on AAC. Exemptions may be considered if the committee's goal(s) align with 10+1 in areas that are the purview of the Academic Senate (noted as "rely primarily" on) and if the Senator is reporting back to the Academic Senate. Any Senator who seeks exemption shall consult with the EBoard and seek the consent of the Academic Senate.
    - b. Request that AAC create a work group. With the consent of the Academic Senate, the AAC co-Chairs may create work groups as necessary for performance of AAC roles and responsibilities. If a work group is created, then the Senator will report to the work group and/or AAC.
  - iv. Two Chairs (co-Chairs) shall be the presiding officers over AAC. One co-Chair shall be the 1<sup>st</sup> Vice President of the Academic Senate. A second co-Chair shall be elected by a majority vote of a quorum of AAC members and shall serve for one year.
  - v. Should AAC wish to change the composition, it may petition to the Academic Senate by submitting a proposal to the Academic Senate for approval.

## Article II: Duties and Responsibilities

Academic senators and faculty elected or appointed by the Academic Senate assume the professional responsibilities outlined in this article.

### Section 1. Duties and Attendance

- A. Faculty elected and/or appointed by the Academic Senate to campus committees are to ensure that their constituent faculty voices and concerns are expressed and brought to the attention of the Academic Senate body.
- B. All elected and/or appointed faculty are expected to regularly attend committee meetings.
- C. Faculty members elected, appointed and/or consented to by the Academic Senate who remain eligible but cannot attend their assigned meeting(s) on a temporary basis shall notify the Academic Senate office.
  - i. Faculty members may request a temporary (pro tempore/pro tem) replacement. "Temporary" is understood to be no more than two meetings in an academic semester and/or four meetings in an academic year.

- ii. “Excessive” as noted in these Bylaws is understood to be three or more meetings in an academic semester and/or five or more meetings in an academic year.
- D. Voting Rights may be awarded to the absent faculty member (absentee vote) or their pro tem faculty representative (proxy vote). (See Proxy Vote, Absentee Vote, Article IV)
- E. Failure to notify the Academic Senate office of a temporary absence may result in constituent faculty’s loss of its right of representation and/or vote for that meeting.
- F. If a faculty representative elected, appointed and/or consented to by the Academic Senate anticipates an extended absence (beyond a temporary basis), the faculty member shall notify the Academic Senate EBoard. The Academic Senate EBoard shall consult with the constituent faculty to come to a resolve. (See Article IV)
- G. Failure to perform the responsibilities described herein may result in the dismissal or recall of any faculty member elected, appointed and/or consented to by the Academic Senate (See Article IV)

## **Section 2. Senators**

- A. A Senator is a faculty member elected to represent their discipline(s) in a voting capacity at all Academic Senate meetings.
- B. Each Senator shall become familiar with the structure, purpose, and history of the Academic Senate.
- C. Each Senator has the responsibility to keep well informed of campus, district, and state issues, and to actively participate in shared governance.
- D. Each Senator shall attend all Academic Senate meetings. Any Senator who cannot attend their assigned meetings shall follow the procedures as noted in Article 2.
- E. To operate in a truly representative capacity, each Senator shall have numerous responsibilities that occur before, during and after each Academic Senate meeting.
  - i. Before each meeting, each Senator shall
    - Become familiar with the structure, purpose, and history of the Academic Senate.
    - Review the agenda and attachments and encourage faculty with subject matter expertise/responsibility to attend.
    - Discuss the issues with the discipline(s) faculty to identify their positions.
  - ii. During each meeting, each Senator shall
    - Discuss with colleagues attending the meeting for additional information and perspectives on issues.
    - Represent the position of your discipline(s) during the debates and voting.
  - iii. After each meeting, each Senator shall
    - Report the results of the Academic Senate meeting back to their discipline(s)/academic area.
    - Distribute appropriate information to constituencies.
- F. Each Senator shall also serve as an active member on at least one Academic Senate subcommittee (including CCI, IPD, DEAC and/or AAC) or may seek an exemption as noted in Article I.
- G. Failure to perform these responsibilities may result in the removal of an elected Senator. (See Article IV.)

## **Section 3. Academic Senate Executive Board (EBoard)**

- A. The Academic Senate EBoard shall represent the GWC faculty at on and off campus meetings, conferences, and committees. As such, each Academic Senate EBoard member shall strive to ensure compliance with the principles of diversity, equity, inclusion, and transparency.



- B. The Academic Senate EBoard is responsible for staying current with state-wide legislative and faculty-senate issues.
- C. The Academic Senate EBoard shall be responsible for developing and administering the Academic Senate budget, creating the agenda for Academic Senate meetings, and shall act for the Academic Senate when authorized by the Academic Senate.
- D. The Academic Senate EBoard shall be subject to the orders of the Academic Senate, and none of its acts shall conflict with the action taken by the Academic Senate.
- E. All official actions taken by the Academic Senate EBoard shall be reported to the Academic Senate at the next official meeting of the Academic Senate.

#### **Section 4. Academic Senate President**

- A. The Academic Senate President shall be the presiding officer of the Academic Senate and a permanent member of the Academic Senate EBoard.
- B. The Academic Senate President's responsibilities shall include but are not limited to the following:
  - i. Prepare for and chair meetings of the Academic Senate in accordance with the Brown Act and Robert Rules of Order.
  - ii. Stay abreast of state-wide legislative and faculty Senate issues.
  - iii. Act as the GWC designee to the Board of Trustees, Chancellor and to District and College meetings and/or committees.
  - iv. Chair Academic Senate EBoard meetings.
  - v. Attend ASCCC Plenary meetings.
  - vi. Appoint additional members to the EBoard as noted in Article I, Section 4.
  - vii. Assign additional responsibilities to any member of the Academic Senate.
  - viii. Create Work Groups, Task Forces and/or other Ad Hoc groups with the consent of the Academic Senate body.
  - ix. Based on District funding, determine an equitable allocation model to members of the EBoard prior to Academic Senate elections.
  - x. Shall meet regularly with the college Executive Team to express the views of the Academic Senate and stay abreast of the college administration's views.
  - xi. Shall consult regularly with the leadership of the local faculty bargaining agent to discuss issues of concern to the Senate and the bargaining unit. Such issues may be determined by either organization or their respective officers.
  - xii. Failure to perform these duties may result in a Recall Election (See Article IV.)
  - xiii. The Academic Senate President's compensation shall not exceed 15 LHE per semester.
- C. In the event the Academic Senate President will be absent from the duties of office on a temporary basis, the 1<sup>st</sup> Vice President shall serve as President pro tem for the length of the absence.
- D. If the length of the absence in an academic year exceeds one month and/or if the Academic Senate President cannot complete their term, then the EBoard in consultation with the Academic Senate shall determine whether dismissal of and election for a new Academic Senate President is warranted. (See Article IV.)

#### **Section 5. Academic Senate's Vice Presidents**

- A. There shall be two (2) elected Academic Senate Vice-Presidents.
- B. The election of each Vice-President shall be staggered.

- C. Each Vice President will serve as a permanent member of the Academic Senate EBoard.
- D. Each Vice President should familiarize themselves with the duties and responsibilities of the Academic Senate President and should be willing to serve as the Academic Senate President when there is vacancy and/or election.
- E. The compensation for serving as an Academic Senate Vice President shall be determined by the Academic Senate President but shall be no less than 1 LHE and no more than 3 LHE for each position per semester.
- F. 1<sup>st</sup> Vice President.
  - i. The responsibilities of the 1<sup>st</sup> Vice President shall include but are not limited to the following:
    - a. Co-chair the Academic Advisory Committee.
    - b. Create Work Groups, Task Forces and/or other Ad Hoc groups within the Academic Advisory Committee with the consent of the Academic Senate body.
    - c. Chair/Assist with Academic Senate meetings (in the absence of the Academic Senate President)
    - d. Attend EBoard and AIC meetings.
    - e. Attend ASCCC Plenary meetings.
    - f. Act as the GWC designee to one or more of the DCC subcommittees (Budget, AP, Technology) as appointed by the Academic Senate President.
    - g. May succeed to a President Pro Tem position.
    - h. Failure to perform these duties may result in a Recall Election (See Article IV.)
  - ii. In the event the 1<sup>st</sup> Vice-President will be absent from the duties of office on a temporary basis (See Article I), the 2<sup>nd</sup> Vice President (or a Senator appointed by the Academic Senate President) shall serve as 1<sup>st</sup> Vice-President Pro Tem for the length of the absence.
  - iii. If the length of absence in an academic year exceeds one month and/or if the Academic Senate 1<sup>st</sup> Vice-President cannot complete their term, then the EBoard shall consult with the Academic Senate to determine whether the dismissal of and election for a new Academic Senate 1<sup>st</sup> Vice-President is warranted. (See Article IV.)
- B. 2<sup>nd</sup> Vice President.
  - i. The responsibilities of the 2<sup>nd</sup> Vice-President shall include but are not limited to the following:
    - a. Assist in the management of all Academic Senate meetings and ensure compliance with the Brown Act and Robert's Rules of Order.
    - b. Attend Academic Senate Meetings.
    - c. Attend EBoard and AIC meetings.
    - d. Attend ASCCC Plenary meetings.
    - e. Oversee elections of Senators and all other Academic Senate-conducted elections and as described in Article IV. In the event the 2<sup>nd</sup> Vice President is a candidate, the election will be supervised by a non-candidate Senator.
    - f. Act as the GWC designee to one or more of the DCC subcommittees (Budget, AP, Technology) as appointed by the Academic Senate President.
    - g. May succeed to the office of the 1<sup>st</sup> Vice President Pro Tem.
    - h. Failure to perform these duties may result in a Recall Election (See Article IV)
  - ii. In the event the 2<sup>nd</sup> Vice-President will be absent from the duties of office on a temporary basis (See Article I) the 1<sup>st</sup> Vice President (or a Senator appointed by the Academic Senate President) shall serve as 2<sup>nd</sup> Vice-President Pro Tem for the length of the absence.
  - iii. If the length of absence in an academic year exceeds one month and/or if the Academic Senate 2<sup>nd</sup> Vice-President cannot complete their term, then the EBoard in consultation with the Academic

Senate shall determine whether dismissal of and election for a new Academic Senate 2nd Vice-President is warranted. (See Article IV)

## **Section 6. Committee for Curriculum and Instruction (CCI)**

- A. The minimum role and responsibilities of the CCI may be explained in the current contract.
- B. The purview and purpose of the CCI is established as:
  - i. *Curriculum, including establishing prerequisites and placing courses within disciplines.*
  - ii. *Degree and certificate requirements.*
  - iii. *Educational program development.*
- C. The election of CCI representatives and Chair shall adhere to Article IV of these Bylaws.
- D. The elected faculty to the CCI at GWC shall have the following responsibilities:
  - i. Attend all CCI meetings.
  - ii. Represent the faculty in their discipline(s).
  - iii. Ensure communication between discipline faculty and CCI representatives.
  - iv. Review all Course Outlines of Record (CORs) and provide feedback.
  - v. Work with constituent faculty to help facilitate the CCI approval of CORs.
  - vi. Inform faculty of curriculum issues and policies.
  - vii. All members of the CCI shall vote on committee matters.
  - viii. CCI members may elect a CCI Chairperson.
  - ix. Failure to perform these responsibilities may result in the removal of an elected CCI representative. (See Article IV - Dismissal and Recall.)
- E. The Chairperson shall be the presiding officer whose responsibilities shall include but are not limited to the following:
  - i. Prepare and chair all CCI meetings in accordance with the Brown Act and Robert's Rules of Order and ensure that all faculty receive and have future access to CCI Agendas and Minutes.
  - ii. Stay current on information, issues, developments, and legislation regarding curriculum.
  - iii. Attend meetings of the Academic Senate as a voting member
  - iv. May attend meetings of the Academic Senate EBoard as noted in Article I.
  - v. Serve as liaison between CCI and the Academic Senate.
  - vi. Provide CCI reports to the Academic Senate.
  - vii. Notify the Academic Senate when there is a vacancy in membership (including excessive absences of a member as noted in Article I.
  - viii. The CCI Chair may create CCI Work Groups, Task Force(s), etc., as necessary for performance of CCI roles and responsibilities. The CCI Chair shall inform the Academic Senate EBoard of the proposal, and the proposal shall be placed on the Academic Senate consent agenda.
  - ix. Encourage committee leadership and train CCI committee members to chair the committee.
  - x. Serve as a liaison between the Council of Chairs and Deans (CCD) and CCI.
  - xi. Act as the GWC designee at district curriculum alignment meetings (or any district meeting involving curriculum).
  - xii. Provide guidance for the creation and implementation of CCI policies and processes.
  - xiii. Perform any additional duties as described in the CCC District Contract and/or current MOU.
- F. The compensation for serving as the CCI Chairperson shall be determined by the Academic Senate President's allocation of District funding; it shall be no less than 2 LHE and no more than 4 LHE per semester. Additional compensation may be granted through a separate MOU.

- G. In the event the CCI Chair will be absent from the duties of office on a temporary basis, the CCI Chair may designate a Chair Pro Tem.
- H. If the length of absence of the CCI Chair in an academic year exceeds one month, then the Academic Senate President (or designee) shall act as the Chair Pro Tem for the length of the absence, and the Academic Senate EBoard permanent members in consultation with CCI members will determine whether to move for dismissal. (See Article IV)

## **Section 7. Institute for Professional Development (IPD)**

- A. The minimum role and responsibilities of the IPD may be explained in the current contract.
- B. The purview and purpose of the IPD as established in 10+1: *Policies and procedures for faculty professional development activities.*
- C. The Academic Senate delegates to the Institute for Professional Development the following responsibilities:
  - i. Recommend faculty requests for sabbatical leaves to the president and Board of Trustees.
  - ii. Review and recommend faculty requests for salary advancement, alternative methods projects, academic rank, and emeritus status.
  - iii. Allocate full-time and 50-60% part-time faculty travel/conference funds according to the provisions of the contract.
  - iv. Inform faculty of professional development opportunities, funding, and deadlines.
  - v. Help coordinate campus and department workshops/retreats.
- D. Election of all IPD representatives and Chair shall adhere to Article IV of these Bylaws.
- E. The elected faculty to the IPD shall have the following responsibilities:
  - i. Attend all IPD meetings.
  - ii. Represent the faculty in their discipline(s).
  - iii. Ensure communication between discipline faculty and IPD.
  - iv. Work with constituent faculty to help facilitate approvals of the IPD.
  - v. Recommend faculty requests for sabbatical leaves to the GWC President and Board of Trustees.
  - vi. Review and recommend faculty requests for salary advancement, alternative methods projects, academic rank, and emeritus status.
  - vii. Allocate full-time and 50-60% part-time faculty travel/conference funds according to the provisions of the contract.
  - viii. Inform faculty of professional development opportunities, funding, and deadlines.
  - ix. Help coordinate and develop campus faculty related workshops, retreats, and awards.
  - x. All members of the committee shall vote on committee matters.
  - xi. IPD members may elect an IPD Chairperson.
  - xii. Failure to perform these responsibilities may result in the removal of an elected IPD Representative. (See Article IV - Dismissal and Recall.)
- F. The Chairperson shall be the presiding officer whose responsibilities shall include but are not limited to the following:
  - i. Prepare and chair all IPD meetings in accordance with the Brown Act and Robert's Rules of Order and ensure that all faculty receive and have future access to IPD Agendas and Minutes.
  - ii. Stay current on information, developments, and legislation regarding professional development.
  - iii. Attend Academic Senate meetings as a voting member.
  - iv. May attend meetings of the Academic Senate EBoard as noted in Article I.
  - v. Serve as a liaison between IPD and the Academic Senate.

- vi. Attend college committees pertinent to professional development (i.e., ex officio Professional Development Advisory Committee member).
  - vii. Provide IPD reports to the Academic Senate.
  - viii. Notify the Academic Senate when there is a vacancy in membership (including excessive absences of a member as noted in Article I.
  - ix. Provide guidance for the creation and/or revision of IPD policies and processes.
  - x. The IPD Chair may create IPD Work Groups, Task Force(s), etc., as necessary for performance of IPD roles and responsibilities. The IPD Chair shall inform the Academic Senate EBoard of the proposal, and the proposal shall be placed on the Academic Senate consent agenda.
  - xi. Act as the GWC faculty designee at campus and district meetings involving professional development.
  - xii. Encourage committee leadership and train IPD committee members to chair the committee.
  - xiii. Perform any additional duties as described in the CCC District Contract and/or current MOU.
- G. The compensation for serving as the IPD Chairperson shall be determined by the Academic Senate President's allocation of District funding; it shall be no less than 1 LHE and no more than 3 LHE per semester. Additional compensation may be granted through a separate MOU.
- H. In the event the IPD Chair will be absent from the duties of office on a temporary basis, the IPD Chair may designate a Chair Pro Tem.
- I. If the length of absence of the IPD Chair in an academic year exceeds one month, then the Academic Senate President (or designee) shall act as the Chair Pro Tem for the length of the absence, and the Academic Senate EBoard permanent members in consultation with IPD members will determine whether to move for dismissal. (See Article IV)

## **Section 8. Distance Education Advisory Committee (DEAC)**

- A. The minimum role and responsibilities of the DEAC may be explained in the current contract and/or Memorandum of Understanding (MOU).
- B. The purview and purpose of the DEAC is established as
- i. Consulting with various entities and making recommendations to the Academic Senate in matters pertaining to distance education.
- C. The Academic Senate delegates to the DEAC the following responsibilities:
- i. Keep organized and accurate records of Distance Education information.
  - ii. Mentor and facilitate the college's use of course management software.
  - iii. Develop and maintain training materials for faculty workshops relating to distance learning (DL).
  - iv. Periodically review and update the Distance Learning Strategic Plan in consultation with the Dean of Library and Learning Resources.
  - v. Facilitate the Certification for Online Teaching process.
  - vi. Perform other duties as assigned by the Academic Senate President or DEAC Coordinator.
- D. Election of all DEAC representatives shall adhere to Article IV of these Bylaws.
- E. The elected faculty to the DEAC shall have the following responsibilities:
- a. Attend all DEAC meetings.
  - b. Represent the faculty in their discipline(s).
  - c. Ensure communication between discipline faculty and DEAC.
  - d. Work with constituent faculty to help facilitate the certification for online teaching.
  - e. Inform faculty of online teaching seminars, workshops, and "best practices."
  - f. Coordinate with IPD and develop campus faculty related workshops/retreats.

- g. All members of the committee shall vote on committee matters.
  - h. Failure to perform these responsibilities may result in the removal of an elected DEAC Representative. (See Article IV - Dismissal and Recall.)
- F. A DEAC Coordinator shall be the presiding officer.
- i. The GWC Administration will work with the Academic Senate regarding the selection of the DEAC Coordinator position.
- G. The DEAC Coordinator's responsibilities shall include but are not limited to the following:
- i. Chair/co-chair all DEAC meetings in accordance with the Brown Act and Roberts Rules of Order and ensure that all faculty receive and have future access to DEAC Agendas and Minutes.
  - ii. Work closely with Online Education Support Center staff.
  - iii. Work closely with CCI on Distance Education course approvals.
  - iv. Recommend working closely with the IPD to develop DEAC in-service workshops for coordination of IPD Salary Advancement Credits and Alternative Methods funding.
  - v. Work closely with Faculty Association and Information Technology on DE issues.
  - vi. Work with the Distance Education Trainer to mentor faculty on distance learning course/component design and delivery.
  - vii. May be asked to attend meetings of the Academic Senate EBoard as noted in Article I.
  - viii. Notify the Academic Senate when there is a vacancy in membership (including excessive absences of a member as noted in Article I.
  - ix. The DEAC Coordinate may create DEAC Work Groups, Task Force(s), etc., as necessary for performance of DEAC roles and responsibilities. The DEAC Coordinator shall inform the Academic Senate EBoard of the proposal, and the proposal shall be placed on the Academic Senate consent agenda.
  - x. With authorization of the Academic Senate, act as a GWC faculty designee at campus and district meetings involving distance education.
  - xi. Report to the Academic Senate information and recommendations of the DEAC.
  - xii. Perform any additional duties as described in the CCC District Contract and/or current MOU.
  - xiii. DEAC Coordinator is a non-voting member of the Academic Senate.
- H. Compensation for the DEAC Coordinator shall be decided by a District MOU and an agreement with the CFE.
- I. In the event the DEAC Coordinator will be absent from the duties of office on a temporary basis, the Academic Senate President (or designee) shall act as the Coordinator Pro Tem for the length of the absence. The length of absence in an academic year shall not exceed one month.
- J. In the event the DEAC Coordinator is unable to complete their duties, the DEAC Coordinator or designee shall notify the Academic Senate.

## **Section 9. Academic Advisory Committee (AAC)**

- A. The purview and purpose of the AAC is to provide additional oversight regarding 10+1 matters.
- B. AAC will examine existing policies and watch for changes in policies in matters pertaining to but not limited to
  - i. Academic Integrity
  - ii. Academic Freedom
  - iii. Program Review Process
  - iv. Guided Pathways

- v. Dual Enrollment
  - vi. Open Education Resources (OER)
- C. AAC will consult with various entities and make recommendations to the Academic Senate.
- D. The AAC Chairpersons' responsibilities shall include but are not limited to the following:
- i. Chair/co-chair all AAC meetings in accordance with Brown Act and Robert Rules of Order (ROO) and ensure that all faculty have access to AAC Agendas and Minutes.
  - ii. With the consent of the Academic Senate, the AAC co-Chairs may create Work Groups as necessary for performance of AAC roles and responsibilities.
  - iii. Encourage committee leadership and train AAC committee members to chair the committee.
  - iv. With authorization of the Academic Senate, act as a GWC faculty designee at campus and district meetings.
  - v. Report to the Academic Senate information and recommendations of the AAC.
- E. In the event one AAC co-Chair will be absent from the duties of office on a temporary basis, no action will be necessary.
- F. If the length of absence of one of the AAC co-Chairs in an academic year exceeds one month, then AAC will notify the EBoard to come to a resolve.

## **Article III: Eligibility, Length of Term and Term Limits**

The Academic Senate members and leaders shall have the following eligibility requirements and terms.

### **Section 1. Eligibility**

- A. The Academic Senate shall designate disciplines eligible for a representative. (See Article I)
- B. As data is updated, the Academic Senate EBoard shall modify the list of designated disciplines.
- C. An elected faculty member shall complete their term unless there is due cause to declare a seat vacant (Article IV) or by an approved Petition for Representation (Appendix C for guidelines.)
- D. No discipline or combined disciplines may have more than one representative to each Senate body and/or committee unless consented by the Academic Senate.
- E. A faculty member that has been recalled is not eligible to run for leadership positions to the Academic Senate or any of its subcommittees.

### **Section 2. Senators and Committee Members**

- A. A faculty member who has taught at Golden West College within the past academic year and who will remain a faculty member during their term is eligible to be elected, appointed and/or consented by the Academic Senate as a faculty representative.
- B. Part-time faculty members must be currently teaching at GWC and on the PAL.
- C. Each Academic Senator's, standing committee and advisory committee faculty representative's term is three years with approximately one-third of the Academic Senate (or committee) membership elected each year.
- D. Consecutive terms are permitted.

### **Section 3. Academic Senate Executive Board (EBoard)**

- A. Eligibility, length of term and term limits of Academic Senate EBoard is based on the criteria herein established in these Bylaws.

## Section 4. Academic Senate President

- A. Any full-time faculty member who has served on the Academic Senate for at least two years within the last four years or who has served on the Academic Senate EBoard for at least one year within the past two years and who remain a full-time faculty member during their term is eligible.
- B. The Academic Senate President shall be elected by voting members of the Academic Senate.
- C. The term of the Academic Senate President shall be two (2) years.
- D. Upon completion of a term, a minimum two-year hiatus shall be required before seeking re-election to the Academic Senate President position.
- E. There is an 8-year lifelong term limit for this position.
- F. For purposes of lifelong term limits, a full year is 50% plus one day of an academic year.
- G. Elections shall adhere to Article IV of these Bylaws.
- H. The Academic Senate President's seat may be vacated as described in Article IV.
- I. In cases as noted in Article IV, Section 5. E (when no nominees other than the residing Academic Senate President are received), then a Presidential term may be extended by one year.
  - i. If confirmed by the Academic Senate, this one-year term shall be counted towards the 8-year lifelong term (Article III, Section 4 D).
  - ii. This shall require that the Academic Senate President take a minimum two-year hiatus before seeking re-election to the Academic Senate President position after the completion of the extended term (See Article III, Section 4. E.)

## Section 5. Academic Senate Vice Presidents

- A. Any full-time faculty member who has served on the Academic Senate for at least one year within the past four years, or who has served for at least one year within the last three years on the Academic Senate EBoard and who remain a full-time faculty member during their term is eligible.
- B. Two Academic Senate Vice Presidents shall be elected by voting members of the Academic Senate.
- C. The term of each of the Academic Senate Vice President positions shall be two (2) years.
- D. The two vice presidential terms shall be staggered with elections of each during different academic years unless a special election is necessary.
- E. There is a four term (8 years) lifelong term limit which includes both a 1<sup>st</sup> and 2<sup>nd</sup> Vice President position.
- F. For purposes of lifelong term limits, a full year is 50% plus one day of an academic year.
- G. All elections shall adhere to Article IV of these Bylaws.
- H. An Academic Senate Vice President's seat may be vacated as described in Article IV.

## Section 6. CCI Chairperson

- A. Any full-time faculty member who has served on CCI for at least three years within the past five years and who remains a full-time faculty member during their term is eligible.
- B. The CCI Chairperson shall be elected by voting members of CCI.
- C. The CCI Chairperson term is two years.
- D. Three consecutive terms (6 years) are allowed, followed by at least a two-year hiatus.
- E. There is a six term (12 years) lifelong term limit for this elected position.
- F. For purposes of lifelong term limits, a full year is 50% plus one day of an academic year.
- G. For purposes of counting years in office, a full year is at least one academic semester plus one day.
- H. The election and confirmation of a CCI Chair should not take place the same year as the IPD Chair unless a special election is required.



- I. All elections shall adhere to Article IV of these Bylaws.
- J. The CCI Chairperson's seat may be vacated as described in Article IV.

## **Section 7. IPD Chairperson**

- A. Any full-time faculty member who has served on IPD for at least two years within the past four years and who remains a full-time faculty member during their term is eligible.
- B. The IPD Chairperson shall be elected by voting members of IPD.
- C. The IPD Chairperson term is two years.
- D. Three consecutive terms (6 years) are allowed, followed by at least a two-year hiatus.
- E. There is a six term (12 years) lifelong term limit for this elected position.
- F. For purposes of lifelong term limits, a full year is 50% plus one day of an academic year.
- G. The election and confirmation of an IPD Chair should not take place during the same academic year as the CCI Chair unless a special election is required.
- H. All elections shall adhere to Article IV of these Bylaws.
- I. The IPD Chairperson's seat may be vacated as described in Article IV.

## **Section 8. DEAC Coordinator**

- A. The DEAC Coordinator eligibility, length of term, term limits, and compensation are determined by a negotiated District MOU.
- B. The Academic Senate will assist in facilitating the nominations for this position and refer the names to the Vice President of Instruction.
- C. The Academic Senate's EBoard shall be consulted prior to the hiring of a DEAC Coordinator.
- D. A recommendation to the administration for the termination of the DEAC Coordinator may be issued by the EBoard on behalf of the Academic Senate.

## **Section 9. Academic Advisory Committee Chairperson(s)**

- A. Two Chairs (co-Chairs) shall be the presiding officers over AAC.
  - i. One co-Chair shall be the 1<sup>st</sup> Vice President of the Academic Senate. The length of term and term limits of this co-Chair shall be predicated on their role as 1<sup>st</sup> Vice President.
  - ii. A second co-Chair shall be elected by a majority vote of a quorum of AAC members and shall serve for one year.
  - iii. Concurrent terms shall be permitted.

## **Article IV: Voting Rights and Elections**

These voting rights shall extend to all Academic Senate matters over which the discipline and/or academic area has authority including, but not limited to curricula review, hiring, program review, faculty elections, and committee assignments. This does not include the contractual right to vote in elections for Department Chair or other departmental matters.

### **Section 1. Voting Rights**

- A. Each faculty member's vote shall be equal to every other faculty member's vote regardless of the type of assignment they perform.
- B. **Full-time faculty** members who are serving on the Academic Senate, its standing committees, and/or its advisory committees shall have voting rights in the discipline or academic area to which they are assigned in the current academic year. If it is more than one discipline or academic area, the faculty member shall vote in only one discipline and/or academic area.
- C. **Part-time faculty** members currently teaching at Golden West College (GWC) shall have the right to vote for part-time representative(s).
- D. **Voting by proxy** shall be allowed provided the Academic Senate EBoard (or Academic Senate Office) has been notified 72 hours (about 3 days) of the assignment of a temporary faculty member prior to the vote.
- E. **Absentee voting** is allowed on rare occasions whereby a faculty member cannot attend a meeting, has not been able to duly notify the Academic Senate of the assignment of a temporary faculty member, and in which the item for a vote has been placed on the public agenda. Absentee votes must be received by the Academic Senate Office by mail, email, or electronically prior to the official vote. (See Election Policy for valid votes regulations)

## Section 2. Elections and Process

- A. All elections of faculty within the purview of the Academic Senate should conform with the following Notification and Nominations, Policy, Procedures, and Timeline, and shall require Academic Senate confirmation. The need for Special Elections or other election anomalies may occur. The Academic Senate and the faculty shall act in good faith to come to a resolve. Reoccurring anomalies may be grounds for amending these Bylaws.
- B. The election process includes the notification of an open seat; the nomination of candidates; the election; and confirmation by the Academic Senate.
- C. In those instances where faculty representation is determined by the Academic Senate, the Academic Senate 2<sup>nd</sup> Vice President (and/or designee) shall be responsible for the process and shall maintain current, written election policies and procedures with all changes voted upon by the Academic Senate.

## Section 3. Notification and Nominations

- A. **Notification** The Academic Senate office shall be notified in writing or by email of an open or vacated seat by the constituency responsible.
- B. **Nominations for all elected faculty positions.**
  - i. It will be standard practice for the Academic Senate office to create a list of all eligible faculty for any elected seat. The full and part-time lists are obtained from each division office and therefore dependent on them to ensure their accuracy.
  - ii. The Academic Senate office will notify faculty of a self-nomination form (Appendix E) to each eligible faculty member and allow for (10) days for all preliminary nominations. The AS Office will make available a list of nominees at least (3) days prior to the closing of the nomination period.
  - iii. Any applicant for candidacy must submit their self-nomination form to the Academic Senate office. They may also submit with their self-nomination form a statement of interest and qualifications.
  - iv. The Academic Senate office shall create a preliminary list of all self-nominated candidates and shall make this ongoing list available to all eligible faculty.
  - v. With the completion of the self-nominations, the nomination process shall be closed.

## Section 4. Election Policy

- A. In any Academic Senate election, all nominations, ballots, and votes shall be handled by at least two neutral people.
- B. All elections and ballots within the Academic Senate may be conducted by paper or electronic means.
- C. When conducting any election, the Academic Senate shall ensure that only eligible voters cast a ballot and that a record of the votes cast can be obtained upon request.
- D. Any Academic Senate election must include a ballot. The names of all candidates shall be placed on a ballot in alphabetical order by last name.
- E. For votes taken during a meeting, a quorum must first be met. A single ballot taken from and signed by each eligible voter shall constitute a valid vote.
- F. If votes are collected by mail, a vote is deemed valid if the ballot is signed and sealed inside a blank envelope by an eligible voter which is then submitted to the Academic Senate Office and placed in a secure file.
- G. For electronic votes, a vote is deemed valid if it is distributed to and received from an eligible voter through a Coast Community College District email service or by other electronic means secured by the district and/or Golden West College and collected and kept in a secure computer file.
- H. There shall be a five (5) day voting period for all votes received electronically or by mail. Votes by mail shall be considered valid if postmarked within the five-day period.
- I. All completed ballots (except for ballots distributed during a meeting) shall be kept on file in the Academic Senate Office for 30 days (about 4 and a half weeks). Thereafter, only the voting record recorded by individual vote will be kept on file. The aggregate results of a vote shall be counted by two neutral parties and reported to the Academic Senate EBoard.
- J. The Academic Senate Office or EBoard shall ensure that all candidates are notified of the results prior to announcement and that all announcements are made public.
- K. For purposes of determining election results, the following terms may be used.
  - i. **Two-thirds Vote** is defined as two-thirds of the votes cast, ignoring blanks and/or abstentions.
  - ii. **Majority Vote** is defined as more than half the votes cast, ignoring blanks and/or abstentions.

## Section 5. Election Procedures

- A. **Single-Nominee Election procedure** - (including voting by acclamation),
  - i. When only one name is received for any position, this name will be placed on the next Academic Senate consent agenda and confirmed by a majority vote by acclamation.
  - ii. Objections to any item on the consent agenda may be made in accordance with Robert's Rules of Order.
  - iii. If any position does not receive confirmation by the Academic Senate, then the Academic Senate EBoard shall notify the constituents and the process shall recommence.
- B. **Multiple-Nominee Elections for faculty representatives**
  - i. In elections for faculty representatives, it is the intent that decision be made at the most local level.
  - ii. The discipline(s) eligible full-time faculty shall have the right to vote for faculty representatives, except for specific positions for part-time faculty members.
  - iii. In cases of a specific position for a part-time faculty member, eligible part-time faculty (currently on the PAL) shall have the right to vote.

- iv. If a majority vote is achieved, then the position is considered filled. The Academic Senate shall be notified of the election results and the name will be placed on the next Academic Senate consent agenda and confirmed by a majority vote by acclamation. The Academic Senate shall not have the right to object to an election unless there is due cause, including but not limited to stipulations set forth in these Bylaws.
  - v. If the discipline(s) eligible full-time faculty cannot reach a decision for a faculty representative because of a tie or objections to the process, the Academic Senate will conduct a second election where all eligible full-time faculty in an Academic Area may vote.
  - vi. If an academic area election also results in a tie or objections to the process, the Academic Senate shall elect the representative.
  - vii. If eligible part-time faculty cannot reach a decision for a part-time representative because of a tie or objections to the process, then the Academic Senate shall elect the representative.
- C. Multiple-Nominee Elections for the Academic Senate President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President**
- i. During the nomination process, nominees' names shall be made available.
  - ii. Once the nomination process is closed, the nominees' names shall be distributed to all Senators.
  - iii. In elections with multiple nominees, any Senator may request that a "Candidate Question/Answer" be placed on the next Academic Senate meeting.
  - iv. If a Q/A is placed on the agenda, each nominee shall be allowed 5 minutes to answer questions posed by Senators.
  - v. The elections shall then proceed to a vote as noted in Article IV.
  - vi. All voting members of the Academic Senate shall be eligible to vote.
  - vii. If a majority vote cannot be achieved because of a tie or objections to the process, the Academic Senate will conduct an additional election where all eligible full-time faculty may vote.
- D. Election and confirmation of a Standing Committee Chairperson.**
- i. The standing committee members shall elect a Chair of their committee.
  - ii. Elections shall conform to the Academic Senate's Bylaws, Article IV.
  - iii. The standing committee shall send their results to the Academic Senate for confirmation.
  - iv. The election of each standing committee's Chairperson position requires Academic Senate confirmation.
  - v. If the Academic Senate does not confirm the election, then the standing committee shall be notified and the committee shall work with the Academic Senate EBoard permanent members to come to a resolve.
  - vi. If a resolve cannot be made, then the Academic Senate shall elect the Chairperson.
- E. No Nominees for Academic Senate President.**
- i. In cases where after the first call out, there is no nominee for the positions of Academic Senate President, a second call for nominations shall be performed.
  - ii. The Timeline for this second call for nominations for Academic Senate President shall take place as soon as the Academic Senate is notified (See Appendix G).
  - iii. This second call for nominations may include the residing Academic Senate President requesting an additional one-year term.
  - iv. If the second call for nominations results in a nominee(s) other than the residing Academic Senate President, then elections shall proceed with only the new nominee(s) as noted in this article (See Article IV. Section 5. Election Procedures: Single-Nominee Election and Multiple-Nominee Election procedures).

- v. If, however, after the second call for nominations the only candidate is the residing Academic Senate President requesting an additional one-year term, then this name shall be placed on the Academic Senate consent agenda and proceed according to Article IV, Section 5. A i - iii.

## **Section 6. Timeline for Membership, Nominations, Elections and Appointments**

- A. Every attempt shall be made to ensure the timeliness of all Academic Senate elections.
- B. For purposes of determining membership and representation, the Academic Senate EBoard will obtain from Administration current data from the previous two semesters (Spring/Fall) and distribute this to the Academic Senate and Department Chairs.
- C. Except for special elections, all other elections for the Academic Senate EBoard, Committee Chairs and faculty representatives should take place during the spring semester (See Appendix G – Academic Senate Procedural Timeline).

## **Section 7. Vacated Seats, Pro Tempora (Pro Tem) Appointments and Special Elections**

- A. **Vacated Seats:** The Academic Senate President shall declare a seat vacated due to
  - i. Resignation by a faculty member either in writing or due to circumstances
  - ii. Dismissal by the Academic Senate EBoard.
    - a. The Academic Senate EBoard permanent members may find grounds for dismissal of any faculty member elected, confirmed, or appointed by the Academic Senate who fails in their responsibilities. The EBoard shall consult with the constituent faculty prior to dismissal to try to come to some resolve.
    - b. Dismissal shall require a written statement as to the reasons for the dismissal and a majority vote of the permanent members of the EBoard.
    - c. Reasons for dismissal include
      - 1) excessive absences;
      - 2) failure to perform responsibilities as specified in these Bylaws; and/or
      - 3) a violation of “Professional Ethics;” specifically, a faculty member who discriminates against or harasses colleagues and/or students. How do we bring the Union and the rights of faculty here?
  - iii. Ineligibility to hold a position may include but is not limited to part-time faculty members no longer teaching at GWC and/or no longer on the PAL; full-time faculty members reassigned to a different discipline/academic area and/or who are no longer a full-time faculty member at Golden West College.
  - iv. Recall by Election.
    - a. Faculty may request a recall vote of an elected faculty member serving their constituency. A written or emailed petition signed by at least one third of the full-time faculty members of the constituency shall be submitted to the Academic Senate. (See Appendix F)
    - b. Part-time faculty may request a recall vote of an elected or appointed part-time faculty member serving in a specified part-time faculty seat. A written or emailed petition including the names of at least 12 part-time faculty currently teaching at GWC shall be submitted to the Academic Senate.

- c. Senators may request a recall vote of a permanent member of the Academic Senate EBoard. A written or emailed petition signed by at least one-third of the Senators shall be submitted to the Academic Senate.
  - d. A recall signed petition form shall include a justification statement.
  - e. The Academic Senate EBoard shall verify the names and justification statement on any recall petition.
  - f. The Academic Senate shall administer a recall vote in compliance with the Election Policy (Article IV). The recall ballot shall include the justification statement.
  - g. A recall is considered approved if two-thirds of the constituency's voting members support the recall. If the voting body is less than seven, then a simple majority shall be necessary to approve a recall. (Part-time faculty may only vote in the recall of a part-time faculty member serving in a specified part-time faculty seat).
  - h. The recall is for the remainder of the faculty member's term. If it is more than ½ of a term, then it shall count towards any consecutive term and/or lifelong term limit restrictions.
  - i. A faculty member that has been recalled may not be eligible to run for leadership positions to the Academic Senate or any of its subcommittees provided the EBoard has reviewed the justification statement.
- v. The Academic Senate EBoard shall notify the affected constituents of any vacated seat as soon as possible but no later than one month after the seat has been vacated.

## **B. Pro Tem appointments**

- i. Pro tem appointments shall assume full rights of the position.
- ii. Pro tem appointments may be made on a temporary basis as noted in Article II.
- iii. If a seat is vacated, then a pro tem appointment may be necessary until an election (or special election) can take place.
- iv. If the Academic Senate President's seat is vacated, then the 1<sup>st</sup> Vice President shall serve as President Pro Tem until a Special Election can be held; or if there is less than one academic semester left in the President's term, then the 1<sup>st</sup> Vice President shall serve as President Pro Tem for the remainder of the semester.
- v. If the Academic Senate 1<sup>st</sup> Vice President's seat is vacated, then the 2<sup>nd</sup> Vice President (or Senator appointed by the Academic Senate President) shall serve as 1<sup>st</sup> Vice President Pro Tem until a Special Election can be held; or if there is less than one academic semester left in the 1<sup>st</sup> Vice President's term, then the 2<sup>nd</sup> Vice President (or Senator appointed by the Academic Senate President) shall serve as 1<sup>st</sup> Vice-President Pro Tem for the remainder of the semester.
- vi. If the Academic Senate 2<sup>nd</sup> Vice President's seat is vacated, then the 1<sup>st</sup> Vice President (or Senator appointed by the Academic Senate President) shall serve as 2<sup>nd</sup> Vice-President Pro Tem until a Special Election can be held; or if there is less than one academic semester left in the 2<sup>nd</sup> Vice President's term, then the 1<sup>st</sup> Vice President (or Senator appointed by the Academic Senate President) shall serve as 2<sup>nd</sup> Vice-President Pro Tem for the remainder of the semester.
- vii. If a standing committee Chair seat is vacated, then the Academic Senate President (or appointed designee) shall serve as Chair Pro Tem until a Special Election can be held; or if there is less than one academic semester left in their term, then the Academic Senate President (or appointed designee) shall serve as Chair Pro Tem for the remainder of the semester.

- viii. If a faculty representative's seat is vacated, then a Special Election shall be held; or if there is less than one academic semester left in their term, then in consultation with the discipline(s) the Academic Senate EBoard members may appoint a pro tem representative(s) for the remainder of the semester.

### C. Special Elections

- i. Special elections during an academic year may be necessary to find a replacement for a vacated faculty seat or position.
  - ii. All Special Elections shall comply with the Election Policy.
  - iii. Every attempt shall be made to ensure that Special Elections comply with the Election Procedures and that newly elected faculty can assume their duties as soon as possible.
  - iv. If a seat is vacated during the Spring Semester, the procedure and timeline may need to be adjusted by the Academic Senate EBoard permanent members in accordance with these Bylaws.
    - i. If an election cannot be held for an EBoard member and/or Chair until the next academic year, then the EBoard permanent members may extend the pro tem's role until the completion of a Special Election. This extension may not exceed 45 days (about 1 and a half months) into the Fall semester.
    - ii. If an election cannot be held for all other faculty positions until the next academic year, then the pro tem position may be extended by the Academic Senate. This extension may not exceed 45 days (about 1 and a half months) into the Fall semester.

## Article V: Meetings, Conduct, and Communication

Academic Senate meetings, conduct, and communication are essential elements for a Senate body to discuss regarding all 10+1 and shared governance matters.

### Section 1. Regular Meetings.

- A. Regular meetings of the Academic Senate, CCI and IPD are open meetings and subject to the *Brown Act*. All members of the body are responsible for adhering to the guidelines set in the Brown Act including the following mandates:
  - i. All meetings shall be open to the public.
  - ii. All agendas, minutes and associated meeting documents shall be published in a location which is accessible 24 hours a day for the 72 hours (about 3 days) prior to the meeting.
  - iii. Members of the faculty, administrators, students, and other resource personnel may attend regular meetings of the Academic Senate, CCI and IPD as guests.
  - iv. A regular meeting of the Academic Senate, CCI and IPD shall be held at least once a month of the academic year at a time and place designated by the Academic Senate.
  - v. The date, time and place of a regular meeting shall be made public.
    - a. *Traditionally the GWC Academic Senate holds meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month.*
    - b. *Traditionally the CCI holds meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month.*
    - c. *Traditionally the IPD holds meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month.*

- d. Traditionally the DEAC holds meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month.
- vi. Permanent changes to this schedule shall be made public prior to the election of EBoard permanent members, Chairpersons and/or faculty representatives.
- vii. The Academic Senate President may put the Academic Senate into executive (closed) session as prescribed in *The Brown Act*.

## Section 2. Quorum and Attendance

- A. Quorum is defined by the number of voting members who must be present to legally transact business.
  - i. A majority of (50% + 1) the voting members shall constitute a quorum at a regular meeting of the Academic Senate, CCI or IPD.
  - ii. Vacancies should be set aside for the purposes of determining a quorum.
  - iii. Any faculty member elected and/or appointed by the Academic Senate who cannot attend their assigned meeting(s) and who wishes to designate a temporary faculty member with full rights shall notify the Academic Senate office or Academic Senate EBoard at least 72 hours (about 3 days) prior to the scheduled meeting. This temporary faculty member shall be counted for purposes of a quorum.
  - iv. Pro tem appointments shall be counted for purposes of a quorum.
  - v. At a summer meeting the quorum is the number of Senators at the meeting.
  - vi. If there is not a quorum, the presiding officer can:
    - a. Fix the time to adjourn,
    - b. Adjourn,
    - c. Recess, or
    - d. Take steps to obtain a quorum
  - vii. If urgent business requires action, it must be ratified at a later meeting at which time a quorum is present.

## Section 3. Conduct of Meetings

The following rules and regulations apply to the Academic Senate and any of its committees.

- A. The Academic Senate may adopt Senate Rules to establish rules of procedure and other provisions for implementing the intent and purposes of the Constitution/Bylaws or the Senate Rules.
  - i. Senate Rules shall be adopted by a two-thirds (2/3) vote of the Senators present at an Academic Senate meeting.
  - ii. Procedural matters not covered in the Constitution/Bylaws shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*.
- B. A presiding officer (Academic Senate President, Chairperson, Coordinator) may appoint a Parliamentarian to assist with interpreting and following parliamentary procedures as prescribed in *Robert's Rules of Order, Newly Revised*, or other such rules or procedures as may be adopted.
  - i. A Parliamentarian is not a required position.
  - ii. The Parliamentarian, if appointed and not a senator shall not be a voting member.
- C. Resolutions represent the "voice of the Senate" and express the Academic Senate's rationale and proposed actions.



- i. All resolutions shall follow the resolution process. The adopted Academic Senate Resolution Process is included in Appendix F to these By-laws.
  - ii. No new resolutions shall be entertained from the floor.
  - iii. Resolutions shall be presented to the Academic Senate for consideration at one meeting and voted on at the next meeting.
- D. Any members of the Academic Senate shall have the right to place an item on the agenda provided they submit their request before the Executive Officers meet to create the agenda.
  - E. In those instances, requiring an Academic Senate vote, each Academic Senator present shall have one vote.
  - F. The Academic Senate Office Administrative Assistant shall be responsible for sending/posting the agenda and recording/posting minutes of all regular Senate meetings.
  - G. The Academic Senate meetings shall follow proper decorum as noted in Robert's Rule of Order, Newly Revised. (See Appendix G - Meeting Decorum)

## Section 4. Meeting Rules and Procedures

- A. The presiding officer shall call the meeting to order at the stated start time or when a quorum is present, whichever is later.
- B. Additions to the agenda or modifications to the order of the agenda may be made by majority vote provided the alteration does not violate the Brown Act.
- C. Items on the Consent Agenda will only include items considered unlikely to cause dissent, such as the approval of minutes, appointments to committees, confirmation of elections, and routine recommendations by councils presented at the previous Academic Senate meeting. Any one senator may call to have an item from the Consent Agenda moved to "Action."
- D. Public Comment shall be limited to three minutes per speaker and nine minutes per topic.
- E. Reports (President, Vice President, Liaisons, Faculty Union, Associated Students, Councils) shall be provided to the members in writing and/or electronically in a timely manner.
  - i. A concise verbal report may accompany the written report.
  - ii. Except for the President, verbal reports should not exceed five minutes.
- F. Items designated as "Discussion or New Business" must be introduced, explained, and discussed before they may advance as an "Action" item on the next agenda. Since "Discussion" items are not under immediate consideration for adoption, no amendment, referral, adoption, or other motion may be taken.
- G. **Motions** -
  - i. Upon receiving a motion and second to act on an "Action" item, debate shall ensue with the President calling alternately on those wishing to present "Pro," "Con," and "Neutral" arguments.
  - i. Debate on an action item shall be limited to ten (10) minutes.
  - ii. If debate on an amendment consumes more than 50% of the ten (10) minute allotment for debate, the time for debate shall automatically be extended by five (5) minutes to allow for discussion of the primary motion.
  - iii. Should time expire, any senator may make a motion to extend debate by a designated amount of time. Should this motion find a second, the vote on whether to extend debate shall occur immediately without discussion. A majority of votes cast shall suffice to extend debate.
  - iv. Motions proposed to the Academic Senate may be voted on in the same meeting they are proposed.

- H. Motions to Refer or Postpone may be made at any time prior to the vote on the main motion and are not considered part of the debate.
- I. The meeting shall adjourn at the stated end time, when a quorum is no longer present, or when a motion to adjourn is not objected to.
- J. Any items remaining on the agenda shall be returned on the next agenda.
- K. Any rule listed above may be suspended on a one-time basis upon a two-thirds (2/3) vote of the quorum.

## Section 5. Guidelines for Voting During a Meeting.

The purpose of this Section is to summarize the existing voting guidelines as outlined in *Robert's Rules of Order, Newly Revised*.

- A. In those instances, requiring a vote during a meeting, each voting member present shall vote. (Voting by proxy and absentee votes are explained in Article IV.)
- B. **Two-thirds Vote** is defined as two-thirds of the votes cast, ignoring abstentions.
- C. **Majority Vote** is defined as more than half the votes cast, ignoring abstentions.
- D. **Consent Items**
  - i. The Academic Senate may approve by consent items with no perceived opposition.
  - ii. A single dissenting vote will remove an item from consent and open it to discussion or amendment.
  - iii. Such removal will occur even if the objection is voiced immediately after consent has been granted.
  - iv. Consent may be granted in person and/or electronically.
- E. **Action Items**
  - i. Action items must be on the official agenda unless the item meets the exceptions described in the Brown Act.
  - ii. In accordance with the Brown Act provision requiring the recording of all votes, the vote will be by roll call in person and/or electronically.
  - iii. The minutes need not reflect by name all ayes, nays, and abstentions provided the results are made available upon request.
- F. Elections held within a meeting shall comply with the Election Policy as described in Article IV.

## Section 6. Special Meetings of the Academic Senate

- A. During the academic year, the Academic Senate President may call a special meeting at their discretion.
  - i. Upon written petition signed by **three** Academic Senators, the President shall call a special meeting to be held within one week after receipt of such petition.
  - ii. Written notice of special meetings shall be given to all members of the Academic Senate at least two regular school days prior to the meeting and shall contain a general statement of the business to be brought before such meeting.
- B. The Academic Senate President may call a special meeting during the summer.
  - i. Decisions made at a meeting of this kind must be ratified as soon as possible at a regular Academic Senate meeting.
  - ii. Draft minutes of such a meeting must be electronically distributed by the next scheduled Academic Senate meeting.

## Section 7. Additional Communication

- A. Upon the direction of the Academic Senate, the President of the Academic Senate shall forward all specific recommendations and concerns to the President of the college, the Chancellor, and/or to the Board of Trustees of the Coast Community College District.
- B. Recommendations under consideration by the Academic Senate shall be distributed in writing and/or electronically to each member of the Academic Senate.
- C. Recommendations on matters not confined to the internal affairs of the Academic Senate shall be forwarded in writing and/or electronically to the Administration and/or the Board of Trustees.
- D. When recommendations, which are approved by the Academic Senate, do not receive the unanimous support of the membership, the privilege of filing a dissenting report shall be reserved for those not concurring in the majority decision.
  - i. Minority reports shall, at the request of those members initiating it, be read into the minutes of the Academic Senate meetings.
- E. Policy implementation notices will be made to each affected department and/or committee chair.

## **Article VI: College and District Committees**

The Academic Senate will actively solicit involvement of the broader campus community for committee appointments.

### **Section 1. Procedures for Appointing to Committees**

- A. Acting in accordance with and in good faith with the 10+1, the College President should collaborate with the Academic Senate and reach a mutual agreement when establishing any college committee.
  - i. When the College President forms committees which require faculty participation, the College President shall request the appointment or confirmation of such members from the Academic Senate prior to forming such a committee.
- B. The Academic Senate appoints faculty to all college-wide and district level committees except for those appointments reserved for the faculty union and the DEAC Coordinator.
- C. The Academic Senate will actively solicit involvement of the broader campus community, and – whenever possible – no more than one member of the Academic Senate should serve on a college and district-wide screening committee, unless other faculty cannot be found to serve.

### **Section 2. Academic Issues Council (AIC)**

- A. The purpose of this committee is to address campus issues relating to academic and professional matters as defined in Title 5, and in accordance with Board Policy 7837 at an early stage and before recommendations are formulated.

- B. There shall be regular meetings between representatives of the college administration and the Academic Senate EBoard.
- C. There shall be an equal number of representatives from the college administration and the Academic Senate EBoard.
- D. Each group shall select its own participants.
  - i. Representatives from the Academic Senate shall include the permanent members of the Academic Senate EBoard.
  - ii. Additional members of the Academic Senate may be chosen by the Academic Senate EBoard.
- E. This council will recognize and respect those rights afforded to the union and/or management under the collective bargaining contract and the rights of the Academic Senate in Title 5 and Board Policy 7837.
- F. Every attempt will be made to achieve agreement and to clarify all positions prior to the formulation of either administrative or Academic Senate recommendations which are to be forwarded to any off-campus body and/or the Board of Trustees.
- G. The Administration and the Academic Senate will exchange copies of all materials pertaining to pending issues relating to academic and professional matters at the earliest possible opportunity.
- H. The Administration and the Academic Senate will exchange reports and information on academic and professional matters being forwarded to the Board of Trustees in those cases in which either the Administration or the Academic Senate has not already had access to the information.
- I. No votes will be taken, and meeting notes are confidential.
- J. The College President (or designee), the Vice President of Instruction (or designee) may request to be placed on the Academic Senate Agenda.

### **Section 3. Joint Committees of the CCCD Senates**

The following District policy statements concern the roles of the Golden West College Academic Senate, the Orange Coast Academic Senate, Coastline Academic Senate, and joint committees of the three Academic Senates:

- A. Joint district committees of the three Academic Senates shall be established to work on matters of district-wide concern.
- B. These committees shall have equal representation from each Academic Senate.
- C. The size of these committees shall be determined by mutual agreement of the Academic Senate Presidents. Committees shall be small—two to four members from each Senate.
- D. Membership on these committees shall be determined by the President (or designee) of each Academic Senate.
- E. Meeting places shall alternate between the colleges.
- F. After agreement on a matter is reached by the Academic Senates, communications regarding the disposition of joint Academic Senate action shall be made by the Academic Senate Presidents (or designees).

## **Article VII: Amendments and Approval of the Bylaws**

### **Section 1. Proposal of Amendments**

- A. The Academic Senate can propose, change, and amend its Bylaws by a two-thirds vote of the Academic Senate voting members providing that notice of the proposed change be sent to all Golden West College faculty members two weeks in advance of the Academic Senate meeting when the vote is to occur.
- B. Amendments to the Bylaws may not require amending the Constitution.

## **Section 2. Approval of Amendments**

- A. An amendment(s) proposed at one meeting cannot be approved until the following meeting.
- B. Upon verification of proposed amendment(s), the Academic Senate EBoard shall provide and distribute a copy of the proposed amendment(s) to all full-time faculty at least ten days prior to the next Academic Senate meeting.
- C. Voting on the proposed amendment(s) shall be limited to full-time faculty senators.
- D. The proposed amendment(s) shall pass if it is approved by two-thirds of the full-time faculty senators, provided that at least 60% percent of the full-time faculty senators have voted.
- E. Approved amendments to the Bylaws become effective immediately unless otherwise specified.
- F. Full-time faculty senators may make a motion to
  - a. begin implementation of the approved amendment(s) at a later date (i.e., the start of the next academic year) and/or
  - b. enforce an amendment *ex post facto*.
- G. The votes shall be made public on the Academic Senate minutes.

## **Section 3. Review of the Bylaws**

The Academic Senate Bylaws should be reviewed at least every 4 years.

# Appendix

Appendix A - Academic Senate Organizational Chart (done)

Appendix B - Membership Model (done)

Appendix C - Petition for Representation (still need to create the form)

Appendix D - Committee and Work Group (done)

Appendix E - Self-nomination form (still need to create the form)

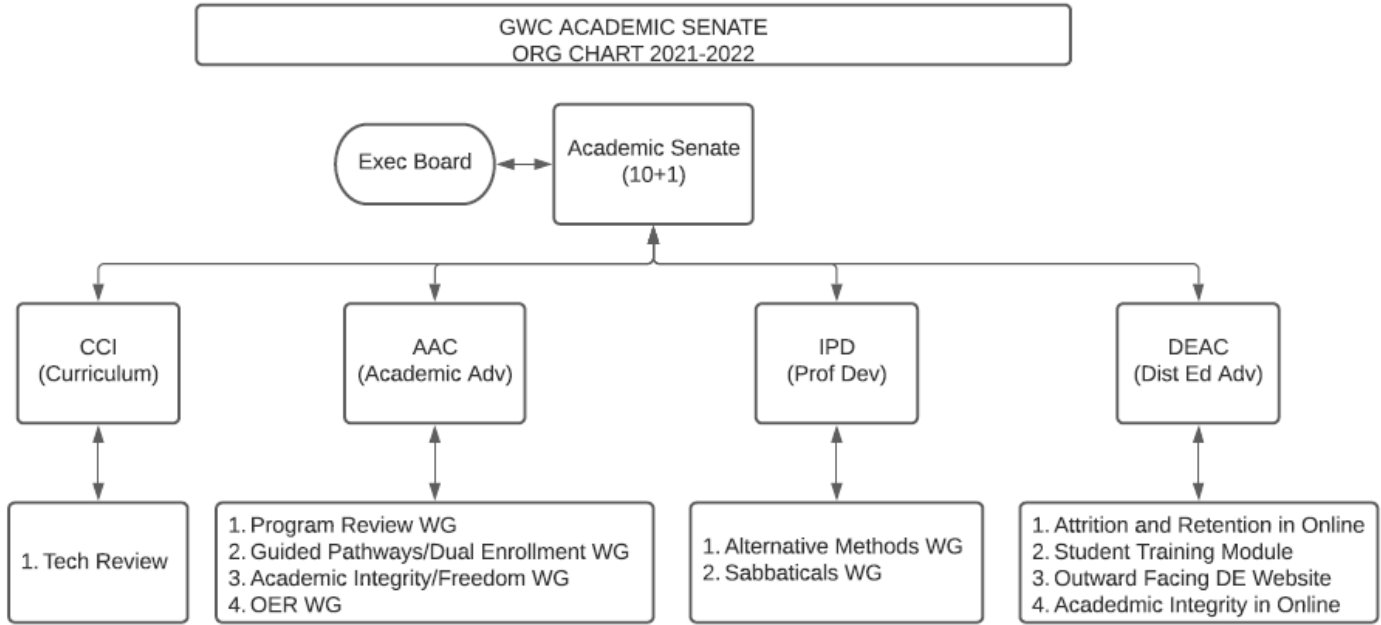
Appendix F – Recall petition form (Still need to create the form)

Appendix G – Academic Senate Procedural Timeline

Appendix H - Senate Resolution Process

Appendix I – Meeting Decorum and Common Robert Rules of Order

**Appendix A Academic Senate Organizational Chart**



## Appendix B

### Academic Areas & Disciplines

Academic Area	Discipline/Specialties
<b>ARTS AND LETTERS</b>	
	American Sign Language
	Art
	Communication Studies
	Dance
	English
	English Language Learners
	English Second Language
	Interpreting
	Music
	Photography
	Spanish
	Theater Arts
	Vietnamese
<b>ATHLETICS</b>	
	Health Education
	Kinesiology
	Physical Education
<b>BUSINESS AND ACCOUNTING</b>	
	Accounting
	Business
	Management
	Marketing
<b>CAREER AND TECHNICAL EDUCATION</b>	
	Automotive Technology
	Computer Science
	Cosmetology
	Criminal Justice
	Digital Arts
	Drafting
	Nursing
<b>COUNSELING</b>	
	DSPS
	EOPS
<b>LEARNING RESOURCE CENTER/LIBRARY</b>	
	Academic Success Center
	LRC/Library
<b>LIBERAL ARTS, SOCIAL AND BEHAVIORAL SCIENCES</b>	
	Anthropology
	Economics
	Education



	Geography
	Global Studies
	History
	Philosophy
	Political Science
	Psychology
	Sociology
<b>SCIENCE, TECHNOLOGY, ENGINEERING AND MATH</b>	
	Astronomy
	Biology
	Chemistry
	Geology
	Mathematics and Engineering
	Physical Science
	Physics

## Appendix C – Petition for Representation

Each year the Academic Senate will request updated data from the Administration for the purposes of determining discipline representation. Data provided by Administration may result in changes to discipline(s) representation and may require a Petition for Representation This Petition for Representation includes two types of requests: one requesting that a discipline no longer be combined with other disciplines but rather have its own representatives, and the second is a request to combine disciplines for purposes of representation. Please fill out this form for either request.

Discipline(s) making the request:

**1. Does this petition fall within the academic year in which a Senator needs to be re-elected?**

No

Yes

If not, please provide a brief justification as to why this petition is being submitted at this time.

**2. Based on the data, is this a request to have a discipline previously combined with other disciplines separated out as a single discipline with its own representatives?**

No

Yes

If not, please skip to question #3.

If yes, the Academic Senate strongly urges that the discipline faculty can ensure representation to the Academic Senate, CCI and IPD. Please provide

- the FTEF for this discipline and the actual number of full-time faculty employed from the data.
- signatures of full-time faculty from the discipline requesting to separate.

---

Signature/Date

---

Signature/Date

Note: If yes, you need not answer any other question.

**3. Is this a request to combine disciplines for purposes of representation?**

No

Yes – If making a request to combine disciplines for purposes of representation, please provide

- The FTEF for each discipline wishing to combine and the actual number of full-time faculty employed by each discipline
- Signatures of at least one full-time faculty member from each discipline wishing to combine.

<u>Discipline</u>	<u>FTEF/discipline</u>	<u># of full-time faculty/discipline</u>	<u>Full-time faculty signature/date</u>
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Note: If this request to combine disciplines affects other disciplines, please be sure to consult with the other affected disciplines prior to submitting this Petition for Representation form.

**4. Special Circumstances:**

When combining disciplines, there may need to be changes to ensure there is only one representative for each of the Academic Senate committees (See Article I – CCI, IPD, DEAC).

When separating disciplines, there may need to be changes to ensure that no Academic Area exceeds seven representatives (See Article I).

**If this Petition for Representation affects the ability of a representative to CCI, IPD and/or DEAC to complete their term, please explain how the discipline(s) faculty filing this Petition have worked to resolve this.**

Please obtain signatures from at least one full-time faculty member from each affected discipline and any duly elected representative who, because of this petition to combine disciplines, will need to vacate their seat.

Name of discipline	Faculty name/signature/date
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Examples:

Petition Submissions: Sean represents Liberal Arts and Cultural Studies on the Academic Senate. History makes the minimum qualifications and wishes to separate out. History can petition at the end of Sean's term as Senator. Without History, Liberal and Cultural may need to combine with other disciplines. This too can be petitioned at the end of Sean's term as Senator.

Combining Disciplines: Juan is the Senator for Math, and Julian is the Senator for Computer Science. Julian's term as Senator is ending. Computer Science wishes to combine with Math. Juan is now the Senator for both Math and Computer Science until the end of Juan's term. However, if Math and Computer Science each have an elected representative on CCI and/or IPD, then there will need to be a determination which ONE representative will represent both Math and Computer Science on CCI and ONE representative on IPD. The suggestion is that since Computer Science wishes to join with Math, the Computer Science representatives to CCI and/or IPD would vacate their seats. The Math representatives would complete their terms and now represent both Math and Computer Science. In the next election cycle for these positions, both Math and Computer Science faculty can nominate themselves. This information will need to be explained on this Petition form with signatures of the faculty – especially those vacating their seats.

Academic Areas: Liberal Arts, Social and Behavioral Sciences as an academic area have a total of 3 eligible seats on Senate, CCI and IPD. History, Political Science, Economics and Sociology decide to separate out and each meet the minimum qualifications. This brings the total to 7 for this academic area—the maximum allowed. This could be permitted.

Academic Areas: Arts and Letters as an academic area have 6 eligible seats. ELL/ ESL and Sign Language wish to separate out—2 additional seats. This would not be permitted. There would have to be an agreement reached within the Arts and Letters Academic Area to decide how not to exceed the maximum (7) limit.

## Appendix D - Committees/Work Group Plan

### Committees/Work Groups Structures and Functionality

There are 3 main components or structures within the organizational framework of GWC: namely.

the Academic Senate                      the Administration                      the Union.

Each of these structures has jurisdiction over areas affecting our college (separate powers), but there are also areas of shared jurisdiction in which mutual agreements are sought. 10+1 and other statutes provide guidelines. The aim is to provide functionality and increase efficiency within the college's decision-making processes.

Each of these structures may choose to organize into various types of smaller groupings, and in some instances, there may be groups established in areas where jurisdiction is shared.

The concern addressed here is how to conceptualize these groups and to organize them within a transparent and efficient decision-making process.

### Committee and Work Group Plan of GWC Academic Senate

#### Academic Senate/Faculty

Guided by Title 5, 10+1 and Board Policy, the following defines the types of groups that may be established by the college's Academic Senate. Each must comply with the Brown Act.

#### Committees – General Rules

- **Establishment of Academic Senate Committees**
  - The Academic Senate EBoard shall determine the need for each of the Academic Senate committees.
  - The Academic Senate EBoard shall provide the Academic Senate with its determination and shall allow for appropriate discussion and debate.
  - An Academic Senate committee shall be approved by the Academic Senate and shall be included within the Academic Senate's Bylaws. Amending the Academic Senate bylaws shall require a 2/3 vote of the Academic Senate.
- **Scope and Purpose**
  - Each committee shall have a clearly defined scope or jurisdiction as defined in its mission statement and annual goals.
    - Each committee's mission statement and annual goals shall align with either the college's mission and/or 10+1.
    - Mission statements and goals shall be submitted to the Academic Senate and require the approval of the Academic Senate (simple majority vote).
- **Responsibilities**
  - Each committee shall organize and direct its meetings toward the effective accomplishment of its goals.
  - Each committee shall establish policies and processes necessary to accomplish its goals.
  - Each committee shall provide report(s) to the Academic Senate.
    - A year-end report shall be required.

- The Academic Senate may request at any time additional reports from the committee.
  - Each committee shall post its mission, goals, agendas, and minutes in a forum accessible to all Golden West College faculty (in compliance with the Brown Act as needed).
  - Each committee shall consider procedural rules (i.e., Roberts Rule of Order) and its compliance with the Board of Education code.
- **Membership and leadership–**
  - Committee membership shall at a minimum mirror the membership of the Academic Senate.
    - Any exclusions and/or additions will require approval by the Academic Senate.
  - Each committee shall submit to the Academic Senate membership vacancies.
    - The Academic Senate shall be responsible for the nomination and voting procedure for committee members.
    - Each committee may recommend to the Academic Senate a person to lead the committee; such leadership must comply with the Academic Senate Bylaws and shall require a simple majority approval by the Academic Senate.

## Types of Committees:

### Standing committees

- Standing committees shall adhere to the scope, purpose, responsibilities, membership, and leadership rules as established above.
- Each standing committee shall be considered “permanent.”
  - A standing committee’s existence shall remain uninterrupted unless the Academic Senate, with a 2/3 vote, amends or terminates a standing committee.
- Authority –
  - Each standing committee shall be granted the authority to make binding decisions within the scope of its committee.
    - Decision-making shall be clearly defined in the standing committee’s goals, policies and/or processes.
  - Each standing committee shall be granted the authority to create sub-committees, task force, council and/or ad hoc work groups with the approval of the Academic Senate.

### Advisory committees

- Advisory committees shall adhere to the scope, purpose, responsibilities, membership, and leadership rules as established above
- Each advisory committee shall be considered permanent.
  - An advisory committee’s existence shall remain uninterrupted unless the Academic Senate, with a 2/3 vote of its members, amends or terminates an advisory committee.
- An advisory committee shall be established by the Academic Senate because of its members' particular expertise.
- An advisory committee shall aid the Academic Senate by engaging with and assessing college and community resources and by investigating rules, regulations, or other binding agreements.
- Authority
  - Each advisory committee shall be granted the authority to make recommendations to the Academic Senate.

- An advisory committee's decisions or recommendations shall have no legal standing unless these are adopted at a formal meeting of the Academic Senate.
- The Academic Senate is not bound to accept a recommendation from an advisory committee.
- An advisory committee (or its members) shall not act in the place of the Academic Senate or its representatives.
- Each advisory committee shall be granted the authority to create sub-committees, task forces, councils and/or ad hoc work groups with the approval of the Academic Senate.

## Work Groups – General Rules

- The Academic Senate EBoard shall have the authority to establish work groups.
- The Academic Senate body shall also have the authority to establish work groups through the resolution process.
- A standing committee and/or advisory committee shall be granted the authority to create sub-committees, task forces, councils and/or ad hoc work groups with the approval of the Academic Senate.
- Work groups may be terminated by the body through which it was established.
  - Termination of a work group created by the Academic Senate body shall require a simple majority vote.
- Scope and Purpose
  - Each work group shall have a clearly defined scope as stated in its mission statement and goal(s).
  - Each work group's mission statement and goal(s) shall align with either the college's mission and/or 10+1.
  - To improve effectiveness, efficiency, as well as student, employee, and community friendliness each work group may review policies, procedures, processes, practices, timelines, and functions.
  - Each work group will report any recommendations, additions, deletions, changes, and any other suggestions to the parent committee.
  - Work groups are not given the authority to make binding decisions.
- Responsibilities
  - Each work group shall organize and direct its meetings toward the effective accomplishment of its goal(s).
  - The Academic Senate EBoard and/or the Academic Senate body may request at any time a report from the work group.
  - Each work group shall report its recommendations to the larger committee.
- Membership and leadership–
  - The membership and leadership of each work group shall be clearly defined upon its formation—within its scope, mission, and goal.
  - Each work group shall notify the Academic Senate EBoard and/or the Academic Senate body concerning vacancies.

## Types of Work Groups

### Council, Board or Cabinet

- A council, board or cabinet shall adhere to the general rules of a work group as established above.
- A council, board or cabinet shall be created for the purpose of providing leadership.
- A council, board or cabinet may meet in sessions to discuss and debate issues both specific to the Academic Senate as well as issues pertaining to the college's state of affairs at large.

- Open sessions – prior to the session, the council shall announce to faculty the session’s date/time; full-time faculty may attend.
- Closed sessions—the date and time of closed sessions shall be made public. Any decisions made during closed sessions shall be made public.
- Authority –
  - Each council shall have the authority to make recommendations to the Academic Senate and/or to the College Administration.
  - A council may have additional authority as defined by its scope, mission statement and goal(s).

### **Task Force**

- A Task Force shall adhere to the general rules of a work group as established above
- A task force shall be focused and temporary.
  - A task force shall be created for a specific purpose and goal(s) and shall be given a specific time period to attain its goal(s)
- Authority
  - Each task force shall be granted the authority to make recommendations to the Academic Senate.
    - A task force’s recommendations shall have no legal standing unless these are adopted at a formal meeting of the Academic Senate.
    - The Academic Senate is not bound to accept a recommendation of a task force.

### **Ad Hoc**

- An ad hoc work group shall adhere to the general rules of a work group as established above.
- An ad hoc work group falls outside the stated parameters of either a council, board, cabinet, or task force.
  - Examples of an ad hoc work group may include “liaison(s)” to various campus councils, committees, and/or work groups.



## **Appendix E      Self-Nomination Form**

**Nomination Form will include:**

- **Committee**
- **Position**
- **Term**
- **Nominee's name, Discipline, Email, and if full or FT/PT faculty**
- **Statement of Interest: a brief statement explaining their reason for wanting to serve on this committee. Statements of Interest will be included on elections ballots for this position and are reviewed as part of the election process.**

## Appendix F – Recall Petition Form

This form is to be used to request a recall vote of a faculty member.

Please provide the following information for which this request is being made:

Name of the person:

Position of the person:

Justification Statement (reason for the recall):

The names and signatures of faculty making this request must be included and verified by the EBoard.

**Full-time Faculty names and signatures** (Full-time faculty may request a recall vote of an elected or appointed faculty member serving a particular constituency. A written or emailed petition signed by at least one third of the full-time faculty members of the constituency shall be submitted to the Academic Senate)

**OR**

**Part-time faculty names and signatures** (Part-time faculty may request a recall vote of an elected or appointed part-time faculty member serving in a specified part-time faculty seat. A written or emailed petition including the names of at least 12 part-time faculty currently teaching at GWC shall be submitted to the Academic Senate)

**OR**

**Senators’ names and signatures** (Senators may request a recall vote of a permanent member of the Academic Senate EBoard. A written or emailed petition signed by at least one-third of the Senators shall be submitted to the Academic Senate.



Printed name	Signature	Date	Position/Title held
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## Appendix G – Academic Senate Procedural Timeline

### ❖ **Academic Membership, Petitions for Representation, and Election of Faculty Representatives to Academic Senate, CCI, IPD, and DEAC:**

- For purposes of determining membership and representation, the Academic Senate EBoard will obtain from Administration current data from the previous two semesters (Spring/Fall) and should distribute this to the Academic Senate and Department Chairs prior to the first **meeting of the Academic Senate in February**. (See Article I, Section 1)
- Completed Petition for Representation form(s) (Appendix C) must be submitted and received by the Academic Senate Office, placed on the Academic Senate agenda, and voted on during the second Academic Senate meeting in February. \*
- Any revised Petition for Representation form (s) must be submitted to the Academic Senate Office and voted on by the Academic Senate at the first meeting in March, and a finalized representation list shall then be distributed to all faculty.\*
- The nomination for faculty representatives should commence after the finalized representation list has been distributed to all faculty.
- The election process to determine faculty representatives to Academic Senate, CCI, IPD and DEAC should be completed by the first Academic Senate meeting in May. \*
- Newly elected members shall be seated at the first meeting of the fall semester.

### ❖ **Academic Senate President\*\*:**

- The nomination for the position of Academic Senate President should commence after the first Academic Senate meeting in February.
- If there are multiple nominees, then a Question/Answer should be placed on the Academic Senate agenda prior to the election.
- The election process to determine the Academic Senate President should conclude prior to the second Academic Senate meeting in March. \*\*
- In cases where there are no nominees in the initial call out, then a second call for nominations for the Academic Senate President should take place after the first meeting in March. The election process for the Academic Senate President will then be postponed until nominations and possible Q/A for the Academic Senate President have concluded. However, the election for the Academic Senate President should conclude prior to the second Academic Senate meeting in April.
- This extension shall not affect the nomination and election process or timeline for the Vice President and/or Committee Chairs.
- The Academic Senate EBoard shall notify all candidates of the results prior to the public announcement made at the Academic Senate meeting.
- The President-elect may be invited to Academic Senate EBoard meetings during the remainder of the academic year.
- The Academic Senate President-elect shall officially assume office on July 1<sup>st</sup>.

### ❖ **Academic Senate Vice Presidents:**

- The nomination for the position of 1<sup>st</sup> or 2<sup>nd</sup> Vice President should commence after the public announcement of the Academic Senate President-elect.
  - If there are multiple nominees, then a Question/Answer should be placed on the Academic Senate agenda prior to the election.
  - The election of each Vice President should be staggered. \*\*\*
  - The election process to determine a Vice President should conclude prior to the second Academic Senate meeting in April. \*\*
  - The Academic Senate EBoard shall notify all candidates of the results prior to the public announcement made at the Academic Senate meeting.
  - The Vice President-elect may be invited to Academic Senate EBoard meetings.
  - The Vice President-elect shall officially assume office on July 1<sup>st</sup>.
- ❖ **CCI and IPD Chairpersons:**
- The nomination for the position of committee chairperson should commence after the public announcement of the Academic Senate President-elect.
  - The committee election process to determine the committee chairperson should conclude prior to the second Academic Senate meeting in April and the results should be submitted to the Academic Senate office for Senate confirmation at the first Academic Senate meeting in May. \*\*
  - The Academic Senate EBoard shall notify all candidates of the results prior to the public announcement and will forward to the respective committee its decision within one week after its confirmation vote. (See Article IV, Section 5, D if an election is not confirmed by the Academic Senate.)

\* The initial implementation of these Bylaws will require that changes to membership and representation, including Petitions for Representation form submission, begin during the 2022-2023 academic year.

\*\*The initial implementation of these Bylaws may require an extension (or adjustment) of this nomination and election timeline.

\*\*\*The initial implementation of these Bylaws will require that the 1st Vice President's term for 2022-2023 be for one year. The next election for the 1st Vice President in Spring of 2023 shall be for the normal term of two years.

## Appendix H Academic Senate Resolution Process

The following is a description of the resolution process.

1. Academic Senate members may propose, write, second and vote on resolutions presented to the Academic Senate.
2. All new resolutions must be received by the Executive Officers. To be received, resolutions must be typed (to ensure legibility) and presented to any Executive Officer.
3. The Executive Officers will review all submitted resolutions and recommend amendments, combinations, rewordings, or additions as necessary to ensure the resolution is properly constructed with the following criteria:
  - a. Relates to one or more of the 10+1 issues (an academic and/or professional matter)
  - b. Is concise and clear in its whereas and resolved sections.
  - c. Contains a senate directed action. (If the action requires substantial resources in time or funds, the Executive Officers will be able to carry it out only if the resources are available.)
  - d. Only urges or recommends a policy or action, if such policy or action is directed, to local governing bodies, the Chancellor, the Board of Trustees, or other groups and individuals.
  - e. Provides direction to the Senate President regarding proposed distribution of work to Academic Senate committees if applicable.
  - f. The proposer of the resolution will be invited to address the Executive Officers at the time the resolution is reviewed.
4. The Executive Officers may ask that the resolution be revised and returned to the Executive Officers for further review.
5. Resolutions on which the Senate shall act may have two readings in two separate, scheduled meetings. These should occur in consecutive meetings. The primary authors of the resolution should be in attendance for the first and second reading.
  - a. First Reading
    - i. The resolution will be read aloud to the body.
    - ii. The resolution may be discussed and changes to occur before the second reading may be proposed.

- iii. There may be no vote on the resolution unless a motion to wave the second meeting is approved by  $\frac{3}{4}$  of the Senate members.
- iv. Such a motion may be made by any senator, requires a second, and may not be debated.
- v. If the waver is approved by the  $\frac{3}{4}$  of Senate members present, the Senate may take formal action on the major motion at a single meeting.
- vi. If the waver fails, the motion will return for a Second Reading.

b. Second Reading

- i. At the Second Reading, the motion is subject to further discussion, amendments, or other actions permitted by Robert's Rules of Order, including a vote on the motion itself.

## Appendix I Meeting Decorum and Robert Rules of Order

### The Handling of a Motion

1. A senator makes a “motion,” Says, “I move that...”
2. Another senator seconds it. Says, “Second.”
3. The Chair states the question (motion).
4. The Chair asks for discussion.
5. The chair puts question to a vote (asks for “ayes” and nays”).
6. The chair announces results and assigns responsibility.

### Top 10 RROO for Use by Chair and Senators

1. **Main Motion:** SDAMR (S=Second Required, D=Debatable, A=Amendable, M=Majority Vote, R=Can Reconsider) **to introduce business.** Can be moved only when no other business is pending.
2. **Postpone Indefinitely:** SDMR + **To reject motion.**
3. **Amend:** SDAMR **Modify wording of pending motion.**
4. **Refer or Commit:** SDAMR **To allow further study.**
5. **Postpone Definitely:** SDAMR **Move to a later time.**
6. **Limit or Extend Debate:** SATR **Regulate debate** (\*T=2/3 Vote)
7. **Call the Question:** STR **To stop debate and vote.**
8. **Table:** SM **Set aside temporarily.**
9. **Appeal:** ISDMR **To challenge decision of the chair.**
10. **Object to Consideration of the Question:** IT-FI **To prevent consideration of an original main motion**

### GUIDELINES FOR DIALOGUE / COMMUNITY EXPECTATIONS

- **Be true to yourself.** We want to create an atmosphere for open, honest exchange.
- **Commit to learning from each other.** Listen to each other and acknowledge that we all come from diverse backgrounds, skills, interests, abilities, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.
- **Acknowledge each other’s experiences.** We will not devalue people for their experiences, lack of experiences, or difference in interpretation of those experiences.
- **Trust that others are doing the best they can.** We will try not to ‘freeze people in time’ but leave space for everyone to learn and change through our interactions with one another.
- **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice.
- **Speak your discomfort.** If something is bothering you and you are open to sharing, please share it with the group. Often our emotional reactions to this process offer the most valuable learning opportunities.
- **Step Up, Step Back.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.

(Adapted from the University of Michigan Program on Intergroup Relations, IGR)

**HELPING TO PREPARE YOURSELF AND OTHERS FOR CREATING A CALLING-IN CULTURE**

**Establish Community Agreements**

Examples are:

- No blaming, no shaming
- Confidentiality if stories are shared
- Courage to interrupt if something is going amiss or being left unsaid
- Voices, thoughts, ideas, experiences welcome
- Pay attention to what moves you; use oops and ouch

**Set Expectations**

Examples are:

- Listen and learn
- Be fully present: attentive to oneself and others
- Share what you can
- Not everything will be covered
- We are perfectly imperfect

<b>Calling Out Culture</b>	<b>Calling In: Praxis of the Heart</b>
<p><a href="#">Call-out culture</a> refers to the tendency among progressives, radicals, activists, and community organizers to name instances or patterns of oppressive behavior and language use by others. People can be called out for statements and actions that are sexist, racist, ableist, and the list goes on. Because callouts tend to be public, they can enable a particularly armchair and academic brand of activism: one in which the act of calling out is seen as an end in itself...</p>	<p>“Calling in as a practice of loving each other enough to allow each other to make mistakes; a practice of loving ourselves enough to know that what we’re trying to do here is a radical unlearning of everything we have been configured to believe is normal.”                      - Ngọc Loan Trần</p>
<p><b>In the context of “call-out” culture:</b></p> <ul style="list-style-type: none"> <li>• It is easy to forget that the individual we are calling out is a human being</li> <li>• Different human beings in different social locations will be receptive to different strategies for learning and growing</li> <li>• One action becomes a reason to pass judgment on someone is entire being</li> <li>• Call-out culture can end up mirroring what the prison industrial complex teaches: to banish and dispose of individuals rather than to engage with them as people with complicated stories and histories.</li> </ul>	<p>In the context of Calling in Culture:</p> <ul style="list-style-type: none"> <li>• Stay Responsible for your feelings</li> <li>• Identify unconscious biases (conversation filters)</li> <li>• Be mindful of personal power and privilege</li> <li>• Provide Micro-affirmations</li> <li>• Allow for mistakes to happen</li> <li>• Think about what makes your relationship with this person important.</li> <li>• Engage in dialogue including clarifying values and checking your personal perception</li> </ul>



**Resources:**

Derald Wind Sue. 2010 Macroaggressions in Everyday Life. J. Wiley & Sons, Inc: New Jersey.

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Sian Ferguson. Calling In: A Quick Guide to When and How. Retrieved from <http://everydayfeminism.com/2015/01/guide-to-calling-in/>

Identify Unconscious Bias and Microaggressions. Retrieved from <http://www.cookcross.com/docs/UnconsciousBias.pdf>

Learn 5-Why Analysis (Mindtools). Retrieved from [https://www.mindtools.com/pages/article/newTMC\\_5W.htm](https://www.mindtools.com/pages/article/newTMC_5W.htm)

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