

**Note: The Constitution of the Skyline College Academic Senate was revised on May 13, 2016 by campus-wide faculty vote. This vote removed sections from the constitution and put it directly into the By Laws.**

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**Constitution  
of the Skyline College Academic Senate**

Amended May 2016

**Preamble**

We, the faculty of Skyline College do hereby establish the Academic Senate, in order to promote the best interests of higher education at Skyline College and the San Mateo Community College District.

**Article I : Name**

The name of this organization shall be the Skyline College Academic Senate (herein referred to as the Senate). The Senate shall elect a Governing Council from its membership, herein referred to as the Council.

**Article II: - Purpose**

The Academic Senate has been established in accordance with Education Code Section 70902(b)(7), which calls on the Board of Governors to enact regulations to ensure the right of faculty to participate effectively in district and college governance. It further ensures the right of Academic Senates to assume primary responsibility for "making recommendations in the areas of curriculum and academic standards."

The Board of Trustees shall ensure the right of the Senate to assume primary responsibility with respect to academic and professional matters, including exercise of the authority to appoint faculty to committees or groups dealing with academic and professional matters as specified in Title 5, Section 53203(f), and full participation in collegial consultation processes. Academic and professional matters as defined in Title 5, Section 53200, include the following:

- Curriculum, including establishing prerequisites
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- College governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes
- Policies for faculty professional development activities
- Processes for program review
- Processes for instructional planning and budget development
- Other academic and professional matters as mutually agreed upon

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**Note: the Following section is the current By Laws that now include the sections removed from the Constitution by campus-wide faculty vote on May 13, 2016.**

**Recommended changes to the By Laws for the purpose of converting from a Senate of the Whole to a Representative Senate are highlighted with comments.**

### **Article III : Membership and Dues**

Section 1. "Member of the Academic Senate": The Academic Senate shall include any employee of Skyline College who is employed in academic positions that are not designated supervisory or management.

Section 2. Consistent with the California Education Code, the Academic Senate may call upon its members for the payment of professional dues. However, professional dues are not to be a condition for eligibility to membership in the Senate, and no sanctions are to be imposed upon those members who do not pay such professional dues. Collection of dues payments may be accomplished under the District's payroll deduction arrangements or through receipt from the members of personal checks made payable to Skyline College Academic Senate.

### **Article IV : Powers and Responsibilities**

Consistent with this constitution, all powers and responsibilities of the Senate shall be exercised by and through the Council .

### **Article V : Governing Council of the Academic Senate**

Section 1. The Governing Council shall be the president, vice-president, secretary, treasurer, past-president, Chair of the Curriculum Committee, Chair of the Educational Policy Committee, Chair of the Professional Personnel Committee, and Chair of the Research Committee elected from the entire membership.. In addition, each Division of the College may elect from its members a Division Representative with the following exceptions:

1. Divisions that include 6 or fewer full-time faculty may join another by mutual choice for purposes of representation.
2. Faculty that are not members of a clearly defined division may join a Division by mutual choice for purposes of representation.

Section 2. The term of office for all the elected members of the Governing Council shall be from July 1 to June 30 of the following year.

### **Article VI : Meetings**

Section 1. A quorum for a meeting of the Senate shall be 20% of the members of the Senate.

Section 2. A quorum for a meeting of the Council and all Academic Senate Committees shall consist of a simple majority.

Section 3. All Council meetings and Senate meetings will be open meetings, consistent with applicable State laws.

**Commented [SLA1]:** "Faculty member." A faculty member is any employee of Skyline College who is employed in academic positions that are not designated supervisory or management.

"Member of the Academic Senate." The Academic Senate shall include the following faculty members:

- officers elected by the faculty
- standing committee chairs elected by the faculty
- senators elected or appointed by the faculty of the academic divisions.

**Commented [SLA2]:** A quorum for a meeting of the Senate shall be 51% of the members of the Senate.

**Commented [SLA3]:** Delete.

**Commented [SLA4]:** Delete.

**Article VII : Amendments**

Section 1. This Constitution may be amended by a 60% affirmative vote of the Senate members who vote in the election, provided notice in writing of a proposed amendment has been filed with the Senate secretary and copies have been made available to the members of the Senate at least two weeks preceding the election.

Section 2. The By-laws may be amended by a simple majority affirmative vote of those Senate members who vote in the election, provided notice in writing of a proposed amendment has been filed with the Senate secretary and copies have been made available to the members of the Senate at least two weeks preceding the election.

**By-Laws  
of the Skyline College Academic Senate  
Constitution of the Skyline College Academic Senate**

Approved May, 2001

**Article I : Elections**

Section 1. The nominating committee shall consist of the three immediate past Senate presidents, providing they are still members of the Academic Senate. Vacancies on the Nominating Committee may be filled by appointment of the president, subject to the approval of the Governing Council. The Chair of the Nominating Committee shall be the past president of the Senate.

Section 2. The nominations for president, vice-president, secretary, treasurer, Chair of Curriculum Committee, Chair of Educational Policy Committee, Chair of Professional Personnel Committee, Chair of Research Committee shall be made by the nominating committee.

Section 3. The report of the Nominating Committee shall be submitted to the members of the Senate with the advance notice of a meeting of the Senate; said meeting to be held at least two weeks prior to the election. Additional nominations may be made from the floor after the Governing Council accepts the Nominating Committee's report.

Section 4. Elections shall be held by a method that assures a secret ballot and only eligible voters have cast ballots.

Section 5. The Governing Council shall have the power to interpret rules for the call and conduct of elections.

Section 6. On petition from 40% of the membership of the Academic Senate, a recall election shall be held for any elected officer of the Senate. A simple Yes or No ballot shall be submitted to the Academic Senate membership within two weeks of the submission of said petition. On a 2/3 affirmative vote of those voting, the elected Senate official shall be considered recalled. The officer shall be replaced by a Senate member named by the president of the Senate or by general election and confirmed by the full Governing Council. In case, however, the recalled officer shall be the president of the Senate, the individual shall be replaced by the vice-president of the Senate immediately upon counting of the recall ballots, then the office of vice-president shall be filled as indicated above for recall vacancies.

**Article II : Terms and Duties of Governing Council Members**

Section 1. The Governing Council members shall be elected for a term of one year. They shall assume the duties of their respective offices upon being installed in office. Should any Governing Council member resign, said member's successor shall be appointed by the president subject to confirmation by a 2/3 vote of the remaining Council.

Section 2. The president shall preside at all meetings of the Senate and Governing Council. The president shall in every way endeavor to promote the interests and purposes of the Senate. The president shall be familiar with the Constitution and By-Laws of the Senate. The president shall be an ex-officio member of

all committees. The president shall authorize all orders drawn upon the Treasury. The president shall call all meetings of the Senate and the Governing Council. The president shall suggest policies and plans for the standing and special committees, and shall be held responsible for the progress and work of the Senate. The president may require an audit of the Senate books at the close of each term of office. Between the president's election and taking office, the president-elect shall be a non-voting member of the Governing Council. The president shall serve on the Academic Senate District Governing Council and on the District Shared Governance Council.

Section 3. The vice-president shall serve as assistant to the president in all duties and shall serve as president in the absence of the president. The vice-president shall coordinate the appointment of members to the permanent committees. The vice-president shall keep and distribute the agenda for all Governing Council and Senate meetings in accordance with State laws. The vice-president shall attend District Senate and Skyline College Council meetings. Other responsibilities of the vice-president shall be mutually agreed upon with the president

Section 4. The secretary shall keep a record of the proceedings of each Senate and each Governing Council meeting. The secretary shall maintain the files of the Senate, and shall be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the president. The secretary shall prepare and distribute minutes of all actions taken by the Governing Council in accordance with State laws.

Section 5. The treasurer shall receive all moneys belonging to the Senate. The treasurer shall pay out the moneys of the Senate on orders signed by the president. The treasurer shall keep an itemized list of receipts and expenditures and shall make a written report at the last regular meeting of the Senate in the Governing Council's current elected term. The treasurer shall be responsible for preparing all documents required by the U.S. Bureau of Internal Revenue.

Section 6. The past-president shall serve as parliamentarian for the Governing Council and the Senate. In the absence of a past-president, the president shall appoint a member of the Senate to serve as parliamentarian who shall be a voting member of the Governing Council. The parliamentarian shall be the final judge of parliamentary procedure at Senate and Governing Council meetings. The past-president shall serve as chair of the Nominating Committee.

Section 7. Four members of the Academic Senate shall be elected as standing committee chairpersons and shall be voting members of the Governing Council. These chairpersons shall attend all Governing Council meetings.

### **Article III : Committees and Duties**

Section 1. The Governing Council shall serve as a steering organization, performing the routine tasks for the Senate, and preparing items for presentation to the Senate. All expenditures are to be authorized by the Governing Council.

Section 2. There shall be the following standing committees: Curriculum Committee, Educational Policy Committee, Professional Personnel Committee, and Research Committee.

Section 3. As necessary, the president may appoint ad hoc committees with the approval of the Governing Council.

Section 4. All standing and ad hoc committees of the Academic Senate are responsible to the Governing Council. Minutes of all meetings shall be filed with the secretary of the Academic Senate within two school weeks of each meeting.

Section 5. Each standing committee shall be composed of one faculty member from each division with the following exceptions

A. Divisions which include 6 or fewer full-time faculty may join another by mutual choice for purposes of representation.

B. Faculty that are not members of a clearly defined division may join a Division by mutual choice for purposes of representation.

Standing committees shall also include Administrators who shall be ex-officio members, appointed by the College President and students who shall be ex-officio, appointed by the Associated Students.

Section 6. All voting members of standing committees shall be elected by the Senate members of the divisions represented. Appointments to ad hoc committees shall be made by the Governing Council.

Section 7. Typical charges of the standing committees are listed in this section. The Governing Council has the ultimate responsibility of assigning work to the committees so that the inclinations of the committees, committee workload, and other special considerations may be taken into account. The channel of communication for all actions of the committees shall be through the Governing Council to the President of the College (with copy to the responding administrator), and District Senate, via the President of the Academic Senate.

## **I. CURRICULUM COMMITTEE**

All responsibilities of the Curriculum Committee shall be carried out in accordance with applicable State laws.

1. Carries on a regular review of the entire college curriculum through the program review process.
2. Considers for recommendation all matters of administrative policy concerning the curriculum.
3. Considers for recommendation proposals for new courses and programs.
4. Considers for recommendation all deletions, classifications and changes in-courses and programs.

## **II. PROFESSIONAL PERSONNEL COMMITTEE**

All responsibilities of the Professional Personnel Committee shall be carried out in accordance with applicable State laws.

1. Promotes staff development and professional growth.

2. Considers questions of professional ethics.
3. Reviews and makes recommendations concerning Trustees' Grant Proposals and other faculty proposals as necessary.
4. Coordinates social activities.
5. Reviews materials and makes recommendations concerning faculty awards.

### **III. EDUCATIONAL POLICY COMMITTEE**

All responsibilities of the Educational Policy Committee shall be carried out in accordance with applicable State laws.

1. Considers for recommendation all matters of educational policy including academic standards, probation, disqualification, re-admissions policies, grading procedures, matriculation, student behavior and student grievances.
2. Considers for recommendation all matters of administrative policy concerning educational policy, including policies of the Office of Instruction and the Office of Student Services.

### **IV. RESEARCH COMMITTEE**

1. Shall aid faculty doing institutional research.
2. Shall act as a resource to the Senate and College in matters of institutional research.

#### **Article IV : Meetings**

Section 1. The Governing Council shall meet at least once a month upon call of the president. Special meetings of the Council may be called upon petition of no fewer than three (3) members of the Governing Council.

Section 2. The Governing Council shall determine the time and place of all regular meetings. A regular meeting of the Senate shall be held at least once each year with written notice sent to the membership at least one week in advance. The agenda for each council meeting shall be delivered for posting at each Division at least 2 instructional days prior to such meeting. The Council may not take action on any matter not on the agenda unless by a two-thirds vote of members present declare that matter to be an emergency. A special meeting shall be called by the president upon the vote of the Governing Council. In addition, special meetings shall be called by the president upon request from 30% of the members of the Senate. The president shall determine the time and place of all special meetings of the Senate.

#### **Article V : Constitution**

The Governing Council is authorized to accept contributions to the Senate.

#### **Article VI : Rule of Order**

Either Robert's *Rules of Order* or *Sturgis Standard Code of Parliamentary Procedure*, at the discretion of the parliamentarian, shall be used as the primary reference on questions of parliamentary procedure. The parliamentarian may consult other sources if the primary references are not sufficient.

#### **Article VII : Polling the Senate on Issues of Special Importance**

Section 1. If, in the opinion of the Governing Council, a particular issue should be brought before the Senate for an advisory poll, a motion to that effect should be made within the Governing Council. If a simple majority votes in the affirmative, the question shall be transmitted to all members of the Senate by the secretary one week prior to the advisory poll.

Section 2. Balloting shall be held in accordance with the Senate policies.

#### **Article VIII : Appeals**

The decision of any Senate committee or officer may be appealed to the Governing Council.

#### **Article IX : Senate Appointments**

Section 1. The Senate shall make all faculty appointments to committees dealing with academic and professional matters. Senate appointees to such committees shall report regularly to the Senate Governing Council.

Section 2. If a Senate appointee misses two consecutive committee meetings without sending an alternate, the appointee shall be considered to have resigned. The Senate Governing Council shall either appoint a new representative to the committee, or re-appoint the same representative.