

Representative Senate Revision Task Force
Monday, February 13th
10:30 – 11:30 a.m.
Bldg. 8-317

Task Force Members Present: Kate Browne, Stephen Fredericks, Jessica Lopez, Leigh Anne Shaw and Jessica Hurless

Meeting called to order at 10:35 a.m.

Meeting Agenda:

1. Discussion/Clarification of Project Goals

The task force members were asked to share what they saw as the goal of the task force this semester. The following were some of the ideas:

- Going through the Academic Senate bylaws and reviewing the language throughout the document. For example, some committees may be referenced and don't exist anymore.
- It is an opportunity to look at the State Academic Senate Handbook, how it is set-up and possibly align certain parts of the documents.
- To explore collegial consultation and what it looks like.
- Create operational rules – to make it easier and more efficient for Academic Senate to govern.
- Create an awareness of the time it takes for collegial consultation with other constituents on campus.
- Discuss how to not get left behind when it comes to initiatives
- Consistency across divisions – so prompt certain
- Information gathering about committees
 1. Ed Policy – policy is being created that needs to be reviewed.
 2. What is the purview of the committees?
 3. Compendium of Committees – is it up-to-date?
 4. What hat are people wearing when they are appointed to the committees?

2. Division of work needed on Bylaws

The task force then had a conversation about what would be the best way to approach the review of the bylaws. It was suggested, for transparency purposes, that the task force request a webpage attached to the Academic Senate homepage that everyone could visit and would include:

Section for charge
Minutes
Documents
Research – Links to outside sources
Timeline
Meeting Dates/Location
Feedback form about questions or concerns

** Leigh Anne volunteered to contact Connor Fitzpatrick about the webpage.

The task force also determined it would be beneficial to reach out to resources like Evergreen Valley College (since they have transitioned from a senate of the whole to a representative senate) to ask questions and receive some guidance. It was discussed if we should schedule that meeting in March, but the task force decided it would be necessary to complete more research before we worked with outside resources. So we are considering an April meeting date with Evergreen Valley College.

** The task force was asked to review the following documents before the next meeting:

1. Skyline Academic Senate bylaws <http://www.skylinecollege.edu/academicsenate/index.php>
2. ASCCC Local Senates handbook: <http://www.asccc.org/papers/handbook2015>
3. Foothill College Constitution (and by laws?)

https://www.foothill.edu/senate/constitution/Constitution_2007_final.pdf

4. Evergreen Valley College constitution and bylaws

The timeline of the project was also discussed. The task force will report, as an informational item, to Academic Senate as it has updates, but will make a formal recommendation, as an action item, to the Senate at its last meeting, **Thursday, May 18th**.

3. Review of Documents

Jessica presented a DRAFT version of information gathering documents pertaining to committees, deans and administrators, and then asked for members to examine the documents and provide feedback. It was stated that the intention was for Jessica, throughout the Spring 2017 semester, to use these documents to interview, one-on-one, various constituents on campus. The information gathered will be compiled and used to help further the discussion about bylaws and operational rules.

The task force also reviewed the compendium of committees to brainstorm ideas of who, on campus, needed to be interviewed. The following is a the brainstormed list:

- Curriculum
- Professional Personnel
- Ed. Policy
- SEED
- Student Leadership Team
- ASSC
- Accreditation Oversight committee
- ACED
- College Governance Council
- CSI
- Outreach Committee
- Scholarship Committee
- VPI
- VPSS
- VP of Administration
- Academic Dean
- Dean of ASLT
- Dean of GLPS
- Dean of Counseling
- Student Services
- DE
- PRIE
- FTEF
- Health & Safety
- Professional Development
- SPARC
- IE
- Tech Advisory Committee

4. Next Meeting Dates

The task force agreed that the second Monday of each month from 11:00 am – Noon in 8-317 would be the best meeting date and time. This means the following will be meeting dates: March 13th, April 10th and May 8th.

Meeting adjourned at 11:32 a.m.