

PROPOSED BY-LAW WORDING AS OF MAY 13, 2017

SKYLINE COLLEGE
ACADEMIC SENATE BY-LAWS

Article I - Name and Definitions

Section 1: Name

The organization shall be known as the Skyline College Academic Senate, hereinafter referred to as the Academic Senate or Senate.

Section 2: Definitions

The following terms are to be understood in the restrictive and technical sense herein defined.

Electorate:

The electorate shall be all full-time faculty and adjunct faculty members

Faculty:

A faculty member shall be any certificated employee of Skyline College who is employed in an academic position that is not designated as supervisory, management or administrative positions. Reassigned time responsibilities will not affect membership.

Full-time Faculty:

A full-time faculty member shall be a member of the faculty who is tenured or tenure-track at Skyline College.

Adjunct Faculty:

An adjunct faculty member shall be any member of the faculty who is employed part-time.

Division:

A division shall be any academic or administrative area as defined by the Academic Senate.

District:

The district shall be known as the San Mateo Community College District, hereinafter referred to as the District.

Liaison:

A liaison shall be any member of the faculty appointed to any position whose work applies to academic and professional matters (10+1) of the Academic Senate.

Executive Committee:

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Past-President and two senate members voted on by the Senate.

Collegial Consultation: (Per California Code of Regulations: Title 5, Article 2, 53200. Definitions)

“Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

1. relying primarily upon the advice and judgment of the Academic Senate; or
2. agreeing that the district governing board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations

Article II – Purpose

Section 1: Reference

The authority for the operation of the Academic Senate is established in Title 5, Article 2 of the California Administrative Code (53200).

Section 2: Roles and Responsibilities

The Academic Senate’s primary function is to represent the faculty and make recommendations to the administration of the college and to the governing board of the San Mateo Community College District with respect to academic and professional matters.

Section 3: Academic and Professional Matters

Academic and professional matters include policy development and implementation in the following areas:

1. Curriculum; including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

Section 4: Powers

1. The Academic Senate shall have the power to establish and amend its own composition, structure and procedures.
2. The Academic Senate has the right to meet with or appear before the Board of Trustees with respect to the views, recommendations or proposals of the Academic Senate.
3. The Academic Senate has the right to meet with or appear before the Administration of Skyline College with respect to the views, recommendations or proposals of the Academic Senate.
4. The Academic Senate shall have the right to appoint or to determine the method of appointment of the faculty members who serve on college and/or district shared governance committees, task forces or other groups established for the purpose of implementing share governance.

Section 5: Senate Relationship with Board of Trustees and Administration

The Board of Trustees or its designees will consult collegially with the Academic Senate when adopting policies and procedures. The Board of Trustees will rely primarily on faculty expertise on academic and professional matters as listed above (Section 3) through the established Academic Senate processes. The Academic Senate will consult collegially with the administration of the college and/or district (per Board Policy No. 2.05).

Article III: Membership, Elections and Dues

This article, and its content, warrants further discussion and action items from the Academic Senate and is recommended to be completed in the 2017-2018 academic year.

ARTICLE VI – Senate Officers

Section 1: Officers and Duties

- A. Academic senate officers shall be the President, Vice President, Secretary, Treasurer, Immediate Past-President and other officers the Academic Senate deems necessary to conduct its business.
- B. The duties of the officers shall be as described below:
 1. President
 - a. The President shall organize and preside over all meetings of the Senate and Executive Committee, and shall see that all meetings are held in compliance with the Brown Act, parliamentary procedures and senate rules. These duties shall include the time and place of meetings, the preparation and distribution of meeting agendas, minutes and reports.
 - b. The President shall act as liaison between the Senate and all other constituent groups including campus administration, district administration and the Board of Trustees.
 - c. The President shall, in every way, endeavor to promote the interests and purposes of the Senate.
 - d. The President shall be familiar with the Senate Constitution and Bylaws.
 - e. The President or Senate designee shall be an ex-officio member of all committees.
 - f. The President shall authorize all orders drawn upon the Treasury.
 - g. The President shall suggest charges and jurisdiction for standing and special committees, and shall be held responsible for the progress and work of the Senate.
 - h. The President may require and audit of the Senate books at the close of each term of office.
 - i. The President shall serve on the College Governance Council, District Academic Senate and on the District Participatory Governance Council.
 - j. The President is a non-voting member except in the case of a tie.
 - k. The President shall serve as a voting delegate at all state academic senate plenary sessions, and represent the Academic Senate at all state academic senate area meetings.
 - l. The President shall register senate endorsement of certain important documents, sent to relevant authorities, (e.g. SSSP (Matriculation), Program Development, Accreditation-Self Study and Annual Report.)
 - m. The President shall develop recommendations relating to academic and professional matters in consultation with the Academic Senate for presentation to the Board of Trustees.
 - n. Advocate for adequate resources for the Senate and manage them.

2. Vice-President

- a. The Vice-President shall assist the President in the preparation and distribution of meeting agendas, minutes and reports.
- b. The Vice-President shall serve as President in the temporary absence of the President.
- c. The Vice-President shall help in the coordination and appointment of members to the standing committees.
- d. The Vice-President shall attend District Academic Senate and College Governance Council meetings.
- e. The Vice-President shall assist the President with regular senate business and special projects.
- f. The Vice President shall represent the Academic Senate or be responsible for other duties as deemed necessary and appropriate by the President.

3. Secretary

- a. The Secretary shall keep a record of the proceedings of each Senate and Executive Committee meeting.
- b. The Secretary shall maintain the files of the Senate and be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President.
- c. The Secretary shall prepare and distribute minutes of all actions taken by the Senate in accordance with State Laws.
- d. The Secretary shall assist the President with regular Senate business and special projects.

4. Treasurer

- a. The Treasurer shall be responsible for the collection and disbursement of Senate monies, including those for dues, the Academic Senate scholarship and any other funds established by the Academic Senate.
- b. The Treasurer shall keep an itemized list of receipts and expenditures and shall make a written report at the last regular Senate meeting of the academic year.
- c. The treasurer shall be responsible for preparing all document required by the U.S. Bureau of Internal Revenue.
- d. The Treasurer shall assist the President with regular Senate business and special projects.

5. Past-President

- a. The Past-President shall serve as a reference and resource for the President and the Academic Senate.
- b. The Past-President shall serve as parliamentarian for the Executive Committee and the Senate.
- c. The Past-President shall be the final judge of parliamentary procedure at Senate and Executive Committee meetings.

- d. In the absence of the President and the Vice President, the Past-President shall preside over meetings of the Academic Senate or assume other duties of the President as directed by the Senate.
- e. The Past-President shall be responsible for preparing documents for nominations, collecting nominations, creating a ballot, counting and reporting the Senate election results.
- f. The Past-President may assist the President with regular Senate business and special projects.

Section 2: Officer Elections and Terms of Office

This section, and its content, warrants further discussion and action items from the Academic Senate and is recommended to be completed in the 2017-2018 academic year.

ARTICLE V – Executive Committee

Section 1: Membership and Responsibilities

- A. The Executive Committee shall be composed of the officers of the Senate, the Past-President and two members of Senate who are elected by the Senate.
- B. The Executive Committee shall meet as necessary in January and during the summer after the last Senate meeting of the academic year to the first Senate meeting of the following academic year.
- C. The Executive Committee shall:
 - 1. Assist in implementing Senate decisions and policies
 - 2. Assist in drafting motions.
 - 3. Assist in making decisions with the President when the Senate is not in regular session outside the Academic Calendar.

ARTICLE VI – Committees and Duties

Section 1: Standing Committees

- A. There shall be the following standing committees of the Senate:
 - 1. Curriculum Committee
 - 2. Educational Policy Committee
 - 3. Professional Personnel Committee
- B. All standing committees of the Senate are responsible to the Senate.

- C. Minutes of all meetings shall be filed with the Secretary of the Senate within two weeks of each meeting.
- D. Each standing committee shall be composed of one faculty member from each division. Divisions which include 6 or fewer full-time faculty may join another division by mutual choice for purposes of representation.
- E. 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.
- F. All work of the standing committees shall be carried out in accordance with applicable State Laws.
- G. The charge of each standing committee is as designated in the Senate Rules.

Section 2: Ad Hoc Committees

- A. As necessary, the President may appoint ad hoc committees with the approval of the Senate.
- B. All ad hoc committees are responsible to the Senate.
- C. Minutes of all meetings shall be filed with the Secretary of the Senate within two weeks of each meeting.
- D. Appointments to ad hoc committees shall be made by the Senate.

ARTICLE VII – Senate Processes and Procedures

Section 1: Meetings

- A. The President shall determine the time and place of all regular meetings.
- B. A regular meeting of the Senate shall be held at least once every month during the academic year.
- C. An agenda for each Senate meeting will be posted according to the regulations of the Brown Act.

- D. Agendas may be amended with a majority affirmative vote at the beginning of the meeting.
- E. A special meeting shall be called by the President upon request from a majority of the Senate.

Section 2: Quorum

- A. Senate meetings shall require a quorum of the membership to vote on action items.
- B. A quorum shall consist of a simple majority of the elected senators.

Section 3: Rule of Order

- A. Robert's Rules of Order shall be used as the primary reference on questions of parliamentary procedure.
- B. The parliamentarian may consult other sources if the primary references are not sufficient.

Section 4: Resignations and Vacancies

This section, and its content, warrants further discussion and action items from the Academic Senate and is recommended to be completed in the 2017-2018 academic year.

ARTICLE VIII – Appeals

This article, and its content, warrants further discussion and action items from the Academic Senate and is recommended to be completed in the 2017-2018 academic year.

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.

Section 2: Failure to attend meetings may result in Senate removal from committee or office. The criteria and procedures for removal are specified in Senate rules.

ARTICLE X: Adoption and Amendments to Constitution & Bylaws

Section 1: Adoption

- A. The Constitution shall be adopted if approved by a simple, affirmative, majority vote of the Electorate.
- B. The By-laws shall be adopted if approved by a simple, affirmative, majority vote of the Academic Senate.

Section 2: Amendment

- A. The Academic Senate shall have the power to amend its Constitution by a simple majority affirmative vote of the Electorate.
- B. The Academic Senate shall have the power to amend its bylaws by a simple majority affirmative vote of the Senate.
- C. Any Amendment to the Senate constitution or by-laws must be communicated to the electorate within 7 days of adoption.