

By-Laws of the Academic Senate of Saddleback College

Effective September 21, 2023

Preamble

The Saddleback College Academic Senate was formed to ensure that faculty have a formal and effective process for participating in the formation of college and district policies on academic and professional matters. Toward that end, the Academic Senate makes recommendations to the college administration and to the Board of Trustees on matters that fall under the purview of the faculty (the 10+1) and participates in shared governance by appointing faculty to serve on college and district-wide committees.

10+1

According to California Education Code (Ed Code), (AB 1725 Vasconcellos, 1988) the State of California mandated that its institutions of higher education shall be jointly governed by the administration and the faculty. In addition, Title V Section 53200 (b), (c), and (d) ensures that the following areas fall under the purview of the Academic Senate:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
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.

According to Title V Section 53200, the governing board (the SOCCCD Board of Trustees and the Saddleback College administration as their agents) shall establish procedures to ensure that faculty are able to participate effectively in shared governance bodies. They must also engage in collegial consultation with the faculty through the Academic Senate on the above academic and professional matters (the 10+1).

Consistent with the requirement for collegial consultation, the governing board must either rely primarily upon the advice and the judgment of the Academic Senate or reach mutual agreement with the Academic Senate on academic and professional matters that fall under the 10+1.

According to Title 5 Section 53200, when the Board has agreed to rely primarily on the advice of the Academic Senate, it is expected that the recommendation of the Senate will be followed except where there are “exceptional circumstances” and “compelling reasons” not to do so.

Article I. Definitions

ASCCC - The Academic Senate for the California Community Colleges, aka State Senate

Area D - One of the four regions that comprise the State Academic Senate (ASCCC); it is the region to which the Saddleback College Academic Senate belongs.

Part-Time Faculty - An individual who holds a part-time academic appointment at Saddleback College and who does not hold a full-time administrative appointment in the SOCCCD.

Part-Time Senator – represents the interests of the part-time faculty at Saddleback College.

By-Laws - The Bylaws of the Academic Senate of Saddleback College.

College - Saddleback College.

District – The South Orange County Community College District (SOCCCD).

Executive Team - The Executive Team is comprised of the following officers of the Academic Senate:

- President
- President-Elect
- Vice President at Large
- Vice President for Equity and Inclusion
- Recorder
- Past President

Full-Time Faculty - An individual who holds a full-time academic appointment at Saddleback College and who does not hold a full-time administrative appointment in the SOCCCD.

Representational Area - As of 5/27/2023, the following academic schools, divisions or units of Saddleback College constitute the Academic Senate's Representational Areas:

- Arts, Media, Performance and Design
- Business and Industry
- Counseling and Support Services
- Extended Learning
- Health and Wellness
- Humanities and Social Sciences
- Kinesiology
- Instructional Support and Teaching Innovations
- Science, Technology, Engineering, & Math

Senate - The Academic Senate of Saddleback College.

Senator - A representative of a Representational Area.

State Senate (ASCCC) - The Academic Senate of the California Community Colleges.

Officer - Officers of the Academic Senate are the President, President-Elect, Vice Presidents, Recorder and Past President.

Ex-Officio Member - A non-voting member of the Academic Senate from another constituency group.

Year - The academic year, beginning the day after Graduation Day of the previous year, and ending on Graduation Day of the current year.

Article II. Composition of the Senate

Section 1. Senators

Each Representational Area shall be entitled to one Senator for each 8 (or portion thereof) full-time faculty members.

Section 2. Alternates

Each Representational Area shall be entitled to designate the same number of Alternate Senators as it has Senators. The names of the Alternates must be provided at the start of each semester. An elected Senator who is unable to attend a Senate meeting may be replaced by a designated Alternate selected by that representational area.

Section 3. Part-Time Faculty

The Part-Time Faculty shall elect four Part-time Senators.

Section 4. Officers

Each Officer shall be a voting member of the Senate.

Section 5. State Senate (ASCCC)

Any Saddleback College faculty member who holds an office with the ASCCC shall be a voting member of the Academic Senate.

Section 6. Ex-Officio Members

The Faculty Association, the Classified Senate, CSEA, and the Associated Student Government each may send one non-voting member to the Senate.

Article III. Officers

Section 1. Term

During the 2023-2024 academic year, the President and President-Elect will each serve for a one-year term. Starting in the 2024-2025 academic year, the President, President-Elect, and Past President will serve for a two-year term. The Term for the Vice Presidents and the Recorder shall be one year. All officer terms will begin on the day after Commencement and conclude on Commencement Day of that academic year.

Section 2. President

The President shall—

- A. be the primary representative of the Academic Senate.
- B. represent the Academic Senate at the Fall and the Spring Plenary meetings of the ASCCC, and the Area D meetings.

- C. prepare the agenda for the Academic Senate meetings in consultation with the Executive Team.
- D. chair the meetings of the Academic Senate.
- E. monitor the publishing and archiving of agendas and minutes.
- F. consult with Executive Team members before assigning them to serve on pertinent district and college committees as representatives of the Academic Senate.

Section 3. President Elect

The President-Elect shall—

- A. chair the Full-time Faculty Hiring Prioritization Committee.
- B. serve in place of the President in their absence.
- C. succeed to the office of President at the conclusion of the President's term.
- D. serve on pertinent district and college committees as a representative of the Academic Senate at the direction of the Senate President.
- E. attend the Fall and Spring Plenary meetings of the ASCCC, Area D, and the Faculty Leadership Institute, if possible.

Section 4. Vice Presidents

The Academic Senate will include two (2) Vice Presidents:

Vice President at Large

The Vice President at Large shall—

- A. serve on pertinent district and college committees as a representative of the Academic Senate at the direction of the Senate President.
- B. attend the Fall and Spring Plenary meetings of the ASCCC, Area D, and the Faculty Leadership Institute, if possible.
- C. conduct regular and special elections for Officers unless the Vice President at Large is a candidate. In such a case, the President shall appoint a Senator who is not a candidate to conduct the election.

Vice President for Equity & Inclusion

The Vice President for Equity & Inclusion shall—

- A. serve on equity-focused committees, which may include the district-wide Diversity, Equity & Inclusion/Equal Employment Opportunity Advisory Committee; the Equity & Inclusion Council; and the Culturally Responsive Teaching and Learning Committee.
- B. serve on other pertinent district and college committees as a representative of the Academic Senate at the direction of the Senate President, as needed.
- C. attend the Fall and Spring Plenary meetings of the ASCCC, Area D, and the Faculty Leadership Institute, if possible.

Section 5. Recorder

The Recorder shall—

- A. monitor all committee appointments of the Academic Senate.
- B. take minutes of the Senate meetings.
- C. ensure that minutes are archived and published.
- D. serve on pertinent district and college committees as a representative of the Academic Senate at the direction of the Senate President.

E. attend the Fall and Spring Plenary meetings of the ASCCC, Area D, and the Faculty Leadership Institute, if possible.

Section 6. Past President

The Past President shall -

- A. serve in place of the President should the President and the President-Elect be absent.
- B. serve as Parliamentarian during and for meetings of the Academic Senate.
- C. serve on pertinent district and college committees as a representative of the Academic Senate at the direction of the Senate President.
- D. attend the Fall and Spring Plenary meetings of the ASCCC and Area D if possible.

Article IV. Election of Senators and Alternates

Section 1. Elections

Qualifications for election as a Senator or an Alternate shall be—

For Senator – One must be a full- or part-time Faculty member of Saddleback College to serve as a Senator in the Academic Senate.

For Alternate – One must be a full- or part-time Faculty member of Saddleback College to serve as an Alternate.

For Part-Time Senator – One must be a Part-time Faculty member of Saddleback College who has a current teaching assignment at Saddleback College to run for the office of Part-time Senator representing the Part-time Faculty.

Term – The term for Academic Senators and Alternates shall be for one year, starting on the first day of instruction in the fall semester of an academic year and ending on Commencement Day of that academic year. If elected as a replacement, the term shall be for the balance of the current Academic Senate term.

Election – Faculty from each Representational Area shall develop guidelines for the election of their Senators. Deans are not permitted to appoint Senators or influence the Senator selection processes in any way.

Recall – Each Representational Area shall develop guidelines for the recall of their Senators.

Removal – The Senate may remove a Senator or Alternate by three-fourths majority vote.

Notice – The President shall send notice of any vacancy resulting from recall by the Representational Area or removal by the Senate to the Dean of the affected Representational Area within three days after recall/removal.

Replacement – The Representational Area may replace any Senate vacancy by vote of the Representational Area. The term of office shall be for the balance of the academic year.

Article V. Rights of the Faculty as a Whole

Under the By-Laws of the Academic Senate, the Faculty have the right to—

- A. vote for the Academic Senator(s) and Alternates from the Faculty member's representational area.
- B. vote for the Academic Senate Officers.
- C. speak during the public comments period of a meeting of the Academic Senate.
- D. inspect the Academic Senate records.
- E. recall a Senator by a three-fourths majority vote of the Faculty of their representational area.
- F. volunteer to serve on committees of the Academic Senate, subject to availability.

Article VI. Rights of Senators and Alternates

Section 1. Rights of Senators

- A. Senators have a right to speak and to ask questions at Academic Senate meetings.
- B. Senators have the right to participate in Academic Senate meetings by voting, making motions, discussing agenda items, voicing opinions on matters under discussion, and offering amendments to resolutions under consideration.
- C. Senators have the right to serve on Academic Senate committees.
- D. Senators have the right to propose agenda items for Academic Senate meetings. Such items must be submitted at least eight days prior to the Academic Senate meeting at which they will be discussed. Such items must be proposed by two Senators.

Section 2. Rights of Alternates

An Alternate who is serving in an official capacity in place of an absent Senator has the same rights as a Senator, as specified above.

Article VII. Elections and Replacements of Officers

Section 1. Qualifications and Terms

A. Qualifications. A Faculty member must be a tenured full-time faculty member of Saddleback College and must have served as a Senator for at least one year to run for election as an Officer of the Academic Senate.

One may not run for nor hold two offices simultaneously.

B. President. The President-Elect succeeds to the office of President upon the completion of the President's term of office.

C. Past President. Upon completion of their term of office, the President succeeds to the office of Past President. If the outgoing President is unwilling or unable to fulfill this role, the incoming President may fill this position with any full-time faculty in good standing who has served as Academic Senate President in the past.

D. Replacements. If elected as a replacement, the term shall be for the balance of the original term.

E. All officer terms shall begin on the day after Commencement and end on Commencement Day of the relevant academic year.

Section 2. Elections

A. Election. All full-time and part-time faculty shall have the opportunity to vote in Academic Senate elections. Full-time faculty votes shall count as one vote. Part-time

faculty votes shall count as one-half vote. The candidate with the most votes shall be elected. Write-in candidates are not allowed.

B. Timing. Candidates for office must notify the President of their intent to run for election by March 15th or the last Friday before Spring Break, whichever comes first. The election shall be held for a two-week period (10 business days) starting no earlier than April 1st and ending no later than May 1st.

C. Candidates' Statement. The President shall post Candidate Statements (200 word maximum) on the Academic Senate website at least one week prior to the beginning of the election.

D. Open Positions. If there are no candidates for a particular officer position, the incoming President may recommend a replacement to take office immediately upon approval of the Academic Senate at or before the final Academic Senate meeting of the year.

Section 3. Removal and Recall

A. Removal. An officer may be removed from office by a three-fourths majority vote of the Senators of the Senate.

B. Replacement. If an Officer can no longer fulfill the duties of their position and resigns or is removed/recalled, the President shall notify all faculty members by e-mail within one week of the vacancy. Nominations to replace that officer will be accepted for one week. The election will be held for a period of two weeks (10 business days) starting one week after the close of nominations. The candidate who receives the most votes shall be elected. The term shall be for the remainder of the original term.

C. Short-term Replacement. If an Officer position has become vacant, and less than three months remains on the term, the President shall appoint a replacement.

D. Recall. An officer may be recalled where a petition requesting the recall is submitted with the signatures of twenty faculty members to the President. The petition must nominate at least one qualified replacement. The President shall notify all faculty members by e-mail within one week of the receipt of the petition, explaining the recall and election process. If the President is the subject of the recall, the President-Elect shall notify all faculty members by e-mail within one week of the receipt of the petition, explaining the recall and election process. Nominations will be accepted for one week. The election will be held for a period of two weeks (10 business days) starting one week after the close of nominations. A two-thirds majority of the votes cast is required to remove an officer. The candidate with the most votes will succeed the officer if so recalled.

E. Emergency Replacement. If any vacancy occurs where the above procedures cannot be performed, the Senate shall fill the vacancy by ballot at the next Senate meeting. The individual selected as an officer shall serve until replaced by a special election to be held no later than October 1st.

Section 4. Resignations and Vacancies

A. Resignations. Officers may resign their position by submitting a signed written resignation to the President, effective on the date stated in the resignation. If no date is specified, the resignation is effective upon receipt.

B. President. If there is a vacancy in the office of the President, the first person from the following list who is willing and able to assume the position shall become Acting

President until replaced pursuant to these By-Laws: President-Elect, Past President, Vice Presidents.

C. Recorder. If there is a vacancy or absence in the office of the Recorder, then the President shall appoint a Senator to perform the duties of the Recorder until a replacement is obtained or the Recorder returns. If the recorder resigns, a replacement will be elected following the election process established above.

Article VIII. Meetings

Section 1. Schedule

The Academic Senate shall meet the first and third Wednesday of each month from 2 pm to 4 pm during the fall and spring semesters. Adjustments to the first and third Wednesdays may be made to account for holidays and semester start and end dates. The Academic Senate Executive Team will meet during the summer. Since the Senate Executive Team meetings are not required to follow Brown Act, there will be no delegation of authority or voting done by the Senate Executive Team during these meetings. This applies during both the summer and the academic year.

Section 2. Length

The Academic Senate shall meet for two hours. Unfinished business shall be continued to the next meeting.

Section 3. Quorum

A simple majority of Senators and Officers of the Academic Senate shall constitute a quorum during the fall and spring semesters.

Section 4. Procedure

Academic Senate meetings are Brown Act compliant and aim to follow Robert's Rules of Order. The Parliamentarian shall decide Points of Order and all procedural questions, including questions pertaining to the By-Laws. The opinion of the Parliamentarian is non-appealable.

Section 5. Chair

The Chair of the meeting shall be the President. The Chair shall not vote, except to break ties.

Section 6. Floor

No person shall speak without being recognized by the Chair. Once a person has the floor, such person may speak or ask questions for up to two minutes. The Chair may allow the person to continue past the two-minute limit if, in the Chair's opinion, it serves the advancement of the discussion and is not unfair to others waiting to speak. Otherwise, the Chair shall terminate the speaker's turn, who will then be placed at the end of the line for those wishing to speak. The Chair may participate in the discussion in the same order as other members of the meeting.

Section 7. Closure

As the Academic Senate is a representative body, no discussion shall be closed until every Senator who desires to be heard on an agenda item has been heard, within the two-minute time frame established above.

Section 8. Agenda Items

Any agenda item submitted by two Senators and/or officers must be placed on the agenda as long as the agenda item was submitted eight days prior to the Academic Senate meeting. The primary submitter shall be allowed to introduce and to explain the item.

Section 9. Special Meetings

A. The President may call a special meeting under any circumstances that comply with the Brown Act.

B. A special meeting may be requested by five Senators in writing. The names of the five Senators requesting the meeting must be indicated.

C. Such request shall be submitted to the President. The President shall then call a special meeting as soon as possible according to Brown Act requirements.

Section 10. Attendance

Attendance shall be recorded for all meetings of the Academic Senate.

Section 11. Voting Record

Records of voting shall be reasonably reflected in the Minutes.

Section 12. Compliance

Meetings of the Academic Senate shall comply with the Brown Act and any other required open meeting laws.

Section 13. Minutes

Minutes may be corrected or amended by majority vote at the first subsequent meeting, or by three-fourths majority vote at the second subsequent meeting.

Article IX. Committees

Section 1. Eligibility

All full- and part-time faculty are eligible to serve on Academic Senate standing committees.

Section 2. Membership

Membership on all Senate, college, and district-wide committees shall be approved by majority vote of the Senators.

Section 3. Standing Committees

The creation of a Senate standing committee shall be brought forth to Academic Senate through the Committee One-Sheet for New/Modified Committee Review – Academic Senate Standing Committees and shall be approved by majority vote.

Section 4. Academic Senate Ad Hoc Committees

The Senate may create ad hoc committees. Such committees shall terminate upon completion of their task or at the conclusion of the year unless specifically authorized to have a longer duration.

Section 5. Academic Senate Committee Chairs

Committee Chairs shall be selected by the members of the committee. Such Chairs shall serve until the conclusion of the current academic year.

Section 6. College/District Committees

The Senate shall approve at least annually any faculty member serving on a college or district committee.

In the event more faculty express an interest in serving on a college or district-wide committee than is allowed by the respective committee's by-laws, an effort to informally resolve the issue will be made by the Senate Executive Team (based on faculty expertise, diversity of college representation or other similar factors). If this fails to resolve the issue, the full Senate body will vote to determine who serves on the committee.

Section 7. Resignation

A faculty member may resign from a committee at any time.

Section 8. Removal

The Senate may remove a faculty member from any committee by two-thirds majority vote.

Section 9. By-Laws

Upon the recommendation of its members, any Senate standing committee may develop by-laws per the Committee One-Sheet for New/Modified Committee Review – Academic Senate Standing Committees form. The by-laws will be presented at the next Senate meeting for discussion and approval.

Section 10. Approval

Academic Senate Committees forward recommendations to the Senate, which may approve, oppose, modify, or return to the committee for further consideration.

Section 11. Modification/Review Process

Senate standing committees shall undergo an annual modification/review process by using the Committee One-Sheet for New/Modified Committee Review – Academic Senate Standing Committees form.

All Academic Senate standing committees will provide a report of their work to the Senate either verbally or in person at least once per academic year.

Article X. Amendments

Section 1. Submission

Senators and Officers have the right to propose amendments to these By-Laws. Such amendments must be submitted in writing at least eight days prior to the Academic Senate meeting at which the item will be placed on the agenda. Amendments proposed

by Senators must be signed by at least two Senators. Any proposed amendments must go through two readings prior to approval.

Section 2. First Reading

The proposed amendment shall be placed on the agenda as an information item under New Business at the next Academic Senate meeting. The Senators or Officer who submitted the proposed amendment shall explain the amendment. No discussion or debate will be allowed.

Section 3. Consideration

The proposed amendment will then be placed under Old Business for the following meeting. At that meeting, the proposed amendment shall be discussed and may be voted on.

Section 4. Approval

The proposed amendment may not be voted on for approval earlier than the first meeting after the first reading. The amendment must be approved by a two-thirds majority vote. The date at which the amendment will take effect will be indicated.

Article XI. Appointment of Academic Senate Faculty Chair/Coordinator Positions

In consultation with the Vice President of Instruction or the Dean of Instructional Support and Teaching Innovations, the Executive Team shall appoint faculty members from applicants to serve in Academic Senate Coordinator Positions. These include the Curriculum Chair(s); Education, Planning and Assessment (EPA) Coordinator; Flex Coordinator; Honors Chair; Student Learning Outcomes Coordinator; Program Review Coordinator; and the Teaching Innovations Coordinator. If a member of the Academic Senate Executive Team applies to be a candidate for one of these positions, that person will recuse themselves from the selection process.

Article XII. Transition

Section 1. Effective September 21, 2023