Procedures of the Academic Senate of Cañada College

This document describes the practices and procedures of the Academic Senate of Cañada College. It is the intent that all procedures of the Senate are conducted in accordance with the Senate’s Bylaws and in compliance with California’s Open Meetings Act. Changes to these procedures require a majority vote of the Academic Senate.

Awards and grants

A working group of the Senate will advertise ASCCC awards, local awards/grant opportunities to faculty and make recommendations to the Senate regarding approval of applications and nominees. These include, but are not limited to, the ASCCC’s Hayward, Exemplary Program, and Diversity awards; local Supplemental Travel, Speaker Honoraria, Outstanding faculty and staff awards. A record of winners of these awards is maintained on the Senate website.

Faculty Appointments to Committees

The Senate Secretary maintains records of all faculty appointments to committees. At the end/start of each semester the Secretary requests a listing from the Division Deans of the faculty appointments to peer evaluation committees (tenured and tenure-track). These appointments are approved on the Senate consent agenda.

At the start of the academic year, the Senate Secretary solicits updates from the chairs of the college’s standing committees to the current list of faculty appointments. Revisions to this list are approved on the Senate consent agenda. This list is published on the Senate website.

Faculty Coordinators

The Academic Senate facilitates the selection of, and ultimately approves, faculty to serve as coordinators for college-wide initiatives such as Equity, Honors, Online Instruction, Assessment. These coordinator roles are viewed by the Senate as professional development and leadership-building opportunities. All coordinator roles open to all members of the faculty on a regular basis. Records of these appointments are maintained on the Senate website.

Faculty Dues

At the start of each semester, the Senate Treasurer requests from the college administration a list of all new faculty (full and part-time). The Treasurer invites them to make voluntary contributions to the Senate as dues.

Faculty Roster

The Senate will maintain a list of all full time faculty, their discipline and tenure status. The date of retirements and other vacancies shall be recorded so that a record of replacement or reallocation to other discipline can be established.

Meeting Procedures

Meetings of the Academic Senate strive to follow Roberts Rules of Order.

Posting of Senate Agendas, Minutes and Materials

The Senate President, or designee, posts the agenda, minutes and all materials presented at senate meetings on the Senate website. Agendas are posted online, and physically displayed in a publicly-accessible location, 72 hours in advance of regular meetings. Whenever possible, relevant materials are posted online prior to the meeting so that members of the Senate, faculty and public are able to review in advance and be better able to participate.

Reassigned Time

In 2016-17 the District’s three College Presidents agreed to each allocate 1.0 FTE of reassigned time for Academic Senate work. Distribution of this time is at the discretion of the local Academic Senate President. Traditionally, the Academic Senate President has received 0.4 FTE and the local Curriculum Chair 0.4 FTE. The remaining 0.2 FTE may be distributed by the Senate President depending upon local current needs.

Resolutions and Digest of Senate Actions

Copies of formal resolutions of the Senate are maintained on the Senate website as an adjunct to what is recorded in meeting minutes.

At the end of each academic year, the Senate will compile a list of its major actions accompanied by the date on which the action was approved.

Senate Projects/Ongoing Discussion

The Senate may engage in topics that require discussion and action spanning multiple meetings over the course of a semester or academic year(s). These projects/ongoing discussions may also involve significant involvement of other governance bodies. In such cases it is critical that the public be able to track developments over time. The Senate documents these projects/ongoing discussions through creating dedicated web pages that collate all relevant information in chronological sequence.