

APPENDIX B:

ARTICLE I – ELECTIONS

Section 1 When required, the president shall appoint a Nominating Committee of at least three persons subject to the approval of the Governing Council.

Section 2 The nominations for president, vice president, secretary, and treasurer shall be made by the Nominating Committee.

Section 3 The report of the Nominating Committee shall be submitted to the Senate with the advance notice of a regular meeting of the Senate to be held at least two weeks prior to the election. Additional nominations may be made from the floor.

Section 4 Elections shall be held by ballot, to be returned and tabulated on or before May 1.

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

ARTICLE II – TERMS AND DUTIES OF OFFICERS

Section 1 The officers shall be elected for a term of two years. They shall assume the duties of their respective offices at the last regular meeting of the Senate in the school year. Upon completion of his or her term, the outgoing president will be invited to serve one year as an ex officio member of the Governing Council.

Section 2 The President shall preside at all meetings of the Senate and Governing Council. He/she shall in every way endeavor to promote the interests and purposes of the Senate. He/she shall become familiar with the Constitution and Bylaws of the Senate. He/she shall appoint all temporary chairpersons of standing and special committees, and they shall serve subject to the approval of the Governing Council. He/she shall require an audit of the Senate books at the close of each school year. He/she shall meet regularly with the Senate Presidents from other colleges in the District to coordinate activities and policies, which involve the faculties of the three colleges.

Section 3 The Vice President shall serve as assistant to the President and shall serve as President in the absence of the President.

Section 4 The Secretary shall keep a record of the proceedings of each Senate and Governing Council meetings. In cooperation with the President, he/she shall prepare agendas for the meetings of the Senate and Governing Council. He/She shall maintain the

files of the Senate, and he/she shall be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President.

Section 5 The Treasurer shall receive all monies belonging to the Senate. He/She shall pay out the monies of the Senate on orders signed by the President. He/she shall keep an itemized list of receipts and expenditures and shall make a written report at the last regular meeting of the Senate school year. He/she shall prepare a tentative budget for the operation of the Senate during the term next succeeding his/her term as Treasurer.

ARTICLE III – COMPOSITION OF THE GOVERNING COUNCIL

Section 1 The Governing Council shall consist of the officers elected by the Senate, the immediate past president and the faculty chairpersons of the standing committees.

Section 2 The newly elected President of the Senate shall, upon election, begin consultations with the standing committees of the Senate for the purpose of obtaining from each, nominees to chair the committee during the following academic year. Within a reasonable period of time after the President's election, these nominees, approved by the respective committees, together with any nominated by the newly elected President, shall be submitted to the Governing Council for acceptance. Those nominees receiving acceptance by the Governing Council shall become the chairpersons of the respective standing committees during the following academic year.

Section 3 Vacancies: Vacancies to the Governing Council will be filled as follows:

- i) Succession: If the President cannot complete his or her term, then the Vice President will succeed the president for the duration of the president's elected term.
- ii) Appointment: For all elected positions other than President, as well as those appointed to the Governing Council, if an individual cannot finish his or her term then the balance of the Governing Council shall, after deliberation, appoint a faculty member to complete that individual's term.

Section 4 Voting Rights. The voting members of the Governing Council of the Academic Senate shall be: The President, The Vice President, The Treasurer, The Secretary, and the Chairs of the Curriculum Committee and Professional Personnel Committees.

Section 5: Division Membership: Everything will be done to foster faculty representation from each academic division and the student services area.

ARTICLE IV – DUTIES OF COUNCIL MEMBERS

Section 1 The Governing Council shall represent the members of the Senate. It shall be the policy-making body of the Senate. It shall deliberate and act upon such matters of

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Senate interest and concern as are brought to its attention. It shall, through the President or through its special delegates, serve as the voice of the Senate and, when so directed, represent the Senate in relations with the District.

Section 2 The Governing Council shall make all faculty appointments to the permanent committees of the College..

Section 3 The Governing Council may serve as the Cañada College President's Advisory Committee.

Section 4 The Governing Council shall require minutes of action items to be kept and made available to members of the Academic Senate.

Section 5 The Governing Council shall meet on a regular basis to receive and consider the reports and recommendations of the Senate President and of the chairpersons of the standing committees. Progress reports shall be made on a regular basis to the Governing Council by the President of the Senate and by the chairpersons of the standing committees and a summary of these reports shall be circulated to the members of the faculty.

Section 6 Major issues, as defined by the Governing Council, shall be submitted to members of the Senate for their deliberation and written ballot by (1) the Academic Senate President at the direction of the Governing Council, or (2) petition by no fewer than 10% of the members of the Senate.

ARTICLE V – COMMITTEES AND DUTIES

Section 1 The Governing Council shall serve as a steering organization, performing the routine tasks for the Senate, preparing items for presentation to the Senate, and receiving all recommendations from the committees.

Section 2 There shall be three standing committees of the Academic Senate:, Curriculum, Professional Personnel , and faculty membership to College Council. All authority and responsibilities of these committees shall be exercised through, by, and with the approval of the Governing Council.

Section 3 As necessary, the President may appoint additional committees with the approval of the Governing Council and may direct that students may be represented by their own members on all committees dealing with matters directly involving students. Student representatives may have the same voting privileges as faculty members.

Section 4 All committees established by the Senate shall be advisory and shall be responsible to the President of the Senate and the Governing Council.

Section 5 Curriculum Committee: The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada's curricular offerings so that it shall uphold the

California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high schools and four-year institutions, and support goals and objectives of the San Mateo County Community College District and Cañada College.

To these ends, the Curriculum Committee shall make recommendations to the Governing Council about general instructional policy and standards, degree and certification requirements, initiation and modification of programs and courses. The committee shall request the Office of the President of Cañada College to provide such information as is necessary for its deliberations and actions.

Committee Membership:

Membership of the Curriculum committee shall be, whenever possible, comprised of two faculty members from each academic division and counseling as well as a faculty chairperson. Additionally, the committee should, wherever possible, reflect and seek input from those campus and community individuals who are affected by curricular decisions and whose input is needed by the committee to make informed decisions.

Voting Members:

The voting members of the Curriculum committee will be comprised of those faculty members (and chairperson) appointed to the committee as well as one representative from the Admissions and Records area that evaluates degree and certificate petitions. The President of the Academic Senate and the Vice President of Instruction shall be non-voting advisors to the Committee..

Senate members shall serve no more than three consecutive years. The Governing Council shall determine years of service.

Section 6 Professional Personnel Committee (PPC): The Professional Personnel Committee shall concern itself with professional relations between the Senate and Cañada College administration and/or the San Mateo County Community College District. Among its responsibilities is the administration of the following funds through subcommittees named for each respective fund:

1 Trustee Grants For Program Improvement (TGFPI)

2 Professional Development (PD)

3 AB1725

Subcommittee Membership: The TGFPI and PD subcommittee membership will be determined by the Governing Council, consistent with the rules and regulations set forth in the faculty collective bargaining agreement—wherever applicable.

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The Governing Council, consistent with rules and regulations promulgated by AB1725, will determine the AB1725 subcommittee membership.

PPC Membership: Membership in The Professional Personnel Committee, which is the umbrella committee for the three subcommittees (supra), shall be come from the membership of the three subcommittees and will, wherever possible, reflect the all academic divisions and counseling. The committee may, at the discretion of the Governing Council, have additional non-faculty membership. Senate members shall serve no more than three consecutive years. A Committee member shall serve no more than two of the three years as a chairperson. New members shall be proposed by any Senate members when vacancies occur. The Governing Council shall approve proposed members.

Section 8 Faculty Memberships to the College Council:

Role of the membership to the College Council: As long as the College Council serves as the vehicle for facilitating shared governance, the role of the faculty who serve on that committee shall be:

- 1 To represent the interests of the faculty, campus wide, as well as the specific concerns of The Governing Council of The Academic Senate.
- 2 To provide The Academic Senate with regular reports (via the Governing Council meetings) of discussions, as well as initiating with College Council the concerns of the faculty at large and Governing Council while providing assessment of the effectiveness of the shared governance process.

Membership: The selection of the faculty membership to the College Council shall be done by the Governing Council of the Academic Senate and shall, wherever possible, try to represent all of the college's divisions and faculty interests.

ARTICLE VI – ACADEMIC TITLES

Section 1 Academic titles shall be assigned to teaching faculty members in a manner that reflects their education and years with the College as indicated in the Chart of Academic Titles shown below.

Section 2 Although assignment of academic titles is similar to placement on the salary schedule and incorporates the same degree equivalencies, salary shall not be determined by academic title.

Section 3 Advancement in academic title is a faculty matter entirely, shall involve only the faculty and shall be automatic.

Section 4 There shall be no limit on the number of faculty members who hold any given title.

Section 5 Faculty who are hired from other institutions shall receive titles based on the same criteria as apply to other Cañada College faculty.