



**ANTELOPE VALLEY COLLEGE**

Academic Senate  
Operating Procedures Handbook



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ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE CONSTITUTION

Article I Name of the Organization

The name of this organization shall be: The Antelope Valley College Academic Senate. The four executive officers shall be the Senate Executive Committee.

Article II Purpose

The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college. This may include, but is not limited to policies and practices as specified in Title 5, Chapter 2, Section 53200, Board Policy 2510 Participation in Local Decision-making, Academic Senate, 3 & 4 which states:

(3) Rely Primarily---The Board of Trustees of Antelope Valley College will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

The Governing Board is also required to rely primarily on the advice and judgment of the Academic Senate in establishing policies and procedures for Faculty Hiring Criteria (Ed. Code 87360 (b) and (c), Equivalencies to Minimum Qualifications (Ed. Code 87359 (b) and Administrative Retreat Rights (Ed. Code 87458 (a)). These areas may also have collective bargaining aspects.

(4) Mutual Agreement---The Board of Trustees will come to mutual agreement with the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (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.
- (9) Processes for program review.
- (10) Processes for institutional planning and budget development.
- (11) Other academic and professional matters as mutually agreed upon.

Article III Electorate

The Academic Senate shall be composed of full-time faculty members and an adjunct representative as specified in Article IV. Senators elected from their respective divisions are expected to exercise their voting privilege on behalf of their divisional constituents.

Senate issues may be presented to the entire regular faculty, and voted upon, in accord with Article XII, Section 4 of Article XIII. "Regular Faculty" shall mean all full-time faculty.

Article IV Senate Representatives

Section 1. Tenured faculty or those probationary faculty in their third or fourth year shall be eligible to serve on the Senate.

Section 2. Each division shall select their Senate representatives according to the following formula:

One representative per 1 through 9 electorate members of the division.

Two representatives after 10 electorate members of the division.

Section 3. The entire regular faculty shall elect three representatives at-large to the Senate.

3a. At the time of election for each at-large representative, the person with the second greatest number of votes will become the proxy.

Section 4. One at-large adjunct representative shall be elected by the entire adjunct faculty to serve on the Senate. The adjunct representative has the same voting privileges as full-time Senators.

4a. The adjunct with the second largest number of votes shall be the proxy for the adjunct Senate representative.

Section 5. All elections to the Senate shall be by secret ballot.

Article V Ex-Officio Members

Section 1. The elected president of the recognized certificated employee organization shall be ex-officio members of the Senate with no voting privileges. If the president is already a member of the Senate, he/she should resign the position on the Senate, and that position will be filled as provided.

Section 2. One student appointed by the ASO will sit on the Senate as an ex-officio member with no voting privileges.

Section 3. The previous year's Senate President will serve as an advisor to the incoming President for no longer than one academic semester.

Article VI Election and Tenure of Officers

Section 1. The Senate President is nominated by the regular faculty and is selected by the Senate Representatives. If the President is already a Senate representative, he/she shall resign that position, and the position will be filled as described in Article IV. The President shall serve a three-year term of office. \*

1a. The officers of the Executive Committee shall be:  
The First Vice-President, the Second Vice-President, and the Officer-at-Large. The Executive Committee shall be nominated by the Senate representatives. The Executive Committee shall serve a one-year term of office. The Executive Officers shall serve as an advisory body to the President and shall meet weekly (as needed).

- 1b. Election of Senate President and Officers will occur during the spring semester.

Article VII Tenure of Senate Representatives

Section 1. Each division representative shall serve a two-year term.

- 1a. Upon the representative's third consecutive absence without proxy for a meeting of the Senate, the President will notify the division faculty members. The division then has the option to choose a new Senate representative.
- 1b. In the event a division has not selected a representative, that seat will remain vacant until that division makes an appointment.

Section 2. Each representative-at-large shall be elected to a three-year term.

- 2a. Senators elect will be encouraged to attend Senate meetings and to become familiar with Senate issues and procedures prior to assuming Senate responsibilities.

Section 3. The adjunct faculty representative shall be elected to a one-year term.

- 3a. The newly elected adjunct representative will be seated as early as possible during the fall semester. If the adjunct faculty member with the highest number of votes in the election is not able to assume the duties of adjunct senator, the adjunct faculty member with the next highest vote total will be seated on the senate, and so on until a representative is seated. If no adjunct senator is seated through this process, another election will be held.

Article VIII Duties of Senate Officers

Section 1. President: The President shall represent the Senate to the Board of Trustees; shall represent the Senate on the College Coordinating Council and submit items for the agenda on that committee; and shall insure the communication of Senate policies and sentiments to appropriate parties. The President will review and set Senate meeting agenda in consultation with Senate Executive Committee. In addition, any Senate representative or any three faculty members may submit items for consideration for Senate agenda.

- 1a. See Antelope Valley College Academic Senate Operating Procedures Handbook for additional duties and responsibilities of President.

Section 2. First Vice-President: The First Vice-President shall assume the duties of the President in the event of his/her absence and assist the President in his/her duties as delegate.

- 2a. Second Vice-President: The Second Vice-President shall act as Senate Liaison Officer with appropriate groups within the college community. These shall include but not be limited to: Associated Students and "ad hoc" organizations.

- 2b. Officer-at-Large: The Officer-at-Large shall assume such duties as deemed appropriate by the President of the Senate.
- 2c. See Antelope Valley College Academic Senate Operating Procedures Handbook for additional duties and responsibilities of First Vice President, Second Vice President, and Officer-at-Large.

Section 3. The President and the Executive Officers shall comprise the Executive Committee and act as the Senate during periods other than the regular school session.

Article IX Legislative Liaison

Section 1. A Legislative Liaison shall be appointed by the President for a two-year term and shall keep the Senate informed of matters before the state legislature and the state-wide Academic Senate.

Article X Meetings

Section 1. The Senate shall meet during the first and third school weeks of each month of the academic year.

1a. Other meetings may be held when deemed necessary by the Senate or its officers.

1b. According to the Brown Act, members of the faculty may attend any regular meeting of the Senate. In addition, members of the Board of Trustees, Administration, staff, student body, and public may attend regular meetings. Only Senate members may attend Executive Sessions except by invitation of the President, or by a majority vote of the Senate.

Section 2. A quorum shall be required for all official actions of the Senate. A quorum shall consist of a simple majority of the members (or their proxy) of the Senate.

Article XI Committees

Section 1. The Senate shall have the power to create such committees as it deems necessary, and such committees shall be known as “Senate Standing Committees.” Members will be appointed by the Senate from within the Senate, or if desired, from outside the Senate. (See Antelope Valley College Academic Senate Operating Procedure Manual for listing of Senate Standing Committees.)

Article XII Operating Procedures

Section 1. The Senate, during and after consultation with the administration, may present its views and recommendations directly to the Board of Trustees. (Title 5 §53203, Subsection C)

Section 2. The President of the Senate or his/her designee shall attend all official meetings of the Board of Trustees during the school year and represents the Senate on all professional and academic matters. (Title 5 §53200)

Section 3. Copies of the Senate minutes and communications shall be available to members

of the faculty, administration, staff, associated students, Board of Trustees, and public.

Section 4. The Senate may refer issues to the faculty for discussion and consideration. A majority vote of the Senate will be required for a referral on a substantive issue, which then will be referred to the faculty at large. A petition of 20% of the faculty shall require the review of a Senate action by the faculty at large.

Section 5. On voting issues, the Senate follows the procedure of open ballots as specified in the Antelope Valley College Academic Senate Operating Procedures Handbook.

Section 6. All procedures not specifically provided for in this constitution shall be resolved according to the latest edition of Robert's Rules of Order.

#### Article XIII Procedures for Amendment

Section 1. Amendments to this constitution may be proposed by a simple majority of the Senate.

Section 2. Proposed amendments shall be presented in writing to the faculty at least two weeks prior to voting; the Senate shall conduct the election; the balloting shall be within twenty school days after the proposal has been presented.

Section 3. A simple majority vote of the total regular faculty shall be required to amend this constitution.

#### Article XIV Ratification and Adoption

The Academic Senate constitution shall go into effect upon approval of a simple majority vote of the faculty.

## SENATE CALENDAR

### FALL SEMESTER

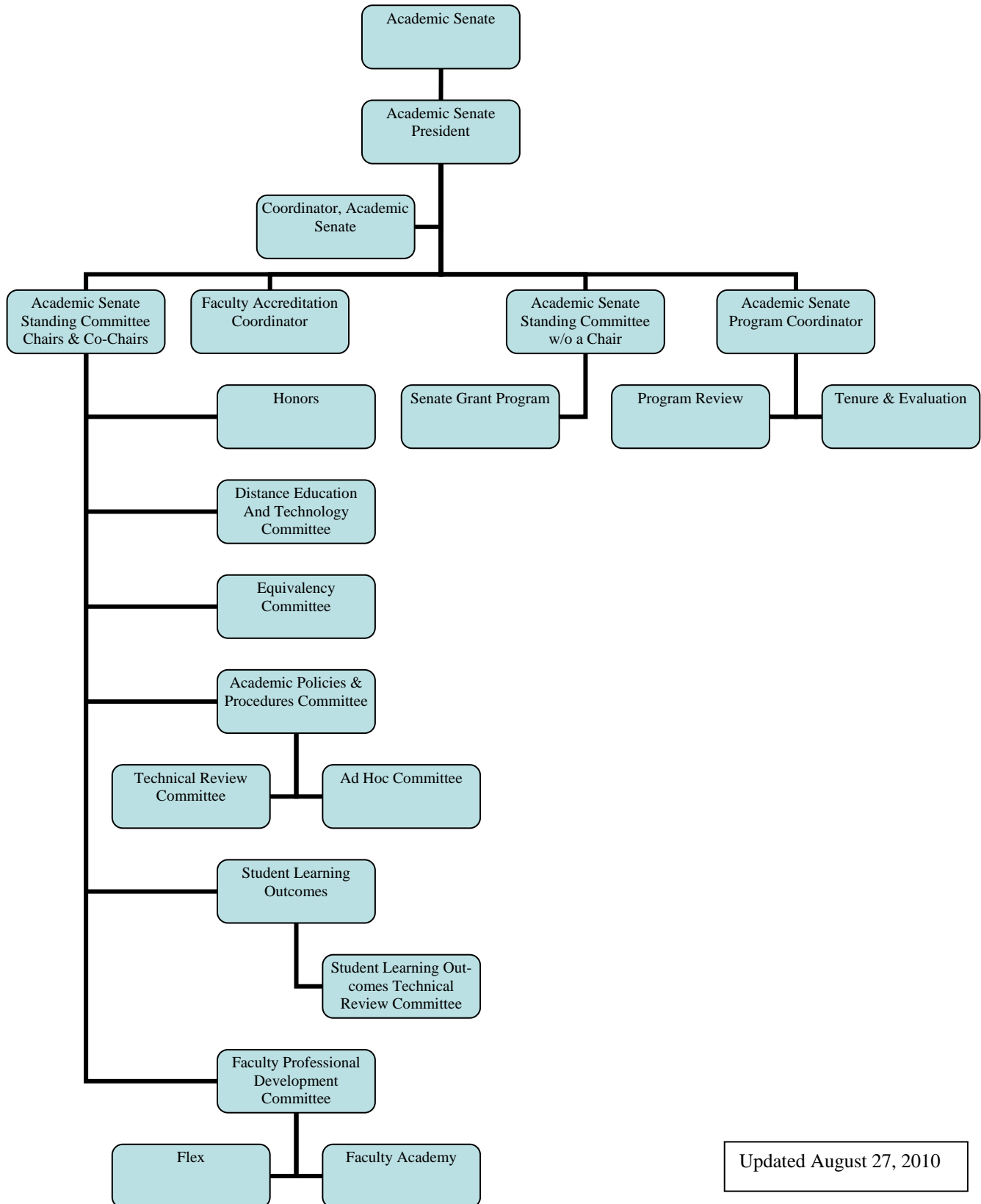
- Week 1            Notify all adjunct faculty soliciting nominees for adjunct-at-large position at the beginning of the fall semester.
- Week 8            Notify all faculty requesting nominations for Hayward Award.
- Present nominations for Hayward Award to the Senate for discussion and selection.
- Notify all faculty requesting nominations for the Regina Stanback-Stroud Diversity Award.
- Solicit nominations for the Exemplary Program Award.
- Week 12           Call for Scholar in Residence nominees. Nomination period will remain open until the fourth week of the spring semester.

### SPRING SEMESTER

- Week 2            Divisional representatives and Senator-at-large vacancies are announced.
- Week 4 to 6       Names of new divisional representatives need to be submitted to the Academic Senate Office.
- Week 6            Notify all faculty and deans of each division soliciting nominations for Outstanding Adjunct Faculty Award.
- 1st Meeting After  
Week 7            Conduct election of Senate Officers.
- Week 8 or 9       Select Outstanding Adjunct Award winner.  
                     Select Scholar in Residence



ANTELOPE VALLEY COLLEGE  
Academic Senate Organization Chart



Updated August 27, 2010



**ANTELOPE VALLEY COLLEGE**

Section One:

**SENATE PROCEDURES**

## **BALLOTING PROCEDURE (Open Ballots)**

1. A list of Senators eligible to vote during an election or a selection process is generated. This list contains the Senator's name and a space for the Senator's signature.
2. The list is passed among the eligible Senators and each must sign his/her name in order to receive a ballot. Only those Senators who are eligible and sign the list will receive a ballot.
3. After ballots are distributed, each Senator marks his/her ballot and returns it to the person who distributed the ballot. Each Senator must again sign indicating that he/she has cast a ballot.
4. The person who distributed the ballots will count them in the presence of all who are attending the meeting. After the ballots are counted, the results are announced.
5. The ballots are available for anyone to view after the meeting. The ballots will be kept in the Academic Senate Office for the length of time stipulated by the Public Records Act.

August 1998

## **HOW TO PLACE AN ITEM ON SENATE AGENDA**

The Senate constitution states that "The President will review and set Senate meeting agenda in consultation with Senate Executive Committee. In addition, any Senate representative or any three faculty members may submit items for consideration for Senate agenda." (Article VIII, Section 1) The Brown Act requires that an agenda and supplemental attachments be published at least 72 hours in advance of a meeting. Consequently, the Senate President usually begins consultation on agenda items with the Senate Executive Committee a full week in advance of a Senate meeting. In order for an agenda item to receive consideration for the next Senate meeting, the item needs to be in the hands of the Senate President a week in advance of the meeting. Otherwise, the Senate President may defer the item to the agenda of a future meeting depending on the nature and urgency of the item compared to the items already identified for the next meeting.

## **PROCEDURE FOR ACADEMIC RANKING FULL-TIME FACULTY**

1. The faculty member seeking a change in academic ranking may request an application from the Senate Office or may download the form from the Academic Senate web page.
2. The criteria for each rank is attached to the following page.
3. When the application is submitted, it is verified and upon approval forwarded to the President of the Academic Senate and College/Superintendent for signature.
4. The faculty member's name is sent to the Senate Meeting for approval and is announced to the faculty by correspondences from the Senate Office.
5. The process is now complete and the faculty member is provided a letter conferring their academic rank.

## **PROCEDURE FOR ACADEMIC RANKING ADJUNCT FACULTY**

1. The adjunct faculty member seeking the ranking requests an application from the Senate Office or may download the form from the Academic Senate web page and fills it out. On the application are the requirements for years of service at Antelope Valley College and LHE's to qualify for the ranking.
2. The application is returned to the Senate Office and then sent to Human Resources for verification of years of service at Antelope Valley College and educational background.
3. When the information has been verified, it is returned to the Senate Office for the President of the Academic Senate and College/Superintendent for signature.
4. The faculty member's name is sent to the Senate Meeting for approval and is announced to the faculty by correspondences from the Senate Office.
5. The process is now complete and the application is returned to the adjunct faculty member conferring their academic rank.



ANTELOPE VALLEY COLLEGE  
Academic Senate  
Academic Ranking

Full time faculty are ranked as *instructor, assistant professor, associate professor, or professor*. Only a tenured faculty member may request approval for academic ranking beyond instructor. Faculty must submit the *Application for Academic Ranking* to the Academic Senate Office.

**Criteria:**

**Instructor:** non-tenured faculty

**Assistant Professor:** minimum of four years (two years if approved for early tenure) as a full-time faculty member at Antelope Valley College, (two years as a full-time faculty member at another college can be used toward the required number of years) and one of the following:

- Six semester units\* of additional upper division or graduate units
- Eighteen hours\* of additional training or certification in occupational experience
- One professional achievement (e.g. peer-reviewed publications, musical performances, exhibition, scholarly presentations, major projects impacting AVC students, academic governance, etc.)

**Associate Professor:** minimum of six years as a full-time faculty member (four years if approved for early tenure) at Antelope Valley College, (two years as a full-time faculty member at another college can be used toward the required number of years) and one of the following:

- Nine semester units\* of additional upper division or graduate units
- Twenty-seven hours\* of additional training or additional certification in occupational experience
- Two professional achievements (e.g. peer-reviewed publications, musical performances, exhibition, scholarly presentations, major projects impacting AVC students, academic governance, etc.)

**Professor:** minimum of eight years as a full-time faculty member (six years if approved for early tenure) at Antelope Valley College, (two years as a full-time faculty member at another college can be used toward the required number of years) and one of the following:

- Twelve semester units\* of additional upper division or graduate units
- Thirty-six hours of additional training or three or more additional certifications in occupational experience
- Three professional achievements (e.g. peer-reviewed publications, musical performances, exhibition, scholarly presentations, major projects impacting AVC students, academic governance, etc.)

\* For the first two bullets of each rank, a combination of units and hours can be used (10 hours = 1 semester unit). Units can be accumulative (i.e. Assistant Professor (six units) to Associate professor (additional 3 units = 9 units).)

\*\* *Additional degree obtained after the date of initial hire from an accredited institution allows a tenured faculty member to apply for ranking of Professor regardless of current placement.*

\* Faculty Emeritus are full time faculty that are now retired from the college (*see Faculty Emeritus Criteria*)

\* Adjunct faculty are ranked as adjunct instructor or adjunct assistant professor (*see Petition for Approval of Adjunct Academic Rank*)

## **PROCEDURES FOR HAYWARD AWARD NOMINATIONS**

1. Prior to when the State Senate puts out the call for Hayward Award nominees, the Senate President sends out a memo to all faculty requesting nomination letters. This memo explains what the award is and gives a deadline for the nominations.
2. Once nominations have been received, the Senate President puts the item on the agenda as an action item. Senate members review all applications and a vote is taken to decide who will be the nominee from the Senate.
3. The nominee then works with the Academic Senate President to complete the nomination form for submission to the State Academic Senate by the deadline.
4. All of the nominees and the Hayward award nominee will be recognized at Faculty Recognition Day.

## **PROCEDURES FOR SCHOLAR IN RESIDENCE AWARD NOMINATIONS**

1. The Senate President sends out a memo to all faculty announcing the call for Scholar in Residence Award nomination letters. This memo explains what the award is and gives a deadline for nominations.
2. Once nominations have been received, the Senate President puts the item on the agenda as an action item. Senate members review all nomination letters and a vote is taken to decide who will be the nominee from the Senate.
3. The name of the award winner will be known only to the Senate President and Senate Coordinator in order to ensure confidentiality.
4. All of the nominees and the Scholar in Residence award winner will be announced and recognized at Faculty Recognition Day.

## **PROCEDURES FOR SELECTING OUTSTANDING ADJUNCT FACULTY AWARD**

1. The Senate President sends a memo to all faculty and deans of each instructional and support service division or area to nominate one adjunct faculty member from within the division for the Outstanding Adjunct Faculty Award. Included are the criteria for selection.
2. The Senate Executive Committee will meet with the Adjunct Representative on the Academic Senate and select no more than three nominees to submit to the Academic Senate.
3. The Academic Senate will meet as a Committee of the whole to consider the nominees. In regular session, the Senate will vote to select the Outstanding Adjunct Faculty Member.
4. An honorarium is given to the adjunct faculty member selected for the award.
5. All of the nominees and the Outstanding Adjunct Faculty Member will be recognized at Faculty Recognition Day.

## **PROCEDURES FOR SELECTING COMMITTEE MEMBERS FOR ACADEMIC SENATE COMMITTEES**

The Academic Senate shall determine the size, scope and membership of all Academic Senate standing committees. The following procedures will be used for the selection of committee members.

1. Upon the creation of a new Academic Senate committee or the pending vacancy or vacancies of an existing committee for members other than the chair, the Academic Senate President in the name of the entire Senate shall notify all faculty of the vacancy or vacancies. This notice must include the specific goals and purposes of the committee and the specific responsibilities of the committee members. Posting of the notice shall occur at least fourteen days prior to the beginning of a new committee's work or the expiration of the term of the member or members of an existing committee.
2. All interested individuals who wish to be considered for membership on a Senate committee must submit a letter of interest that addresses the purpose and goals of the committee to the Executive Committee. In addition, any information germane to the position should also be provided upon the request of the Committee. At least fourteen days will be allowed from the date of the notice of a vacancy or vacancies and the closing date for the applications.
3. If the number of candidates is less than or equal to the number of vacancies on the committee for which letters of interest have been received those names will be sent to the Academic Senate for confirmation. If there are more than the number of vacancies on the committee, then the Executive Committee will review the letters of interest and, based on that, will make a recommendation to the Academic Senate for confirmation. A majority vote of all Senators is required for confirmation.
4. All successful and unsuccessful candidates will be notified of the decision in writing.

## **PROCEDURE FOR SELECTION OF CHAIRS/COORDINATOR FOR ACADEMIC SENATE COMMITTEES**

The position of committee chairperson/coordinator is essentially a paid position. As such, persons chosen for this position are required to go through a standardized selection process. Selection is based on criteria, determined and approved by the Senate. Selection for chair/coordinator positions will occur in the academic year prior to the position start date, but no later than the end of fall semester.

1. Qualifications and criteria for a chairperson/coordinator are to be determined by the members of the Senate at the general sessions, specifically formulated by the Executive Committee and, finally, confirmed by a majority vote of all Senators. Faculty members must be tenured to serve as a committee chair/coordinator.
2. Upon the creation of a new Academic Senate committee or the pending vacancy of the chair/coordinator of an existing committee, the President of the Academic Senate will notify all full-time faculty that a vacancy exists. Information on the position with description of duties and qualifications must be distributed. Notification of the position shall occur at least fourteen days prior to the beginning of a new committee's work or the end of a current chair's/coordinator's term or time in office.
3. All interested individuals who wish to be considered for the position of chair/coordinator must submit a letter of interest to the Executive Committee of the Senate along with any additional requested information germane to the position upon the request of the Executive Committee. Statements and/or resumes indicating their qualifications for the position must be included. At least fourteen days will be allowed from the date of the notice of a vacancy and the closing date for the applications.
4. The Executive Committee of the Academic Senate will conduct interviews for all candidates for the position of chair/coordinator. These interviews will conform with generally recognized standards of professionalism and confidentiality. Questions will relate only to the criteria established by the Academic Senate. Institutional rules concerning affirmative action must be considered.
5. The successful candidate's name will be presented to the Academic Senate for confirmation. A majority vote, by open ballot, of all Senators is required for confirmation. If that does not occur, the Executive Committee must submit another name to the Senators for confirmation. All other candidates for chair/coordinator must be notified in writing of the Senate's decision.
6. If reassigned time is included in the chair's/coordinator's load, the chair can serve no more than two successive terms. At least one intervening academic year must occur before the individual can serve again as chair/coordinator with reassigned time. No individual may chair/coordinate more than one committee at one time.
7. Orientation of a new chair/coordinator elect will consist of shadowing the current chair/coordinator for a minimum of one semester. Shadowing will consist of, but not be limited to:
  - Participating (when possible) in statewide or regional conferences and/or institutes related to the position
  - Participating in development and review of committee agenda items
  - Attending at least four meeting of the applicable committee(s)
  - Reviewing major policies/ procedures related to the position
  - Meeting with Senate Executive at least twice
  - Becoming familiar with statewide faculty issues
  - Participating in additional activities as agreed to by chair/coordinator elect and current chair/coordinator

## PROCEDURE FOR SELECTION OF SENATE REPRESENTATIVES

1. All faculty are members of the Academic Senate. Each division selects representative(s) to serve on the Senate and decides how the selection will be made. Divisional Senate representatives must be at least in their third year of tenure.
2. Each division or area shall select Senate representatives according to the following formula:
  - 1 representative per 1 through 9 electorate members of the Division
  - 2 representatives after 10 electorate members of the DivisionThe entire full-time faculty shall elect three members at-large to the Senate.

One at-large adjunct member shall be elected from the ranks of the eligible adjunct faculty by the entire adjunct faculty.
3. The Senate representatives serve a two-year term. The adjunct Senate representative serves a one-year term and the Senator-at-large serves a three-year term.
4. In the 2nd week of the spring semester the Senate President sends a memo to the division representative reminding them their term of office is about to expire and a divisional representative needs to be chosen. The president also sends a memo to all full-time faculty and adjunct faculty soliciting names for the Senator-at-large position whose term may be ending.
5. Ballots to elect Senators-at-large and adjunct faculty representatives are prepared for upcoming elections. A ballot box should be available at a central location (usually the Academic Senate Office or campus mailroom).
6. Senators elect will be encouraged to attend Senate meetings and to become familiar with Senate issues and procedures prior to assuming Senate responsibilities.

### Article IV Senate Constitution



**ANTELOPE VALLEY COLLEGE**

Section Two:

**SENATE OFFICERS'  
JOB DESCRIPTIONS**

## **JOB DESCRIPTION FOR PRESIDENT OF THE ACADEMIC SENATE**

### Duties and Responsibilities:

1. Review and set Senate meeting agenda in consultation with Senate Executive Committee.
2. Chair and conduct Senate meetings in accordance with Robert's Rules of Order.
3. Co-chair the Strategic Planning and Budget Council.
4. Serve as a member of the College Coordinating Council and Mutual Agreement Council.
5. Represent the Academic Senate in collegial consultation with the College Administration and the Board of Trustees.
6. Serve as ex-officio member of the College Foundation.
7. Inform and/or solicit input from faculty on initiatives and issues from administration, State Academic Senate, Board of Trustees, Chancellors Office, Board of Governors, or State Legislature related to Academic and Professional Matters as defined by Title 5 of the California Code of Regulations.
8. Communicate actions taken by the Academic Senate to the faculty on a monthly basis or more frequently if needed.
9. Meet weekly with the Senate Executive Committee, or more frequently if needed, for consultation on Academic and Professional Matters, Senate meeting agendas and other Senate concerns.
10. Conduct Senate elections and appointments in accord with the provisions of the Senate Constitution and the Senate Operating Procedures Manual.
11. Provide training for new Senators on an annual basis in the fall/spring semester of each academic year.
12. Represent the Academic Senate at Faculty Recognition Day, Graduation, and other college functions as appropriate.
13. Maintain liaison with the Senate Standing Committees and Program Chairs of Program Review and Tenure & Evaluation and provide regular reports to the Academic Senate.
14. Establish Senate ad hoc committees as directed by the Academic Senate.
15. Provide overall leadership and direction for the Academic Senate on *Academic and Professional Matters*.
16. Attend one of the State Academic Senate Plenary sessions (fall or spring) annually to stay abreast of statewide concerns and initiatives of concern to faculty.
17. Attend the State Academic Senate Leadership Institute the first year in office.

**JOB DESCRIPTION FOR  
1<sup>ST</sup> VICE PRESIDENT OF ACADEMIC SENATE**

Duties and Responsibilities:

1. Conduct Senate meetings and assume other duties assigned to the Senate President, as needed, in the absence of the President.
2. In consultation with Senate President, write Senate newsletter to faculty twice per semester and provide ongoing communication with faculty as needed.
3. Serve as liaison between Academic Senate and Senate representatives appointed to College Governance Committees. Meet once monthly with Senate representatives to share information and discuss current issues, and make a monthly report to Senate Executive Committee and/or Academic Senate on significant issues.
4. As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.
5. Other duties as mutually agreed in consultation with the Senate President.

**JOB DESCRIPTION FOR  
2<sup>ND</sup> VICE PRESIDENT OF ACADEMIC SENATE**

Duties and Responsibilities:

1. Serve as liaison between Academic Senate and student representatives appointed to college governance committees. Meet once monthly with Associated Student Organization President and student representatives to share information and discuss current issues, and make a monthly report to Senate Executive Committee and/or Academic Senate on significant issues.
2. In consultation with the Senate President, conduct an annual faculty survey to determine the academic and professional matters that are of most concern to faculty.
3. As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.
4. Other duties as mutually agreed in consultation with the Senate President.

**JOB DESCRIPTION FOR  
OFFICER-AT-LARGE**

Duties and Responsibilities:

1. Maintain and update Senate Operating Procedures Manual in consultation with the Senate Executive Committee.
2. Advise the Senate President and Senate Executive Committee of approaching deadlines for routine Senate activities, such as elections and appointments, that are chronicled in the Senate Operating Procedures Manual.
3. As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.
4. Other duties as mutually agreed in consultation with the Senate President.



**ANTELOPE VALLEY COLLEGE**

Section Three:

**COORDINATORS' AND CHAIRS'  
JOB DESCRIPTIONS**

**REPORTING AND ACCOUNTABILITY GUIDELINES  
FOR  
SENATE COMMITTEES, CHAIRS AND COORDINATORS**

1. Each senate committee (i.e. AP&P, Faculty Professional Development, Honors, SLO, Distance Education, Senate Grant, Equivalency) needs a clear statement of structure and purpose.
2. Faculty members must be tenured to serve as committee chair or coordinator.
3. Senate Committee Chairs/Coordinators will meet with the Senate Executive Committee twice each semester.
4. In addition, they need to give at least two oral reports to the Senate per semester and a written year-end report to the Senate, Strategic Planning and Budget Council, and the Board of Trustees.
5. Senate committees make decisions autonomously within the scope of their statement of purpose (which is approved by the Senate) but must seek Senate approval for policy changes or changes related to the composition of the committee or selection procedures of committee members or chair/coordinator.
6. In order to serve on Academic Senate, AP&P and be a Senate Representative on hiring committees, faculty must be in their third year of tenure or beyond. Tenured and non-tenured faculty members may serve on other committees.
7. Program Review and Tenure Review Coordinators have the same reporting responsibilities as Senate Committee Chairs, but they will be reporting on process and not on content.
8. On behalf of the Senate Grant Committee, the Academic Senate President will present a summary of recommended Senate grants for action at a Senate meeting.
9. Faculty Accreditation Coordinator has the same reporting responsibilities as Senate Committee Chairs.
10. The Tenure Review Coordinator is accountable first to the Collective Bargaining Agent and secondly to the Senate and Administration for following the Tenure and Evaluation policy and procedures.
11. The Program Review Coordinator is accountable to the Senate and Administration for following the Program Review policy and procedures.
12. Faculty leaders (Senate Executive Committee, Senate Committee Chairs, Faculty Coordinators) will participate in Senate Leadership Retreats held at the beginning and end of each semester to discuss institutional issues related to their respective leadership roles.
13. Senate Committee Chairs and Coordinators will submit budget proposals to the Senate President to be completed into an annual Academic Senate Budget request to the Vice President of Academic Affairs.

## **ACADEMIC POLICIES & PROCEDURES COMMITTEE FACULTY COCHAIR JOB DESCRIPTION**

- Reviews and sets agenda with Vice President of Academic Affairs.
- Reviews all agenda materials (course proposals and outlines) for completeness and accuracy.
- Acts as liaison between Academic Senate and AP&P Committee; confers with Senate President on curriculum and academic policies and procedures.
- Chairs bi-monthly meetings; meets once a month with Technical Review Committee.
- Works with Academic Affairs Specialist on all committee matters and curriculum concerns.
- Researches issues of academic policy and/or procedure as needed (i.e. distance learning, plus/ minus grading, prerequisites, IMPAC, Information Competency, Education Code and Title 5 regulations, etc.).
- Creates, reviews, and revises Course Proposal Forms, Course Outlines of Record, and other forms necessary for course and program development; maintains currency of AP&P *Standards & Practices Handbook*.
- Chairs AP&P ad hoc committees as they arise; serves on other campus committees as needed regarding curriculum issues.
- Attends state level conferences regarding curriculum issues; stays in contact with Academic State Senate's Curriculum Committee and the Systems Office regarding curriculum regulations and practices.
- Holds workshops for faculty regarding curriculum policies and/or procedures.
- Meets with divisions to discuss curriculum policies and/or procedures for course development.
- Sits as a standing member of the Matriculation Committee and the ad hoc Assessment Committee.
- Consults with Program Review Coordinator on policy/process matters.
- Consults with Institutional Research Technician on Course Validation Studies.
- Works with faculty needing assistance in developing courses and programs.
- Is a resource for the following:
  - Distance Education and Technology Committee
  - Student Learning Outcomes Committee
  - Deans and Educational Directors
  - Corporate and Community Education
  - Cal Works
  - Learning Communities
- Works with Academic Affairs Technician on catalog revisions.

*(6 LHE (40%) reassign time per semester for three-year term)*

*(6 LHE summer stipend)*

## **FACULTY PROFESSIONAL DEVELOPMENT CHAIR JOB DESCRIPTION**

The duties of the Faculty Professional Development Chair (in conjunction with committee members) shall include, but not be limited to, the following activities:

1. Surveying the faculty to determine needs and requests for yearly, academy and colloquia presentations.
2. Select speakers/presentations for yearly Faculty Professional Development Program. This includes the following:
  - Research and gather information on various topics and speakers
  - Contact speakers from either AVC faculty or from off campus
  - Make room and time arrangements
  - Maintain a calendar of events
3. Create, review, and maintain all records on the following:
  - Faculty attendance for salary advancement for both full-time and adjunct (information will be forwarded to HR and VP)
  - Full-time and Part-time faculty plans, contracts, and end-of-semester evaluation sheets
  - Evaluation sheets for future repeat or new presentations/workshops
  - Prepare and monitor budget
4. Holding bi-monthly committee meetings to discuss and review activities, guidelines, and procedures.

*Additional duties necessary to maintain the Faculty Professional Development Program include the following:*

- Report at least twice a semester to the Senate
- Maintain correspondence with on/off campus speakers
- Review and allocate budget needs
- Design and create Faculty Professional Development Book
- Attend conferences related to faculty professional development
- Meet with faculty and administration to discuss activities, programs, and procedures
- Create flyers to help publicize professional development activities

*(6 LHE (40%) reassigned time per semester for three-year term)*

## **HONORS PROGRAM COORDINATOR JOB DESCRIPTION**

The duties of the Honors Program Coordinator shall include, but not be limited to, the following activities:

1. Chair and hold regular Honors Committee meetings.
2. Recruit and meet with interested and potential honors faculty.
3. Update and implement honors course proposal procedures for faculty.
4. Implement methods for divisional review and committee approval of honors course proposal from faculty.
5. Manage a basic Honors Program budget.
6. Choose honors classes for committee review during the semester prior to the one in which such classes will be offered; schedule honors classes; submit honors classes to AVC schedule of classes.
7. Implement honors faculty, program, and student evaluation.
8. Update and enforce honors student eligibility requirements.
9. Coordinate with Student Development in the recruitment of high school students through a variety of methods, including, but not limited to announcements and the evaluation of AVC assessment test scores. Recruitment of AVC students are gathered by campus faculty recommendations.
10. Interview and conference new and continuing honors students; keep honors student files.
11. Create and implement various honors-related extracurricular activities such as an honors mentorship program and faculty presentations.
12. Give at least two reports to the Academic Senate; along with the Academic Senate President maintain contact with the Office of Academic Affairs.
13. Attend conferences such as the National Collegiate Honors Council Conference and the Western Regional Honors Council; maintain membership with the California Honor's Society and other similar organizations.
14. Update and circulate Honors Program publicity in the form of brochures, flyers, and so forth.
15. Each August 1 and February 1 obtain database from Admissions and Records and then create and distribute the AVC Dean's List and President's List; send letters of congratulations to students.
16. Oversee various scholarships and honors; nominate students for Who's Who List and serve as faculty representative for Barry M. Goldwater and Jack Kent Cooke Scholarships.
17. Manage Graduation with Honors and create honors certificates.
18. Organize and host the annual AVC Honors Convocation.
19. Attend or designate representative for UCs TAP meetings, coordinate site visits, and participate in the development of major projects in conjunction with UCs.
20. Advise (with Society members' consent) the AVC Honors Society-Alpha Iota.

*(6 LHE (40%) reassigned time per semester for three year term)  
(3 LHE summer stipend)*

## **PROGRAM REVIEW COORDINATOR JOB DESCRIPTION**

The Program Review Coordinator shall be responsible for the administration of the systematic program review process, the orientation of staff to the self-study and peer-review processes, and support for self-study and peer-review teams and chairs. The Program Review Coordinator shall work in consultation with the Vice President of Academic Affairs, Vice President of Student Services, and Director of Institutional Research and Planning as appropriate. The President of the Academic Senate and the deans, directors, or coordinators responsible for programs under review shall be involved as scheduled.

The duties of the Program Review Coordinator shall include, but not be limited to, the following activities:

1. Establish the order and schedule of programs to be reviewed in consultation with the Vice President of Academic Affairs or Vice President of Student Services and the deans, directors, or coordinators responsible for programs to be reviewed.
2. Assist with the appointment of peer-review teams and peer-review team chairs described in the program review policy.
3. Orient divisional or area staff to the self-study process and assist the members of the self-study teams in the preparation of the self-study reports. The Program Review Coordinator will assist with:
  - Defining the scope of the standards for the specific programs under review.
  - The use of institutional data.
  - Preparation and administration of student surveys and/or other appropriate student data.
  - Development of plans of actions, prioritized lists of recommendations, and proposals for revisions of the Educational and Facilities Master Plans described in the program review policy.
4. Orientation of peer-review teams based on the program review policy.
5. Assist the peer-team members and chairs with:
  - The review of the self-study report in relation to the standards.
  - Defining areas that need verification or clarification.
  - Developing a plan, timetable, and assignments for peer-team activities.
  - Collection of data and other resources needed for the peer-team review process.
  - Setting up meetings of peer-team members with staff in the programs.
  - Monitoring the activities of the peer-team.
6. Assist the peer-review team chair with:
  - Managing the activities of the peer-team.
  - Drafting the report of the peer-team's findings including:
    - ◇ Verification of the accuracy of the self-study report.
    - ◇ Appropriateness of the plans of action.
    - ◇ Peer-team recommendation including a response to the self-study recommendations.
    - ◇ Suggestions/recommendations for changes to the Educational and Facilities Master Plans.

7. Conduct regular evaluations of the program review procedures and recommend changes to the Academic Senate and appropriate administration.
8. Conduct and/or provide for staff development training for program evaluation from the self-study and peer-review team perspectives.
9. Develop and provide models for the various components of the program review process (e.g., student surveys, plans of action, etc.)

### **DESIRABLE QUALIFICATIONS**

1. Demonstrated ability to organize schedules, work activities, and committees.
2. Demonstrated ability to work cooperatively with all college staff and administration.
3. Participation in Strategic Planning and Budget Council activities or broad based experience in facilities and educational planning.
4. Involvement in accreditation standards or Steering Committee activities.
5. Experience in program evaluation in educational institutions, private industry, or public agencies.

*(9 LHE (60%) reassign time per semester for three-year term)*

## TENURE REVIEW COORDINATOR JOB DESCRIPTION

The Tenure Review Coordinator is responsible for the supervision and coordination of the tenure review process for probationary faculty. This individual, in consultation with the Vice President of Academic Affairs and the Senate President will:

1. Coordinate, in conjunction with Academic Senate, selection of tenured faculty to participate on evaluation teams.
2. Oversee that evaluation teams are organized for probationary faculty according to the Tenure and Evaluation Policy.
3. Coordinate and conduct the initial orientation of the Evaluation and Tenure process for the peer evaluation teams.
4. Coordinate and conduct the initial orientation of the Evaluation and Tenure process for the probationary faculty.
5. Be a resource person to probationary evaluation teams to ensure that they function according to policy guidelines.
6. See that all evaluation procedures for probationary faculty are completed in a timely manner.
7. In coordination with the Vice President of Academic Affairs, interpret the Tenure and Evaluation Policy if questions arise.
8. Refer any grievances arising from the evaluation of probationary faculty to the Due Process Committee.
9. Coordinate all issues that affect the operation of the evaluation teams.
10. Conduct “end-of-the-year” survey to determine effectiveness of policy and recommendations for improvement.
11. Submit recommendations for revision of policy to Tenure and Review Committee.

Reassign time dependent on the total number of active Tenure Committees in an academic year:

| <u>Number of Committees</u> | <u>Fall semester</u> | <u>Spring semester</u> |
|-----------------------------|----------------------|------------------------|
| 1—9                         | 3 LHE                | 3 LHE                  |
| 10—21                       | 6 LHE                | 3 LHE                  |
| 22—35                       | 9 LHE                | 6 LHE                  |
| 36 +                        | 12 LHE               | 6 LHE                  |

## **STUDENT LEARNING OUTCOME COMMITTEE CO-CHAIR JOB DESCRIPTION**

The duties of the Student Learning Outcome (SLO) Committee Co-Chair shall include, but not be limited to, the following activities:

1. Chair bi-monthly (or as needed) meetings with committee.
2. Develop, advocate, and monitor a campus-wide plan for the implementation of SLOs/PLOs and accompanying assessment.
3. Coordinate all campus SLOs/PLOs assessment efforts.
4. Meet with divisions and areas to facilitate in establishing and assessing SLOs/PLOs for courses and programs.
5. Research and identify samples of SLOs/PLOs and their assessment techniques.
6. Work closely with the institutional researcher in developing and maintaining a record of assessment tools.
7. Coordinate workshops for campus SLO/PLOs training with inside and outside speakers.
8. Propose connections to current campus practices on SLOs/PLOs and assessment.
9. Maintain an archive record in support of data for accreditation, program review, and curriculum issues.
10. Disseminate information on current trends on SLOs/PLOs from conferences and workshops that are relevant to faculty, student services, and administration.
11. Oversee development and updating of a SLO Committee website.
12. Keep up-to-date on state and national information on SLOs/PLOs and assessment techniques.
13. Be a resource person for any questions on SLOs, PLOs, and ILOs.
14. Be a liaison to AP&P.
15. Report at least twice a semester to the Academic Senate.

*(6 LHE (40%) reassigned time per semester for three year term)  
(3 LHE summer stipend)*

## **DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE CO-CHAIR JOB DESCRIPTION**

The duties of the Distance Education Co-chair shall include, but not be limited to, the following activities:

1. Chair bi-monthly meetings with the Distance Education Committee.
2. Advocate and monitor campus-wide implementations of distance education activities.
3. Work with divisions to facilitate the establishment of distance education courses and programs.
4. Act as a resource person for any questions regarding distance education.
5. Act as a liaison to the AP&P committee and Blackboard®.
6. Coordinate workshops and training for distance education.
7. Gather and identify samples of effective distance education best practices.
8. Maintain records in support of data for accreditation, program review, and curriculum issues.
9. Disseminate information on distance education conferences and workshops that are relevant to faculty, student services, and administration.
10. Oversee development and updating of a distance education website.
11. Keep up-to-date on state and national information on distance education.
12. Report at least twice a semester to the Academic Senate.

*(6 LHE (40%) reassigned time per semester for three year term)*

*(3 LHE summer stipend)*

## FACULTY ACCREDITATION COORDINATOR JOB DESCRIPTION

**Background:** Statewide Academic Senate has emphasized since 1986 that “*It is the right, duty, and responsibility of informed faculty to participate in every aspect of accreditation.*” The Senate at Antelope Valley College has mutual agreement with the College Governing Board of Trustees on the roles and involvement in accreditation processes, including self-study and annual reports per Title 5 section 53200. The faculty perspective is imperative to the integrity, quality, and effectiveness of the institution and is an integral part of self-study. A well thought out self-study should begin eighteen months or more before it is due to the accrediting commission to collect and interpret evidence, review drafts, edit, and allow for Board of Trustees review and publication.

The Faculty Accreditation Coordinator will be selected by the Academic Senate, after consultation with the college president and Accreditation Liaison Officer per mutual agreement, to oversee the self study process.

**Responsibilities:** The Faculty Accreditation Coordinator, in consultation with the Accreditation Liaison Officer (Vice President of Academic Affairs), will perform the following duties:

- Attend the ACCJC Accreditation Training for evaluation.
- Attend the statewide Academic Senate Accreditation Institute.
- Establish and coordinate subcommittees that contribute to the self study.
- Provide campus training on the purpose, standards, and documentation requirements.
- Assist in the collection of data.
- Co-chair the Accreditation Steering Committee.
- Recruit members from campus community, as well as local community to participate in self-study.
- Provide support to the standard committees.
- Oversee the writing of the final draft of the self-study.
- Write the self-study background, themes, and Planning Summary sections.
- Coordinate and develop documentation files.
- Coordinate visiting team schedule and appointments.
- Present updates either via memo, newsletter, and forums on the progress of the self-study and review final draft with college campus constituents.
- Update the Academic Senate at least twice per semester.
- Present updates and review final report to the Board of Trustees.
- Monitor all activities that affect Substantive Changes and submit reports to ACCJC when appropriate.

Sufficient reassign time is required, according to local governance and contractual agreements.

*Reassigned time: Compensation is commensurate to the needs of the District and will be determined through Mutual Agreement with Administration, AVCFT, and the Academic Senate.*

## **LEGISLATIVE LIAISON OFFICER JOB DESCRIPTION**

The Legislative Liaison Officer is appointed by the Academic Senate President (per Senate Constitution).

The duties of the Liaison Officer shall include, but not limited to, the following activities:

1. Serve on the Legislative Committee.
2. Inform the Senate at least twice a semester or in a timely manner on matters before the state legislative as identified by the Legislative Committee and/or statewide Academic Senate. Solicit feedback from the Academic Senate to present to the Legislative Committee when applicable.
3. Attend conferences on state legislative and statewide Academic Senate as needed.

*(Two-year term)*

## **EQUIVALENCY COMMITTEE CHAIR JOB DESCRIPTION**

The duties of the Equivalency Committee Co-Chair shall include, but not limited to, the following activities:

1. Schedule meetings as needed.
2. Reviews and sets agenda.
3. Reviews Equivalency Procedure annually with committee.
4. Researches and reviews current Statewide established minimum qualifications.
5. Informs faculty about new or revised statewide minimum qualifications for each discipline.
6. Resource person regarding Equivalency Procedure and general questions on equivalency development.
7. Reviews with committee Equivalency Procedure for possible recommendations for revision to Academic Senate.
8. Reports to the Academic Senate at least twice a semester.
9. Provide to the Academic Senate an end of the year Annual Accomplishment Report.

*Two year term (no reassign time available)*



**ANTELOPE VALLEY COLLEGE**

Section Four:

**BASIC RULES FOR  
MEETINGS**

## MAKING A MOTION

Proposed action from a member of the group is called a "motion." A motion that proposes some new action is sometimes called an "original main motion."

The first step in gaining the right to speak in a business meeting is to address the chairperson. A member addresses the chair by saying, "Chairman." When the chairperson has heard this, or the member has been "recognized," he/she knows that a member wishes to speak. Upon being recognized, a member has the floor or the right to speak.

The proper way to state a main motion is to introduce it with the three words, "I move that. . . ."

After a main motion has been made, a second is required to show that one other member approves of having the matter considered. It is not necessary to gain recognition in order to second a motion nor does a second to a main motion necessarily indicate approval of the motion itself. A person seconds a motion by simply saying, "I second the motion."

After the main motion has been seconded, the chairperson will open the floor for debate on the motion. Besides being used for argument about the main motion, the debate period can also be used for amending the motion, which is a formal change or modification of a main motion.

The motion before the group at any one moment is sometimes called the Question. After the debating and amending period is over, the chairperson will ask the group if they are ready to vote "on the question." If the group is ready to vote, they will join in a general chorus of "Question." Upon receiving this approval, the chairperson will state the question (or motion) again, before the vote is taken. The chairperson will say, "The question (or motion) is . . ."

There are two other commonly used ways to close or end debate. A member may move the previous question, or a member may simply call the question. Both of these are motions and, as such, require a second. They also require a two-thirds majority for passage. There is no debate on either of these motions. A defeated motion returns debate to the floor. Note: During periods of inactive discussion, a member might simply call out "question." To this the chair response, "The question has been called for. If there is no further discussion, we shall vote." A simple "call for the question," however, is not forcing; and as long as there are members who wish to debate – properly made, seconded, and passed by a majority of two-thirds – should force the organization to terminate discussion.

## METHODS OF VOTING

There are many ways by which an organization votes. They are:

1. General consent. The quickest and most simple method of determining the will of the majority is by the chair's asking if "there are any objections." If no one voices an objection, the announced ruling stands. If this procedure is used, it is primarily on questions of procedure and very rarely on main motions.
2. Voice. A voice vote is second in order of ease and first in popularity. The chair asks those favoring a motion to say "aye" and those opposed to say "no." After hearing the vote, the chair judges which has the majority and announces the decision. A member who doubts the accuracy of the judgment calls for a division of the house, which is an order for another vote, this time by standing.
3. Standing. This vote is always used in response to a call for division and often used when a majority of two-thirds is required. As with the voice vote, the chair calls first for the affirmative vote count, followed by the negative.
4. Show of hands. This vote is most common in organizations of fifty or less; for larger organizations, it proves both confusing and inaccurate. The hand vote is often used when the chair wants a quick but approximate vote without concern for the precise count.
5. Ballot. Because of its qualities of secrecy, accuracy and permanency, the ballot is used for elections and for votes on critical issues. Affirmative ballot votes for a motion are marked "aye," and negative votes are marked "no."
6. Roll call. When conducting a roll call vote, the chairperson or secretary calls the roll. Affirmative voters response with "yes," negative with "no." If a member does not choose to vote (and no one can be forced), he/she answers "present." This type of vote is very rarely used by small organizations.

## ORDER OF BUSINESS

Parliamentary procedure is utilized in group meetings. The group may consist of as few as two persons to upwards of hundreds or thousands of persons. No matter the size of the group, parliamentary procedure is the best means of controlling discussion in order that all may have a fair opportunity to express their positions.

The first step in the order of business at a group meeting is the call to order. The chairperson calls the meeting to order by saying, "The meeting will please come to order." (Some organizations have an invocation, which would immediately follow the call to order.) A roll call, conducted to establish the presence of a quorum, is optional with each organization.

The second step in the order of business is the reading and approval of the minutes. The chairperson will say, "The secretary will please read the minutes of the last meeting." If a member finds fault with the minutes, he/she may correct them by addressing the chair and stating his objections. If the members agree that the minutes are a true account of the last meeting, the secretary will write the word "approved" at the end of the minutes along with the date and his/her signature.

The third step in the order of business consists of the reports of officers.

The fourth step in the order of business consists of the reports of standing and special committees.

The fifth step in the order of business is unfinished business.

The sixth step in the order of business is new business.

The seventh step in the order of business is announcements. This step takes place after all of the new motions have been disposed of under the sixth step at which time the floor is open for any member to make an announcement concerning any matter.

The eighth and final step in the order of business is adjournment. Many organizations have a fixed time for ending their meeting. If the time for adjournment has arrived, a motion to extend the time of the meeting is appropriate.

## THE VALUES AND USE OF PARLIAMENTARY PROCEDURE

In their excellent reference work, The Practical Guide to Parliamentary Procedure, 2nd Edition. Edward S. Strother and David W. Shepard point out the four basic values of parliamentary procedure:

- + An Orderly Way to Conduct the Affairs of an Organization
- + A Way to Determine the Will of the Majority
- + A Way to Protect the Minority
- + A Way to Protect the Rights of an Individual Member

Indeed, parliamentary procedure is used to control the process of communication in many groups. Technical rules in parliamentary procedure limit what you can say, how you can say it, and even when you can say it. Many groups, in fact, will avoid using parliamentary procedure because of the perception that it will inhibit their business. Such is not the case. Parliamentary procedure will help facilitate a group's business, particularly if you as the chairperson or as a member of the group will follow these general guidelines in a meeting governed by parliamentary procedure\*:

**LISTEN CAREFULLY.** A good chairperson will clarify what ideas (motions) are "on the floor," including the sorts of comments that are germane to a particular motion.

**ASK QUESTIONS.** You can always "raise a question of privilege," to ask either the chairperson or the parliamentarian what is happening, what sort of motion is relevant to the discussion, when you can speak or how you can properly accomplish a goal you wish to pursue.

**SPEAK TO THE POINT.** Always tailor your remarks to the specific motion on the floor.

**AVOID UNNECESSARY PARLIAMENTARY GYMNASTICS.** If the members of a group yield to the temptation to play with the rules, parliamentary procedure becomes counterproductive and rational decision making is seriously undermined.

\* Principles of Speech Communication, D. Ehninger, B. Gronbeck, A. Monroe, 8th Brief Edition, Scott Foresman and Company, 1980, pp. 296-297.



**ANTELOPE VALLEY COLLEGE**

Section Five:

**SENATE ROLE IN  
SHARED GOVERNANCE**

## BOARD AND SENATE AGREEMENT CONSULTATION PROCESS

Title 5, Section 53200 "**Academic and Professional Matters**"

Definitions:

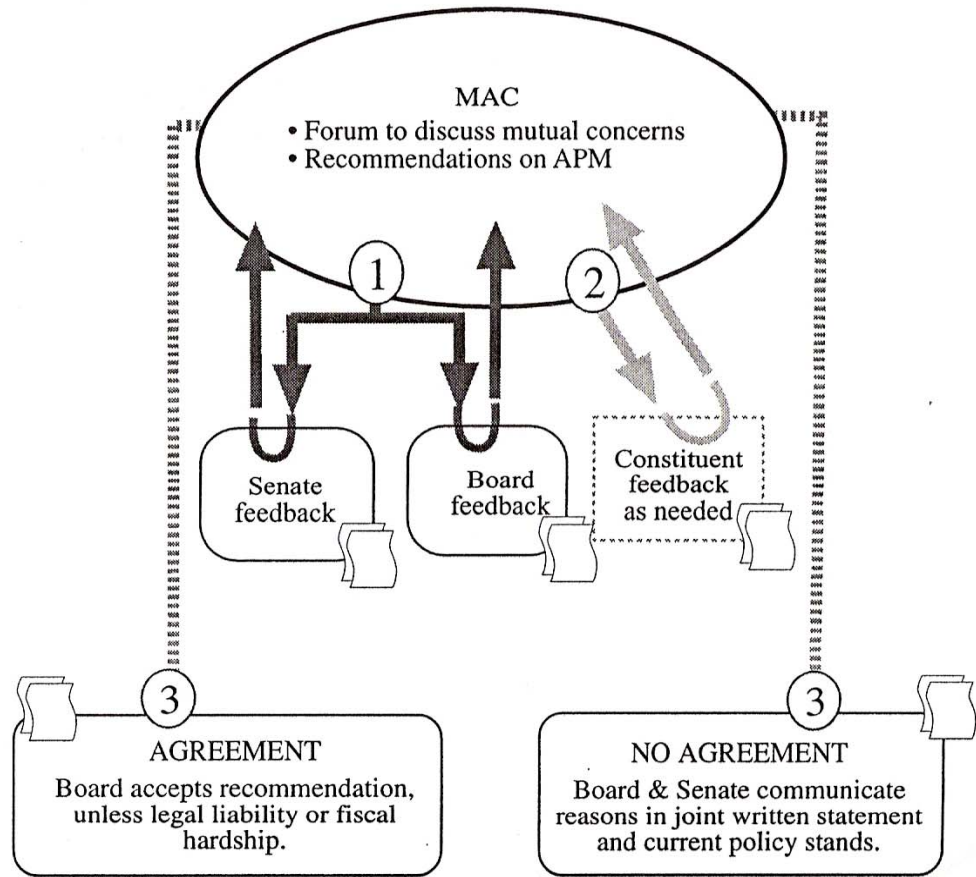
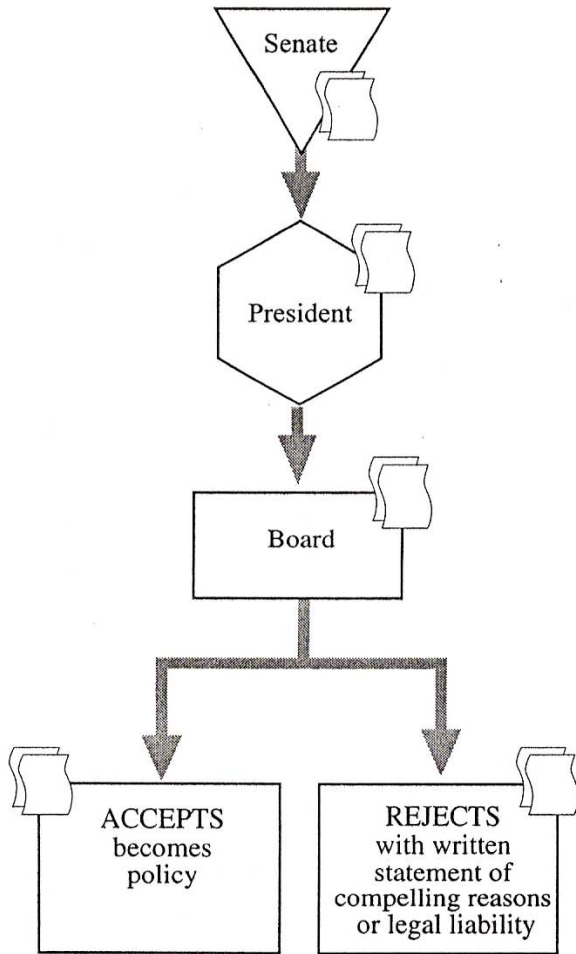
- I. Academic Senate means an organization whose primary function is to make recommendations with respect to *academic and professional matters*.
  
- II. Consult Collegially means that the district governing board shall develop policies *on academic and professional matters* through either or both of the following:
  1. Rely primarily upon the advice and judgment of the Academic Senate, OR
  2. The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations,
  
- III. Academic and Professional Matters means the following policy development matters,
  - A. For the following items, the Board of Trustees will **rely primarily** on the advice of the Academic Senate:
    1. Curriculum, including establishing prerequisites.
    2. Degree and certificate requirements.
    3. Grading policies.
    4. Education program development.
    5. Standards or policies regarding student preparation and success.
    8. Policies for faculty professional development activities.
  
  - B. For the following items, the Board of Trustees will come to **mutual agreement** with the Academic Senate:
    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.
    9. Processes for program review.
    10. Processes for institutional planning and budget development.
    11. Other academic and professional matters as mutually agreed upon.

\* Approved by Board of Trustees April 10, 2000

## Academic and Professional Matters (APM's)

**Rely Primarily**  
[APM's 1, 2, 3, 5, & 8]

**Mutual Agreement Council (MAC)**  
[Senate Exec. & Cabinet]  
[APM's 4, 6, 7, 9, 10. & 11]



DEFINING AND UNDERSTANDING  
THE ROLE OF THE ACADEMIC SENATE  
Summarized from TITLE 5 California Code of Regulations

SECTION 53200                      DEFINITIONS

Academic Senate means an organization whose primary function is to make recommendations with respect to *academic and professional matters*.

Academic and professional matters means the following policy development matters:

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 instructional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Consult collegially means that the district governing board shall develop policies on *academic and professional matters* through either or both of the following:

1. Rely primarily upon the advice and judgment of the *academic senate*, OR
2. The governing board, or its designees, and the *Academic Senate* shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

SECTION 53203                      POWERS

- A) The governing board shall adopt policies for the appropriate delegation of authority and responsibility to its college Academic Senate.
- B) In adopting the policies described in section (a), the governing board or designees, shall consult collegially with the Academic Senate.
- C) While consulting collegially, the Academic Senate shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the Academic Senate may present its recommendations to the governing board.
- D) The governing board shall adopt procedures for responding to recommendations of the Academic Senate that incorporate the following:
  1. When the board elects to rely primarily upon the advice and judgment of the Academic Senate, the recommendation of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.
  2. When the board elects to provide for mutual agreement with the Academic Senate, and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

- E) An Academic Senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board.
- F) The appointment of faculty members to serve on college committees shall be made, after consultation with the chief executive officer or designee, by the Academic Senate.

**SECTION 70902 (b) (7) GOVERNING BOARDS; DELEGATION**

The governing board of each district shall establish procedures to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, and to ensure that these opinions are given every reasonable consideration, and the right of Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

**SECTION 87359 (b) WAIVER OF MINIMUM QUALIFICATIONS; EQUIVALENCY**

The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate. The process shall further require that the governing board provide the Academic Senate with an opportunity to present its views to the governing board before the board makes a determination.

**SECTION 87360 (b) HIRING CRITERIA**

Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by the representative of the governing board and the Academic Senate.

**SECTION 87458 (a) ADMINISTRATIVE RETREAT RIGHTS**

The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate. The process shall further require that the governing board provide the Academic Senate with an opportunity to present its views to the governing board before the board makes a determination.

**SECTION 87610.1 (a) TENURE EVALUATION PROCEDURES**

The faculty's exclusive representative shall consult with the Academic Senate prior to engaging in collective bargaining regarding those procedures.

**SECTION 87615 (b) MINIMUM DEGREE REQUIREMENTS; EXCEPTIONS**

The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate. The process shall further require that the governing board provide the Academic Senate with an opportunity to present its views to the governing board before the board makes a determination.

**SECTION 87663 (f) EVALUATION PROCEDURES**

The faculty's exclusive representative shall consult with the Academic Senate prior to engaging in collective bargaining regarding those procedures.

**SECTION 87743.2 FACULTY SERVICE AREAS**

The exclusive representative shall consult with the Academic Senate in developing its proposals with regards to faculty service areas.

| <u>LAWS</u>   | <u>REGULATIONS</u><br><u>Level of Participation</u>   | <u>REGULATIONS</u><br><u>Areas of Participation</u>   | <u>REGULATIONS</u><br><u>Consideration of Recommendation</u>  |
|---|---|---|---|
| <p><b><u>FACULTY</u></b></p> <ul style="list-style-type: none"> <li>• Right to participate effectively in governance</li> <li>• Academic senate right to assume primary recommending responsibility in curriculum and academic standards</li> </ul> | <ul style="list-style-type: none"> <li>• Right to participate effectively in governance</li> </ul>  | <ul style="list-style-type: none"> <li>• Academic and professional matters               <ol style="list-style-type: none"> <li>1. Curriculum</li> <li>2. Degree</li> <li>3. Grading</li> <li>4. Program development</li> <li>5. Student standards</li> <li>6. Faculty role in governance structures</li> <li>7. Accreditation</li> <li>8. Professional development</li> <li>9. Processes for program review</li> <li>10. Process for planning and budget</li> <li>11. other</li> </ol> </li> </ul> | <ul style="list-style-type: none"> <li>• Consult collegially               <ul style="list-style-type: none"> <li>◊ Reach mutual agreement</li> <li>◊ Board rely primarily on advice and judgment of academic senate</li> </ul> </li> </ul> |
| <p><b><u>STAFF</u></b></p> <ul style="list-style-type: none"> <li>• Right to participate effectively in governance</li> </ul>   | <ul style="list-style-type: none"> <li>• Provided opportunity to participate in policies, procedures, and processes that have a “significant effect” on staff</li> </ul>    | <ul style="list-style-type: none"> <li>• Significant effect on staff</li> </ul>   | <ul style="list-style-type: none"> <li>• Recommendation given “every reasonable consideration”</li> </ul>   |
| <p><b><u>STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>• Right to participate effectively in governance</li> </ul>  | <ul style="list-style-type: none"> <li>• Provided opportunity to participate in policies, procedures, and processes that have a “significant effect” on students</li> </ul> | <ul style="list-style-type: none"> <li>• Significant effect on students               <ol style="list-style-type: none"> <li>1. Grading</li> <li>2. Codes of conduct</li> <li>3. Academic discipline</li> <li>4. Curriculum</li> <li>5. Education programs</li> <li>6. Processes for budget and planning</li> <li>7. Student standards</li> <li>8. Student services planning and development</li> <li>9. Fees</li> <li>10. Evaluations and hiring</li> <li>11. other</li> </ol> </li> </ul>         | <ul style="list-style-type: none"> <li>• Recommendations given “every reasonable consideration”</li> </ul>  |



**ANTELOPE VALLEY COLLEGE**

Section Six:

**COLLEGE GOVERNANCE**

**AVC GOVERNANCE COUNCILS AND COMMITTEES**  
**Academic Procedures 2510 Participation in Local Decision-Making**

ELECTED GOVERNANCE GROUP

Board of Trustees

ADMINISTRATIVE GOVERNANCE GROUPS

Administrative Cabinet

Administrative Council

FACULTY GOVERNANCE GROUP

Academic Senate

STUDENT GOVERNANCE GROUP

Associated Student Organization

COLLECTIVE BARGAINING GOVERNANCE GROUPS

Antelope Valley Federation of Teachers

Antelope Valley Federation of Classified Employees

CAMPUS-WIDE GOVERNANCE GROUP

College Coordinating Council

Strategic Planning & Budget Council

**COLLEGE GOVERNANCE COMMITTEES**  
(Participatory Committees, see Page 6 of the Faculty Handbook)

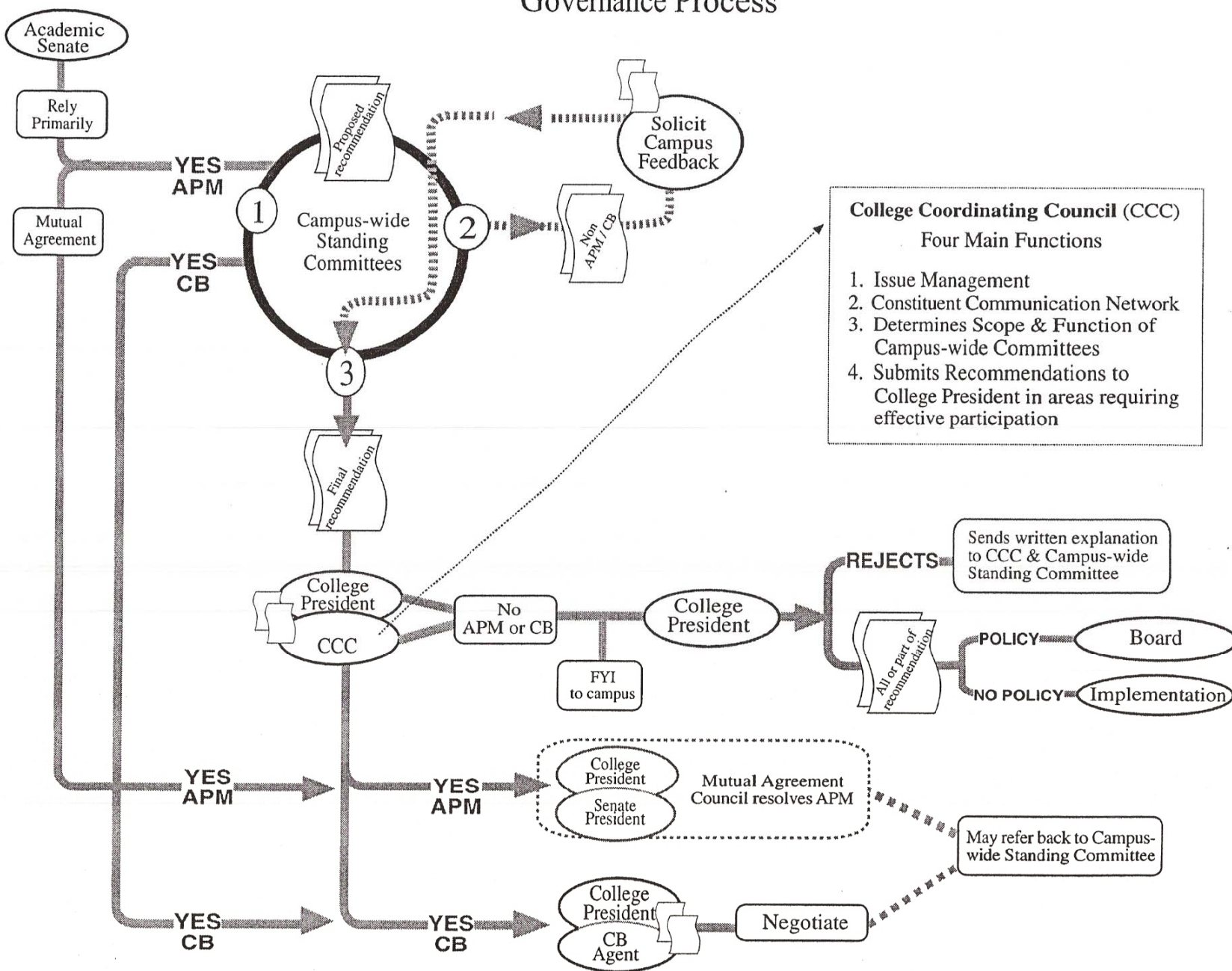
**CAMPUS-WIDE STANDING COMMITTEES**

Auxiliary Services Committee  
Basic Skills Committee  
Enrollment Management Committee  
Equal Employment Opportunity Advisory Committee  
Information Technology Committee  
Matriculation Committee  
Safety Committee  
Staff Development Committee  
Strategic Planning & Budget Council

**ACADEMIC SENATE STANDING COMMITTEES AND PROGRAMS**

Academic Policies & Procedures Committee  
Distance Education and Technology Committee  
Equivalency Committee  
Faculty Professional Development Program  
Honors Committee  
Senate Grant Program  
Student Learning Outcome Committee  
Program Review  
Tenure & Evaluation

# Governance Process

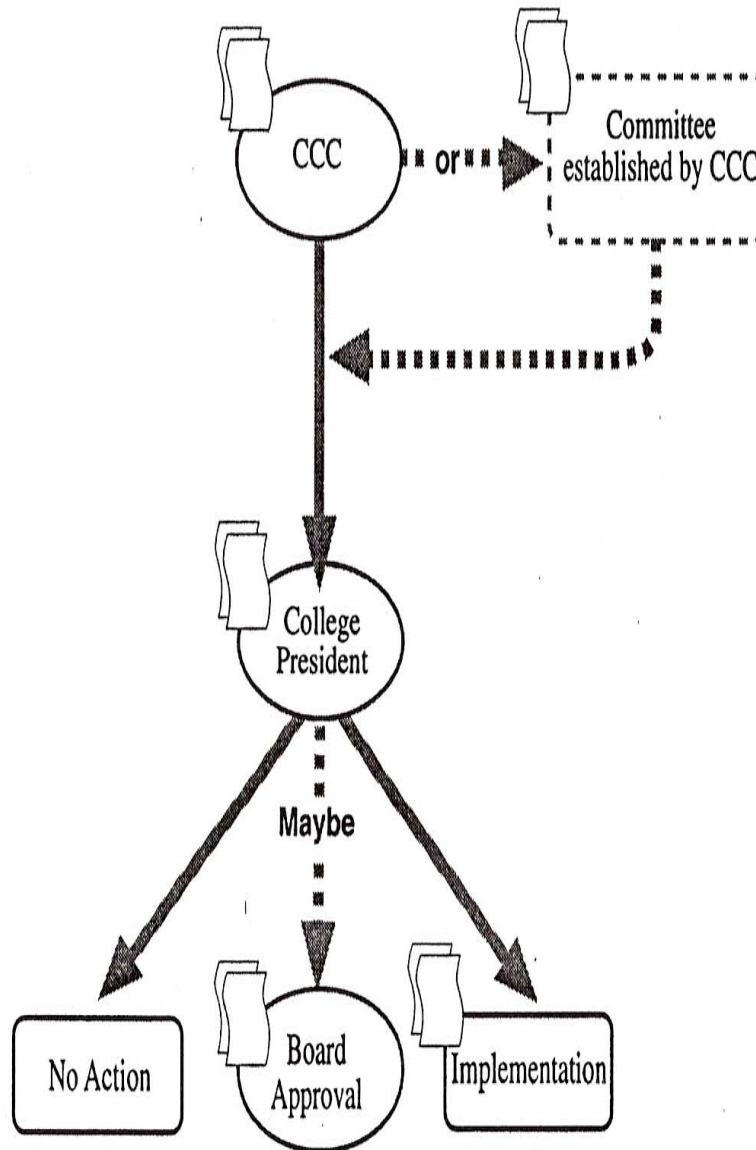


**College Coordinating Council (CCC)**  
 Four Main Functions

1. Issue Management
2. Constituent Communication Network
3. Determines Scope & Function of Campus-wide Committees
4. Submits Recommendations to College President in areas requiring effective participation

# Fast Track Decision Making

When no committee/process currently exists or not taking action exposes district to legal liability or would cause substantial fiscal hardship.



1/17/01

**Antelope Valley College  
GUIDELINES FOR STANDING COMMITTEES**

In doing their work, committees, particularly the chair(s), must recognize which items/issues under discussion are subjects of collective bargaining (CB) or are academic and professional matters (APM). Unless specifically asked to handle a CB item or an APM, the committee shouldn't. In addition, each participatory governance committee should assure effective participation of all parties, as well as effective communication with the College Coordinating Council (CCC). As committees forge recommendations, please follow these steps

1. Verify that the topic is not CB or APM (unless the CB or APM has been assigned to the committee)
2. Develop recommendation/policy with input from all representatives
  - If representatives are not attending, committee chair notifies constituency president
  - Ask regularly if representatives have consulted with their constituency
  - Consult with CCC if stuck, hit controversy or need clarification
3. Send an "all\_avc" email prior to completing last draft of recommendation/policy
  - Give the campus 2 weeks to respond to any issues
4. Consider campus input, complete and send to the college president and the CCC **–OR–**
  - If CB, send to presidents of college and union; if APM, send to presidents of college and senate.

| <b>COLLECTIVE BARGAINING</b>  |  |
|---|--|
| Salaries—steps, columns, merit pay, stipends, bonuses, reassigned time, overtime, placement & advancement<br>Benefits<br>Leaves, vacations, holidays<br>Retirement<br>Union & district rights<br>Grievance, arbitration, student grievance policy<br>Evaluation & discipline procedures<br>Academic freedom<br>Affirmative action plans<br>Calendar<br>Committees that deal with CB items, such as calendar, safety, work environment | Discrimination—sex, race, religion, etc<br>Intellectual property rights<br>Job assignments, reclassification & reassignment<br>Seniority & promotions<br>Office space, keys & parking<br>Graduation attendance<br>Preparation time<br>Professional ethics<br>Tools/equipment: access to computer, telephone and equipment necessary for the job<br>Training (impact on wages/hours, such as sabbaticals, staff development, flex) & travel<br>Contracting out of bargaining unit work<br>Work load/class size/work hours/work days |
| <b>ACADEMIC &amp; PROFESSIONAL MATTER</b>   |  |
| Curriculum, including establishing prerequisites<br>Degree and certificate requirements<br>Grading policies<br>Education program development<br>Standards or policies regarding student preparation and success<br>District and college governance structure as related to faculty roles  | Faculty roles and involvement in accreditation<br>Policies for faculty professional development activities—staff development, flex, sabbaticals, faculty academy, senate grant program<br>Processes for program review<br>Processes for planning and budget  |

Committee Name: \_\_\_\_\_

Chair(s)' Name and Signature: \_\_\_\_\_

\_\_\_\_\_

## **STANDING COMMITTEE OPERATING GUIDELINES**

Each standing committee should have:

- A statement of purpose in compliance with the college mission statement
- Membership list
- Minimum number of required meetings and frequency
- Statement of reporting responsibilities to individuals, committees, or constituent groups

This information will be available to all campus employees.

Each standing committee should:

- Circulate a “Call for Agenda Items” five working days prior to a meeting.
- Distribute to members and post an agenda two working days prior to a meeting.
- Distribute to members and post minutes within ten working days after the meeting.
- Include in minutes a brief summary of discussion regarding actions taken, including motions made, seconded, passed, or defeated.
- Make decisions by a simple majority vote or consensus.
- Review itself annually and submit a year-end report to the Senate, SPBC, and the Board of Trustees. This report should include accomplishments, preview of issues for the coming year, and recommendations for change in the committee composition or purpose.

## **PROCESS FOR APPROVING STANDING COMMITTEE STRUCTURE & FUNCTION GUIDELINES**

The CCC will send the proposed changes to all constituent groups and committees to review and provide input. The CCC will then discuss the input and formulate a proposal that will go back to constituent groups for final review. The CCC will discuss any further input from constituent groups and committees and finalize committee structure and functions. A report of changes will be sent to the Board as an informational item.



**ANTELOPE VALLEY COLLEGE**

Section Seven:

**ACRONYMS AND DEFINITIONS**

## **ANTELOPE VALLEY COLLEGE ACRONYMS AND OTHER TERMS**

**AB1725**: California Community Colleges Comprehensive Reform Legislation

**ADA**: American Disabilities Act

**ASCCC**: Academic Senate of California Community Colleges

**AVCFT**: Antelope Valley College Federation of Teachers-Local of AFT and exclusive bargaining agent for faculty

**BOG**: Board of Governors of California Community Colleges

**CCLC**: Community College League of California

**CPEC**: California Postsecondary Education Commission-Advisory body to the State Legislature on the three segments of higher education

**CHANCELLOR**: Chief Executive Officer of the California Community College System. (Also may mean college president of district superintendent.)

**CIO**: Chief Instructional Officer (Vice President of Academic Affairs)

**ED. CODE**: California law which governs public education including community colleges.

**EDUCATIONAL MASTER PLAN**: The strategic plan that guides the decision-making for instruction, student services, and college operations. The plan also includes decision making for facilities, personnel, and technology.

**FACCC**: Faculty Association of the California Community Colleges—Independent advocacy group for faculty related issues at the state level – not affiliated with any union

**PROFESSIONAL DEVELOPMENT**: A program which allows faculty to engage in professional development activities

**FSA**: Faculty Service Areas

**FTES**: Full-time equivalent students – 12 units constitute a full load

**IGETC**: Intersegmental General Education Transfer Curriculum

**INSTITUTIONAL LEARNING OUTCOMES**: Ensure that students will succeed through the assessment of the goals as outlined in the college mission statement.

**PROGRAM BASED FUNDING**: A new formula for generating funds to community colleges as mandated by AB1725. Replaces the ADA method of funding

**SHARED GOVERNANCE**: Faculty, administrators, students, and the exclusive bargaining agent working together to determine and implement policies beneficial to the campus

**SERVICES TO STUDENTS:** is a comprehensive system of programs and opportunities that enhance student success and facilitate achievement of education, career, and life goals.

**STRATEGIC PLANNING BUDGET COUNCIL:** shared governance council that manages changes within the institution in & accomplishing the college mission, vision, and values.

**STUDENT LEARNING OPERATIONAL OUTCOMES:** overarching specific observable characteristics developed by faculty/staff that & allow them to determine or demonstrate evidence that learning has occurred as a result of a specific course, program, activity, or support.

**TITLE 5:** Governs standards for courses, instruction and Academic Senate

**WSCH:** Weekly Student Contact Hours