

**SAN DIEGO MESA COLLEGE
ACADEMIC SENATE
CONSTITUTION**

ARTICLE I – NAME

The name of this organization shall be the San Diego Mesa College Academic Senate.

ARTICLE II – PURPOSES

The mission of the San Diego Mesa College Academic Senate shall be to:

- A. Serve as the representative for the Faculty in making recommendations to the administration of the College and to the Chancellor and the Board of Trustees of the San Diego Community College District (SDCCD) regarding Academic and Professional matters.
- B. Work for the general welfare of San Diego Mesa College, its Students, Staff and Faculty.
- C. Foster a sense of responsibility among Faculty for maintaining a superior level of Instructional and Professional activities.
- D. Address Academic and Professional issues including:
 - 1. Curriculum and the establishment of Prerequisites and the Assignment of Courses within Disciplines.
 - 2. Degree and Certificate Requirements.
 - 3. District and College governance structures as related to Faculty roles.
 - 4. Educational Program Development.
 - 5. Faculty involvement and responsibilities in the Accreditation process including Self-Studies and Annual Reports.
 - 6. Grading Policies.
 - 7. Policies for Faculty Professional Development activities.
 - 8. Process for Program Review.
 - 9. Process for Planning and Institutional Effectiveness including Institutional Planning and Budget Development.
 - 10. Standards and Policies regarding Student Preparation and Success.
 - 11. Other Academic and Professional matters as mutually agreed upon between the governing board and the San Diego Mesa College Academic Senate through the "Shared Governance" process.

Education Code Sections 66700, 70901, and 70902

ARTICLE III – AUTHORIZATION

For the purpose of authorizing the creation of the San Diego Mesa College Academic Senate each member of the College's Faculty shall be entitled to one vote. "Faculty" is used here as defined in Title V of the California Administrative Code, Section 53200: "those certificated persons who teach full-time in a community college or other full-time certificated persons who do not perform any services for the college that require an administrative or a supervisory credential."

ARTICLE IV – OFFICERS

SECTION 1 - OFFICERS:

- A. The officers of the Senate and the Senate Executive Committee shall be:
1. President
 2. President Elect or Vice President
 3. Immediate Past President
 4. Secretary
 5. Treasurer
 6. Senator-at-Large (Two Positions)
 7. Faculty Chair of the Academic Affairs Committee
 8. Faculty Chair of the Committee of Chairs (COC)
 9. Faculty Chair of the Professional Advancement Committee (PAC)
 10. Faculty Co-Chair of the Curriculum Review Committee (CRC)
 11. Faculty Co-Chair of the Program Review Committee (PRC)

SECTION 2 - DUTIES:

The duties of the Senate Executive officers shall be as specified in the Bylaws to this Constitution.

SECTION 3 - ELECTIONS:

Nominations and elections of all Senate elected positions shall be in accordance with the Education Code of California.

- A. All elections and polls conducted by the Committee on Elections shall be by secret ballot.
1. Adequate precautions shall be taken to ensure that only bona fide members of the electorate are permitted to cast votes.
 2. The Committee on Elections should also take steps to maximize voter participation.
- B. The electorate shall be composed of all active tenured/tenure-track members of the Faculty and all Adjunct Faculty Representatives elected to the Senate.
- C. The Committee on Elections shall investigate and confirm that an individual meets the eligibility requirements for an elected position before his/her name is placed on the ballot.
- D. The Chair of the Committee on Elections shall maintain a record of all elections and polls.
1. The Chair of the Committee on Elections shall turn over the records to the Senate Secretary at the conclusion of his/her term of office.
- E. The nominee receiving the most votes cast by the eligible electorate shall be declared elected.
- F. Eligibility:
1. President Elect:
 - a. Any active tenure member of the Faculty eligible for election to the Senate shall be eligible for nomination for the office of President.
 - One-year term as President Elect
 - Two-year term as President
 - One-year term as Immediate Past President
 2. Vice President:
 - a. Any active tenure member of the Faculty eligible for election to the Senate shall be eligible for nomination to the office of Vice President.
 3. Secretary/Treasurer/Senator-at-Large:
 - a. Any active tenured member of the Faculty eligible for election to the Senate shall be eligible for nomination to the office of Secretary/Treasurer and Senator at Large.

G. Nominations:

1. Nominations for President, President Elect, Vice President, Secretary, Treasurer and Senator-at-Large shall be open on the first working day after February 15th.
2. The Committee on Elections establishes a list eligible of nominees.
3. No Faculty member shall be included on any list of nominees without their consent.

H. Elections:

1. The Committee on Elections shall prepare ballots with the list of eligible nominees.
2. The Committee on Elections shall conduct an election in accordance to established procedures.
 - a. The Committee on Elections shall report the election results to the Senate Executive Committee as soon as possible.
3. The Senate Executive Committee will immediately publish the election results.

I. Schedule of Elections:

1. The regular annual election of Senate officers shall be completed at least three (3) weeks before the first meeting of the Senate in April.
2. One Secretary shall be elected in odd numbered years.
3. One Treasurer shall be elected in even numbered years.
4. One Senator-at-Large shall be elected in odd numbered years.
5. One Senator-at-Large shall be elected in even numbered years.
6. The Faculty Chair of the Academic Affairs Committee shall be elected in even numbered years.
7. The Faculty Chair of the Committee of Chairs shall be elected in odd numbered years.
 - a. Elections for the Chair of the Committee of Chairs (COC) shall be held one month following the month specified in the Faculty Collective Bargaining Agreement (CBA) for the election of Department Chairs.
8. The Faculty Chair of the Professional Advancement Committee (PAC) shall be elected in even numbered years.
9. The Faculty Co-Chair of the Curriculum Review Committee (CRC) shall be elected in odd numbered years.
10. The Faculty Co-Chair of the Program Review Committee (PRC) shall be elected in even numbered years.
11. All elections shall take place during the spring semester and the term of office shall begin at the start of the following fall semester.
12. Elected officers may not serve while on a Leave of Absence or Sabbatical.

SECTION 4 – TERMS OF SERVICE:

A. The President shall serve a two-year term:

1. President shall serve as Immediate Past President for an additional year after his/her term ends.
 - a. The Immediate Past President shall not be eligible for another elective office during his/her term.

B. The President Elect shall be elected in the spring semester and serve a one-year term at the start of the following fall semester before taking office as President.

C. The Vice President shall be elected in alternate years when there is no President Elect and serve a one- year term.

D. The Secretary and Treasurer shall be elected for two year terms and continue to serve as long as they are re-elected, without any term limits.

E. The two Senators-at -Large shall be elected for two-year terms in alternating years.

F. The Faculty Chair of the Academic Affairs Committee shall be elected for a two-year term by the Faculty members of the committee.

G. The Faculty Chair of the Committee of Chairs (COC) shall be elected for a two- year term by committee members from the pool of outgoing, continuing and newly elected Department Chairs.

1. No person shall serve in this position for more than two consecutive terms.

- H. The Faculty Chair of the Professional Advancement Committee (PAC) shall be elected for a two-year term by the Faculty members of the committee.
- I. The Faculty Co-Chair of the Curriculum Review Committee (CRC) shall be elected for a two-year term by the Faculty members of the committee.
- J. The Faculty Co-Chair of the Program Review Committee (PRC) shall be elected for a two-year term by the Faculty members of the committee.

SECTION 5 – VACANCIES:

- A. President:
 - 1. When the President of the Senate resigns or cannot complete their term, the President Elect shall serve out the remainder of the term.
 - a. During terms without a President Elect, the Vice President shall assume the duties of the President until a President Elect is elected.
- B. Others:
 - 1. When any Senate Executive Committee Officer other than the President or the Immediate Past President resigns or cannot complete their term:
 - a. The Senate may designate one of its members to perform the duties of the office for the remainder of the term.
 - b. The Senate may also call for a special election to fill the vacancy in accordance with the Elections Code.
 - 2. The previous Past President will be appointed to serve if the Immediate Past President resigns or cannot complete their term.

SECTION 6 – REMOVAL OF OFFICERS:

- A. An officer may be removed for failure or inability to perform his /her duties as determined by the Senate.
 - 1. When an allegation regarding failure or inability to perform is made, an investigative committee will be formed.
 - 2. The investigative committee will consist of:
 - a. The Senate President
 - b. The Vice President or President Elect
 - c. The Chair of the Academic Affairs committee
 - 3. If one of those officers is the object of the investigation, a third member will be chosen by the Senate Executive Committee.
- B. If the investigative committee determines that the allegations have merit, the officer will be given the opportunity to improve his/her performance after meeting with the Senate Executive Committee regarding the Senate's concerns.
 - 1. The investigative committee will describe, in writing, the metric for improvement of performance and develop a timeline and provide copies of the metric and timeline to the officer.
 - 2. At the end of the specified timeline, the investigative committee will report the findings to the executive committee and make recommendations.
- C. An officer may be removed by a 2/3 majority vote of the Senators attending the Academic Senate meeting at which the recall is an agenda item.
 - 1. The officer in question does not vote.
 - 2. If an officer is removed, the Senate's Election Chair will conduct a special election to replace the officer.
 - 3. The new officer will complete the balance of the former officer's term.

ARTICLE V – SENATORS

SECTION 1 – ELIGIBILITY:

- A. All Senators who represent departments shall be Faculty members with at least one year teaching or other experience at Mesa College.
- B. All Faculty members are eligible to serve as Senators with the exception of Faculty with special temporary assignments.
- C. Faculty members on Sabbatical Leave or a Leave of Absence are not eligible.

SECTION 2 – DUTIES:

- A. The Senators represent their departments and therefore have the responsibility to:
 - 1. Attend Senate meetings regularly.
 - 2. Report back to their respective constituents about Senate proceedings on a regular basis.
 - 3. Bring appropriate concerns to the attention of the Senate.
- B. Senators representing adjuncts have the responsibility to:
 - 1. Attend Senate meetings regularly.
 - 2. Report back to their departments about Senate proceedings on a regular basis.
 - 3. Bring appropriate concerns to the attention of the Senate.

SECTION 3 – ELECTION OF SENATORS:

- A. Each department shall conduct its own election for Senator.
- B. Each department may choose to elect an Adjunct Faculty member with at least 50% work load to serve as their department's Senator.
- C. Departments having ten (10) or more full-time Faculty members may elect a second Senator.
 - 1. The results of the annual election of Senators shall be reported to the Senate.

SECTION 4 – TERMS OF SERVICE:

- A. Senators representing departments shall serve a two-year term commencing at the beginning of the fall semester following the spring semester in which they are elected.
 - 1. Senators shall be eligible for re-election.
- B. Senators representing Adjunct Faculty shall serve a one- year term and may run for re-election if they are assigned a classroom or non-classroom assignment.
 - 1. Adjunct Faculty Representatives from the preceding year shall continue their terms until the results of the spring semester election are made official as long as they continue to be employed as Adjunct Faculty at San Diego Mesa College.

SECTION 5 – VACANCIES:

- A. President:
 - 1. When the President of the Senate resigns or cannot complete their term, the President Elect shall serve out the remainder of the term.
 - a. During terms without a President Elect, the Vice President shall assume the duties of the President until a President Elect is elected.
- B. Others:
 - 1. When any Senate Executive Committee Officer other than the President or the Immediate Past President resigns or cannot complete their term:
 - a. The Senate may designate one of its members to perform the duties of the office for the remainder of the term.
 - b. The Senate may also call for a special election to fill the vacancy in accordance with the Elections Code.
 - 2. The previous Past President will be appointed to serve if the Immediate Past President resigns or cannot complete their term.

SECTION 5 – REMOVAL OF A SENATOR:

- A. Senators may be removed by the department they represent by majority vote.

SECTION 6 – VACANCIES:

- A. The Senate seat of an elected member shall be declared vacant when a member:
 - 1. Resigns from the Senate.
 - 2. Fails to meet the eligibility requirements for membership in the Senate.
 - 3. Accepts a Leave of Absence or a Sabbatical.
 - 4. Cannot attend (5) five or more consecutive regular meetings of the Senate
- B. When a vacancy occurs:
 - 1. The Committee of Elections shall call for a special election to be held by the remaining Faculty members of the department whose seat has been vacated.
 - 2. Report the election result to the Senate Executive Committee.
 - 3. Notify the Committee on Committees when a replacement cannot be elected in order for the Committee on Committees to make an appointment.
 - 4. The new Senator shall complete the term of the former Senator.

ARTICLE VI – THE SENATESECTION 1 – NATURE AND POWER:

- A. The Legislative functions of the Faculty shall be vested in the Senate.
- B. The Executive functions of the Senate shall be vested in the Senate Executive Committee.
 - 1. Any action of the Senate Executive Committee may be reviewed at a meeting of the Senate if a written request signed by 20% of the Senate's membership is submitted to the President of the Senate within three weeks of the action during the academic year
 - 2. Action taken during intersession or summer may be reviewed at a meeting of the Senate if a written request signed by 20% of the Senate's membership is submitted to the President of the Senate within three weeks of return.
- C. The Senate shall have the power to act for the Faculty on all Academic and Instructional matters.

SECTION 2 - DUTIES AND PROCEDURES:

- A. The Senate shall give consideration to the Academic and Instructional policies of the College and the District.
- B. The Senate shall review established policies, consider new policies and study matters of concern to our Students and the Faculty.
 - 1. Advise the President of the College and/or the Board of Trustees and/or the Chancellor of its findings and make recommendations as appropriate.
- C. The Senate shall serve as a resource in the selection and hiring of Instructional and Administrative personnel.
- D. The Senate shall be responsible for maintaining communication between Faculty and Administration and keeping both groups informed about Academic and Instructional issues.
- E. Any Faculty member may ask any member of the Senate to forward any issue to the Senate for discussion and/or possible action that falls under the jurisdiction of the Senate.
- F. The Senate shall work cooperatively with the collective bargaining agent on matters of joint concern as per the state Education Code.
- G. The Senate shall be responsible for maintaining its own standing committees, providing Faculty representation on College and District committees, and creating special committees.
- H. The President, President Elect/Vice President, the Faculty Chair of the Academic Affairs Committee and the Chair of the Committee of Chairs shall serve on President's Cabinet.

SECTION 3 – COMPOSITION:

- A. Composition:
 1. The Senate shall consist of the elected officers of the Senate who form the Senate Executive Committee.
 2. The Senate shall include no less than one Faculty representative from every department within each school of the College.
 3. Five (5) Adjunct Faculty members duly elected by their peers throughout the College shall serve as the Adjunct Faculty Representatives on the Senate.
 4. The Senate shall include a non-voting representative from the Classified Senate.
 5. The Senate shall include a non-voting representative from the Associated Student Government (ASG).

SECTION 4 – MEETINGS:

- A. Regular Meetings:
 1. The Senate shall meet at least twice each month during the fall and spring semesters:
 - a. The Senate shall keep systematic records of its proceedings that are accessible to the Faculty.
 - b. The Minutes of both regular and special meetings shall be distributed to the Faculty and posted to the Senate website in a timely manner.
 2. The agenda for each regular meeting shall be distributed to members of the Senate by the Secretary at least three (3) days before the meeting.
 3. All agendas and minutes shall be preserved as a historical record and be accessible.
- B. Special Meetings:
 1. Special meetings may be called by the Senate Executive Committee.
 2. Special meetings may also be called by the President upon receipt of a written request from 25% of the Senate membership or 10% of the College's Faculty.
 3. Written notice of each special meeting and agenda shall be distributed to the members of the Senate by the Secretary at least three (3) days before the meeting.
 - a. The President with the approval of a majority of the Senate Executive Committee may decide the urgency of the occasion does not permit the usual three (3) day notice.
 - In the instances when a meeting is called under this provision, notice shall be given as far in advance as possible.
 4. Any action that takes place during special meetings shall require a majority vote of those Senators present in person or by proxy.

SECTION 5 - STANDING COMMITTEES OF THE SENATE:

- A. The standing committees of the Senate shall include the:
 1. Senate Executive Committee
 2. Academic Affairs Committee
 3. Academic Equivalency Committee (ASEC)
 4. Committee of Chairs (COC)
 5. Committee on Committees
 6. Committee on Elections
 7. Curriculum Review Committee (CRC)
 8. Faculty/Staff Advisory Committee on Threats (FACT)
 9. Faculty/Staff Committee on Distance Education
 10. Learning Resource Center Liaison Committee (Currently Inactive)
 11. Professional Advancement Committee (PAC)
 12. Tenure and Promotion Review Committee
 13. Other Standing Committees as may be specified in the Senate Rules

SECTION 6 - QUORUM:

- A. Senate meetings cannot commence without a quorum.
 - 1. A simple majority of the Senate shall constitute a quorum.
 - 2. Senators may designate in writing any other member of their department or any other member of the Senate as their proxy.
 - a. The proxy will speak for them and cast votes in their names.
 - b. All proxies must be received by the Senate before the meeting is called to order.
 - c. No Senator shall hold more than one proxy at any given meeting.

SECTION 7 - SENATE RULES:

- A. The Senate shall be responsible for constructing its own rules and operating procedure which shall be known as the Senate Rules:
 - 1. The Senate Rules shall have the status of Bylaws to this Constitution.
 - 2. Permanent changes to the Senate Rules may be made by a majority vote of the Senators present at the current meeting.
 - a. A vote on the proposed changes may only take place if the specific proposed changes were introduced or proposed at a previous meeting of the Senate.
- B. The Senate Rules on elections shall be maintained by the Committee on Elections in accordance with the Educational Code of California.
 - 1. These rules shall apply to all Senate elections.

SECTION 8 - OPINION POLLING:

- A. There may be instances when the Senate may determine that reasonable doubt exists as to the wishes of the Faculty as a whole regarding a specific issue.
 - 1. It may direct the Committee on Elections to conduct a poll of the Faculty before committing the Senate to a major action.
- B. A poll of the Faculty may also take place after the Senate receives a petition from 20% of the Faculty.
 - 1. Faculty may request an opinion poll on any subject whether it has been addressed by the Senate or not.
- C. The Committee on Elections is responsible for tabulating the results of every opinion poll.
 - 1. The Committee on Elections shall report polling results to the Senate Executive Committee as soon as possible.
 - a. The Senate Executive Committee shall report polling results to the Faculty.

ARTICLE VI PROFESSIONAL DUES

- A. The Academic Senate may call upon its members for payment of dues.
- B. Dues are not to be considered a condition of eligibility for membership in the Academic Senate.
 - 1. No sanctions are to be imposed upon those members who do not pay dues.
- C. Senate dues may be collected in the following manner.
 - 1. Dues may be paid by setting up payments through District payroll deductions.
 - 2. A personal check may also be remitted to the Treasurer made payable to the "San Diego Mesa College Academic Senate".

Revised: September 1992 (Resolution 96.4.3 - Two Constitutional Amendments) Copy not Available

Revised: May 1994 (Resolution 96. 4.4 - Removal of Committee & Subcommittee Chairs) Copy not Available

Revised: May 1996 (Resolution 96.10.2 – Add the Chair of Occupational Education Committee to the Senate Executive Committee)

Revised: September 1997 (Resolution 97.9.1 - Add the Tenure and Promotion Review Committee as a Standing Committee)

Revised: May 1999 (Resolution 99.4.8 – Language Change in Senate Constitution) Copy not Available

Revised: September 2007 (Resolution 07.9.1 – Add Faculty Co-Chair of Curriculum Review Committee to the Senate Exec. Committee)

Revised: November 2007 (Resolution 07.11.4 – Academic Affairs Committee – Bylaws Changes- Article I, Section 9)

Revised: September 2008 (Resolution 08.9.3 – Add the Curriculum Review Committee (CRC) as a Standing Committee)

Revised: September 2010 (Resolution 10.9.1 – Add Article III – Section IV added to the Senate’s “Order of Business”)

Revised: November 2011 (Resolution 11.11.1 – Add the Faculty Co-Chair of the Program Review Committee to Senate Exec. Committee)

Revised: March 2012 (Resolution 12.2.2 – Add Delegate to Statewide Senate Duties to the Duties of the Academic Senate President)

Revised: October 2012 (Resolution 12.10.1 – Add the Academic Equivalency Committee as a Standing Committee)

Revised: September 2013 (Resolution 13.9.1 – Academic Affairs Committee Membership - One Faculty member from each school)

Revised: April 2014 (Resolution 14.4.3 – Add the Faculty/Staff Advisory Committee on Threats (FACT) as a Standing Committee)

Revised: April 2015 (Resolution 15.4.2 – Reactivate the Distance Education Committee Standing Committee under the name Faculty/Staff Committee on Distance Education)

**BYLAWS
SAN DIEGO MESA COLLEGE
ACADEMIC SENATE
CONSTITUTION**

ARTICLE I - DUTIES OF OFFICERS

SECTION 1 – PRESIDENT:

It shall be the duty of the President to:

- A. Serve as the Chair of the Senate.
- B. Serve as the Chair of the Senate Executive Committee.
- C. Serve as the Senate's liaison to the Chancellor of the District, the President of the College, the Vice Presidents of Instruction and Student Services and the Instructional School Deans.
- D. Serve as the Senate's representative at the District's Board of Trustees (BOT) meetings.
- E. Serve as the Senate's Representative on the District Governance Council (DCG) and the District Budget Development Committee.
- F. Serve as a representative of the Senate at Mesa College's President's Cabinet meetings.
- G. Serve as the Ex-Officio member of all Senate committees except as otherwise provided in these Bylaws or in the Senate Rules.
- H. Protect the integrity of the Senate at all times by maintaining a clear separation between Senate functions and those covered by the Faculty Collective Bargaining Agreement (CBA) while working collaboratively with the collective bargaining agent on matters of joint concern.
- I. Serve as the Delegate to the Statewide Academic Senate.
 - 1. Attend all statewide Academic Senate sessions and area meetings.
 - 2. Keep the Mesa College Academic Senate informed about new and ongoing issues at the state level.
 - 3. Seek guidance from the Senate regarding the position to take on issues on behalf of the San Diego Mesa College Academic Senate and its Faculty.
 - 4. Present two comprehensive reports each academic year:
 - a. One report after the Fall State Academic Senate Plenary session.
 - b. One report after the Spring State Academic Senate Plenary session.
- J. Perform other duties as may be specified in the Senate Rules.

SECTION 2 – PRESIDENT ELECT OR VICE PRESIDENT:

It shall be the duty of the President Elect or Vice President to:

- A. Serve alongside the President as the Senate's liaison to the Chancellor of the District, the President of the College, the Vice Presidents of Instruction and Student Services and the Instructional School Deans.
- B. Assume the duties of the President during any temporary absence of the President.
- C. Serve as a member of the Senate Executive Committee.
- D. Serve as the Chair of the Committee on Committees.
- E. Serve as the Chair of the Academic Equivalency Committee (ASEC).
- F. Serve as a representative of the Senate at President's Cabinet meetings.
- G. Serve as the Senate President's representative when asked by the Senate President, the Senate Executive Committee or the Senate.

SECTION 3 – IMMEDIATE PAST PRESIDENT:

It shall be the duty of the Immediate Past President to:

- A. Serve as an advisor to the President and to the Senate.
- B. Serve as a member of the Senate Executive Committee

SECTION 4 - SECRETARY:

It shall be the duty of the Secretary to:

- A. Issue calls for meetings.
- B. Publish agendas and minutes and keep records of all meetings of the Senate as the historical record of the Senate.
- C. Conduct all routine correspondence pertaining to the office of Secretary including notification to the membership prior to all Senate activities that are in addition to scheduled meetings.
- D. Serve as a member of the Senate Executive Committee.
- E. Serve on the Committee on Committees.
- F. Perform other duties as specified in the Senate Rules.

SECTION 5 – TREASURER:

It shall be the duty of the Treasurer to:

- A. Manage the Senate budget:
 - 1. Serve as the second approval signature on budget matters such as travel and purchases.
- B. Collect all dues for the Senate as directed by the Senate.
- C. Deposit funds into an account at a financial institution in the name of the Senate.
- D. Issue checks co-signed by the President for expenses incurred as authorized by the Senate or the Senate Executive Committee.
- E. Maintain a record of all receipts and disbursements of Senate monies and make the records available for audit by the Senate Executive Committee as stipulated in the Senate Rules.
- F. Serve as a member of the Senate Executive Committee.

SECTION 6 – SENATOR-AT-LARGE (Two Positions):

It shall be the duty of the Senators at Large to:

- A. Represent the Faculty as a whole on the Senate Executive Committee.
- B. Investigate and report on issues and items that do not fall under the purview of the Senate's Standing Committees.
- C. Serve on the Committee on Committees.

SECTION 7 – FACULTY CHAIR OF THE ACADEMIC AFFAIRS COMMITTEE:

It shall be the duty of the Faculty Chair of the Academic Affairs Committee to:

- A. Chair the Academic Affairs Committee.
- B. Represent the Senate on all appropriate district-level committees dealing with Instruction.
- C. Serve as a representative of the Senate at President's Cabinet meetings.
- D. Serve as a member of the Senate Executive Committee.

SECTION 8 – FACULTY CHAIR OF THE COMMITTEE OF CHAIRS (COC):

It shall be the duty of the Faculty Chair of the Committee of Chairs to:

- A. Represent all Department Chairs at Academic Senate meetings, the District Governance Council and any other District or College meetings deemed appropriate or as assigned by the Senate President.
- B. Schedule and chair one or two meetings each month throughout the fall and spring semesters.
- C. Keep the Senate informed about inter-departmental and cross-disciplinary issues.
- D. Serve as a representative of the Senate at President's Cabinet meetings.
- E. Serve on the Committee on Committees.

SECTION 9 – FACULTY CHAIR OF THE PROFESSIONAL ADVANCEMENT COMMITTEE (PAC):

It shall be the duty of the Chair of the Professional Development Committee to:

- A. Chair Professional Development Committee meetings throughout the fall and spring semesters.
- B. Serve as a member of the Senate Executive Committee.

SECTION 10 – FACULTY CO-CHAIR OF THE CURRICULUM REVIEW COMMITTEE:

It shall be the duty of the Co-Chair of the Curriculum Review Committee to:

- A. Co-Chair the Curriculum Review Committee with the Vice President of Instruction.
- B. Serve as a member of the Senate Executive Committee.

SECTION 11 – FACULTY CO-CHAIR OF THE PROGRAM REVIEW COMMITTEE:

It shall be the duty of the Co-Chair of the Program Review Committee to:

- A. Co-Chair the Program Review Committee with the Administrative and Classified Co-Chairs.
- B. Serve as a member of the Senate Executive Committee.

Revised: May 1996 (Resolution 96.10.2 – Add the Chair of the Occupational Education Committee to the Senate Executive Com.)

Revised: September 2007 (Resolution 07.9.1 – Add Faculty Co-Chair of the Curriculum Review Committee to the Senate Exec. Com.)

Revised: November 2007 (Resolution 07.11.4 – Academic Affairs Committee Constitutional Change - *Bylaws* Article I, Section 9)

Revised: September 2008 (Resolution 08.9.3 – Add the Curriculum Review Committee (CRC) as a Standing Committee.)

Revised: November 2011 (Resolution 11.11.1 – Add Faculty Co-Chair of Program Review Com. to Senate Executive Committee)

Revised: March 2012 (Resolution 12.2.2 – Add Delegate to the Statewide Senate Duties to the Duties of the Academic Senate President)

**SENATE RULES
SAN DIEGO MESA COLLEGE
ACADEMIC SENATE
CONSTITUTION**

ARTICLE I - COMMITTEE GOVERNANCE

SECTION 1 - SENATE STANDING COMMITTEES:

- A. The Senate shall have the following Standing Committees:
 - 1. Senate Executive Committee
 - 2. Academic Affairs Committee
 - 3. Academic Senate Equivalency Committee (ASEC)
 - 4. Committee of Chairs (COC)
 - 5. Committee on Committees
 - 6. Committee on Elections
 - 7. Curriculum Review Committee (CRC)
 - 8. Faculty/Staff Advisory Committee on Threats (FACT)
 - 9. Faculty/Staff Committee on Distance Education
 - 10. Learning Resource Center Liaison Committee
 - 11. Professional Advancement Committee (PAC)
 - 12. Tenure & Promotion Review Committee
 - 13. Other Standing Committees as may be specified in the Senate Rules
- B. Special committees may be established as needed at the direction of the Senate or the Senate Executive Committee.

SECTION 2 - DISTRICT AND COLLEGE COMMITTEES:

- A. There shall be Faculty representation on all standing committees of the District and the College.
 - 1. The Chair of a Senate Standing Committee shall also serve on any District or College committee whose function parallels the function of the Senate Standing Committee.
- B. Special committees and task force groups may be established as needed at the request of the President of the College:
 - 1. The Senate and/or the Senate Executive Committee shall appoint Faculty to serve on special committees or task force groups.
- C. All College committee reports shall be submitted to the Senate for concurrent or suggested amendments.
 - 1. The Senate may forward committee reports to the President of the College and/or the Chancellor after the Senate completes its work.
- D. All committee appointments should be forwarded to the Chair of the Committee on Committees.

SECTION 3 - FACULTY APPOINTMENT TO COMMITTEES:

- A. Faculty serving on District, College or any other committees shall be appointed by the Academic Senate under Title 5, Section 53203 (f) of the Education Code.
- B. The Committee on Committees shall maintain continuous and permanent records of all participatory governance committees, Academic Senate standing committees, subcommittees, ad hoc committees and District committee services by all Faculty members.
- C. Department and Program Chairs shall maintain records of departmental and/or program committees including hiring committees.
- D. All committee appointments should be forwarded to the Chair of the Committee on Committees.

SECTION 4 - RULES FOR COMMITTEE FORMATION:

Committees shall be formed as follows:

A. By the Senate:

1. The Faculty of the College operates through Senate and College committees.
2. All Faculty serving on Senate committees shall be nominated or appointed by the Senate, the Senate Executive Committee or the Senate's Committee on Committees.

B. By the Administration of San Diego Mesa College:

1. The procedure for College administration (President, Vice Presidents or Instructional School Deans) to ask Faculty members to serve on committees is to submit requests for Faculty appointments to the Academic Senate's Committee on Committees.
 - a. The requests must include descriptions of the committees and their functions at the College or District level.

C. By the Chancellor's Office of the SDCCD:

1. Requests from the Chancellor's Office for Faculty participation on committees will ordinarily be processed by the Office of the President of San Diego Mesa College.
 - a. The requests must include descriptions of the committees and their functions at the College or District level.
 - b. The Office of the President will forward the requests to the Senate's Committee on Committees.
 - c. Requests from the Chancellor may also be directed to the President of the Senate.
 - The President of the Senate will forward the requests to the Senate's Committee on Committees.

D. By Departments or Schools of the College:

1. Faculty may also submit requests to the Senate's Committee on Committees to appoint or elect Faculty members to Departmental, School or College committees.

E. By Other Persons or Groups:

1. Any other persons or groups who seek Faculty advice or assistance should request such advice or assistance through the President of the College or the President of the Academic Senate.
 - a. The Office of the President will forward requests to the Senate's Committee on Committees.
 - b. The President of the Senate will forward requests to the Senate's Committee on Committees.

SECTION 5 – OPERATION OF SENATE COMMITTEES:

A. General Procedures:

1. Senate Rules shall apply to the operation of all Senate committees.
 - a. Exceptions to these rules may be noted in the latest edition of "Robert's Rules of Order".
2. Specific stipulations for a committee's authority, duration, objective(s), scope and tenure shall be in accordance with this Constitution, its Bylaws and the Senate Rules.

- B. Faculty members serving on committees formed under Article I, Section 4, Subsection D of the Senate Rules are expected to keep the Senate or its appropriate committee informed of the committee's activities and progress and how they affect the Academic programs of San Diego Mesa College, its students and Faculty.

- C. It is the intention of the Academic Senate is to have as many Faculty members involved in the work of the Academic Senate as possible:
1. The Chair of the Committee on Committees shall circulate a list of the current committee vacancies among the Faculty, as they occur.
 2. Faculty members may request an appointment to serve on a College or District committee, taskforce, or any other group dealing with Academic and Professional matters by notifying the Chair of the Committee on Committees.
 3. Terms of service for committee membership will be three-years unless otherwise indicated in the directive of the committee.
 - a. The Chair of the Committee on Committees may appoint committee members to additional three-year terms.
 - b. No more than one-half (1/2) of a committee's membership should be changed during any academic year in order to maintain continuity of the committee's work.
 4. Faculty members who wish to serve on Departmental committees must obtain permission from their Department Chairs.
 - a. The Department Chairs will forward the requests to the Committee on Committees.
 - b. Appointments to serve on Departmental Committees are not governed by the three-year term limit stated in Article I, Section 5, Subsection C, item 3 of the Senate Rules.
- D. Selection of Committee Chairs:
1. Selection and rotation of the Chair of a given committee shall be voted on by the committee and ratified by the Senate Executive Committee.
 - a. The Chair will serve a two-year term.
 - b. No Faculty member can serve more than two consecutive terms as Chair without a vote equal to two-thirds (2/3) of the current committee membership.
 - c. In the event that a committee does not currently have a Chair, the President Elect or Vice President of the Senate will act as Chair pro tem until a new Chair is selected.
 2. A committee may remove its Chair by a simple majority vote of its active members.
 - a. The Senate will advise the committee if further actions need to be taken.
 3. When a Chair resigns or is removed by a committee:
 - a. The committee may elect a Chair pro tem prior to notifying the Senate of the action taken.
 - The Senate will advise the committee if further actions need to be taken.
- E. Meetings and Quorums:
1. Committee Chairs are responsible for scheduling committee meetings throughout the fall and spring semesters.
 - a. Additional meetings may be called if at least two committee members contend that additional meetings are necessary, so long as sufficient notice is given to all the other members of the committee.
 2. A simple majority of the committee members present constitutes a quorum for any committee meeting.
- F. Record of Proceedings:
- The Chair of the committee is responsible for keeping records of all meetings and actions of the committee.
- G. Hearings and Deliberations:
1. Committees should, when time permits, hear all testimony relevant to its assignment.
 2. Motions to conclude deliberations are in order only when they do not prevent the committee from meeting its deadlines for action or reporting on an agenda item.

H. Reporting:

1. All campus committees shall report to the Senate.
2. Committees of the Senate shall report to the Senate Executive Committee on a regular basis.
3. The type of report a committee submits shall be based on the following factors:
 - a. The status of the committee.
 - b. The nature of the task assigned to the committee.
 - c. The committee's role and reporting can be expanded if it discovers the need to provide additional recommendations that were not previously stated in its assignment.
 - d. Reports that only contain information and no recommendations should be approved under a motion to "Move that the report of the _____ committee be accepted by the Senate as informational only.
 - e. If the report contains specific recommendations, one of the following motions should be applied:
 - Policy change or Resolution: "I move the following item be submitted to the Academic Senate for action at its next meeting."
 - Immediate Action: "I move to suspend the rules in order to consider the following matter at this meeting."
 - * A two-third (2/3) majority vote is required to suspend the rules.
 - * A sense of urgency should be apparent (Chair Rule).
 - * If a motion is passed, the Senate will consider the committee's recommendations either immediately or as "New Business" depending on the requirements of the motion.
4. The following is a suggested format for committee reports:

Name of Committee: _____ Date: _____

Chair: _____

Re: _____

Recommendation(s):

-
-
-

Mover: _____ Second: _____

I. Rules for the Disposition of an Agenda Item:

1. Old Business: Matters presented previously to the Senate which are up for consideration and will be voted upon at this meeting.
2. New Business: Matters presented for the first time.
 - a. The matter will automatically become "Old Business" at the next meeting of the Senate unless orders are created to dispose of the item at the current meeting.
3. Other New Business: Urgent matters not present on the agenda of the meeting that should be presented at the current meeting as informational only.
 - a. These matters shall be placed on the agenda under "Old Business" at a future meeting when the matter may be debated.

SECTION 6 - DISSOLUTION OF SENATE COMMITTEES:

- A. Standing Committees may only be dissolved by amending the Senate Constitution.
- B. Ad Hoc Committees are typically dissolved when they rise and report or at the end of the academic year in which they are established.
 - 1. The authorizing body for the committee may decide to keep the Ad Hoc Committee in existence with new directives.
- C. The Committee on Committees must be notified whenever a committee is dissolved.

ARTICLE II – SENATE COMMITTEES

SECTION 1 - SENATE EXECUTIVE COMMITTEE:

A. Composition:

The Composition of the Senate Executive Committee shall be:

- 1. President
- 2. President Elect or Vice President
- 3. Immediate Past President
- 4. Secretary
- 5. Treasurer
- 6. Senators at Large (Two Positions)
- 7. Faculty Chair of the Academic Affairs Committee
- 8. Faculty Chair of the Committee of Chairs (COC)
- 9. Faculty Chair of the Professional Advancement Committee (PAC)
- 10. Faculty Co-Chair of the Curriculum Review Committee (CRC)
- 11. Faculty Co-Chair of the Program Review Committee

B. Duties:

The Senate Executive Committee shall:

- 1. Review the minutes and set the Senate agenda.
- 2. Function in the name of the Senate when specifically directed by the Senate.
- 3. Consider matters that fall within the purview of the Senate.
 - a. It shall formulate opinions and recommendations regarding these matters.
 - It may forward its opinions and recommendations to the Senate.
 - It may also refer its opinions and recommendations to the appropriate committees.
- 4. Have the authority to act as the official representative of the Faculty when it is not possible for the Senate to meet as a body in order to develop official Senate positions regarding College and District business.
- 5. Provide direction to the Standing Committees of the Senate.
- 6. Respond in writing to decisions and/or actions made by any level of administration in a manner that represents the Faculty.
- 7. Be responsible for ensuring that communication and information regarding matters affecting the Academic programs of the College flows between Faculty and the administration.
- 8. Consider whether matters fall under the purview of the Senate and consider matters that do not fall under the purview of the Senate when they impact the Academic Programs of the College.
- 9. Provide the Secretary with information for meeting agendas that must be distributed before all meetings of the Senate.
- 10. Instruct the Secretary to issue calls for attendance at Senate meetings.
- 11. Propose amendments to the Senate Constitution, Bylaws or the Senate Rules when appropriate.
- 12. Form a subcommittee to review the Faculty Hiring Screening Procedure annually.

C. Meetings:

The Senate Executive Committee shall meet regularly at least one week before each scheduled meeting of the Senate during the fall and spring semesters.

1. The Senate President may also call additional Senate Executive Committee meetings when necessary.

SECTION 2 – THE ACADEMIC AFFAIRS COMMITTEE:

A. Composition:

1. A Faculty Chair who also serves on the Senate Executive Committee.
2. An administrative representative.
3. At least nine (9) other full-time Faculty representatives, one from each School and one each from Counseling and the Learning Resources Center (LRC).
4. Additional Faculty representatives, either full-time or adjunct, as needed.
5. Faculty members serve a two-year term and the committee will retain the number of current members necessary to reach a quorum for meetings each academic year.

B. Duties:

1. Discuss, review, and research Curriculum and Instructional issues brought before it by the President's Cabinet, the Chairs, Deans' Council or the Academic Senate.
2. Draft Position Papers for submission to the Senate and the President's Cabinet for acceptance.
3. Review, consider and comment on policies and procedures as established by State and local governance which may include, but is not limited to, the following:
 - a. Articulation
 - b. Catalogs
 - c. Class Capacities
 - d. Course Review and Approval
 - e. Curriculum Balance
 - f. District Educational Policies
 - g. District and General Education Requirements
 - h. Instructional Assistance (Lab Technicians, Readers, Tutors, etc.)
 - i. Prerequisite and Requisite Validations
 - j. Review of Standards and Practices
 - k. Title 5
4. Request reports on matters that pertain to the overall Instructional Program of the College.
5. Create standing subcommittees of the Academic Affairs Committee when appropriate, such as:
 - a. Asian-Pacific Islanders
 - b. Global Awareness
 - c. Humanities Institute
 - d. Learning Communities (LCOMs)
 - e. Teacher Education
 - f. Women's Studies
 - g. Any other issues that fall under the committee's responsibilities
6. Designate committee members to serve on other college and/or district committees where participation of the Academic Affairs Committee is necessary.

Article II, Section 2 of the Senate Rules:

Revised by the Academic Affairs Committee: October 2007 - Approved by the Senate: December 2007

Revised: September 2013 (Resolution 13.9.1 – Revisions Academic Affairs Committee (September 2013)

Revised: September 2014 (Resolution 14.9.1 – Revise Academic Affairs Membership/Duties (October 2014)

SECTION 3 - THE ACADEMIC SENATE EQUIVALENCY COMMITTEE (ASEC):

A. Composition:

1. The Academic Equivalency Committee shall consist of three Faculty members appointed by the Academic Senate who are outside the discipline for which the applicant is being considered.

B. Duties:

The Academic Equivalency Committee shall be:

1. Available for Screening Committees as a resource regarding equivalency determinations to further clarify criteria as needed.
2. Review the recommendations of the Equivalency Subcommittee of the Screening Committee.
3. Convey their decisions to the Chair of the Screening Committee.
4. Details of procedures can be found in AP 7211 of the SDCCD Academic Policies and Procedures.

C. MEETINGS:

1. Members will be selected as needed.

SECTION 4 - COMMITTEE OF CHAIRS (COC):

A. Composition:

The Committee shall consist of the duly elected Department Chairs from every department.

B. Duties:

The Committee of Chairs shall advise the Senate on inter-departmental and cross-disciplinary issues.

SECTION 5 - COMMITTEE ON COMMITTEES:

A. Composition:

The Committee shall consist of the duly elected Department Chairs from every department.

1. The Senate President Elect or Vice President serving as the committee Chair.
2. The Senate Secretary
3. The Two (2) Senators at Large
4. The Faculty Chair of the Committee of Chairs

B. Duties:

The Committee on Committees shall be responsible for:

1. Making Faculty appointments to:
 - a. Standing Committees positions which are not specified.
 - b. Special committees established by the Senate or Senate Executive Committee during the academic year.
 - c. Vacated positions that may occur on standing committees during the academic year.
 - d. College Participatory Governance Committees as requested by the administration.
 - e. Other committee positions when directed by the Senate or the Senate Executive Committee.
2. Maintaining an up-to-date list of participatory governance bodies including:
 - a. Academic Senate Standing Committees
 - b. Academic Senate Subcommittees
 - c. Academic Senate Ad Hoc Committees
 - d. District Committees that provide membership opportunities to members of the Academic Senate Executive Committee, Academic Senate Senators and the Faculty.
3. Inquiring into the activities of Standing Committees to ensure the work of each committee remains relevant and necessary.
 - a. Determine when it is necessary to revise the list of Standing Committees and/or the duties and functions of each committee.
 - Forward its recommendations to the Senate.

4. Carefully observe the following instructions in making its nominations and appointments:
 - a. A committee shall consist of at least three (3) members who represent a cross-section of the Instructional Academic programs of the College
 - b. Administrators and Classified Staff of the College may be named as members of Senate Standing Committees.
 - c. No Faculty member shall be Chair of more than one Standing Committee unless otherwise specified.
 - d. No more than one-half (1/2) of a committee's membership shall change each academic year in order to maintain continuity of the committee's work.
 - e. Unless otherwise specified in the Senate Rules, the Chair of a committee or sub-committee shall be elected with the approval of the Senate and the Faculty members on the committee.
 - f. Faculty Chairs and Co-Chairs of participatory governance committees that are part of the Academic Senate serve one-year terms.
 - Faculty Chairs and Co-Chairs cannot serve more than two consecutive terms without approval of two-thirds (2/3) of the current committee members.
 - Faculty on a Leave of Absence or a Sabbatical may not chair any committee.

SECTION 6 - COMMITTEE ON ELECTIONS:

A. Composition:

The Committee shall consist of:

1. A Chair who is not part of the Senate Executive Committee and at least three (3) Faculty members appointed by the Committee on Committees who are selected on the basis of particular abilities and representing a variety of departments.

B. Duties:

The Committee on Elections shall be responsible for:

1. Establishing election procedures.
2. Identifying vacancies, election procedures and recruitment strategies for filling Senate vacancies.
3. Conducting all opinion polls that are initiated by the Senate.
4. Reporting election results to the Senate Executive Committee in a timely manner.
5. Resolving cases when there is doubt regarding election results, the eligibility of a candidate to run for office, membership in the Senate or membership status of the electorate.
6. Supervising and administering elections for all Senate offices.

SECTION 7 - THE CURRICULUM REVIEW COMMITTEE (CRC):

A. Composition:

The Committee shall consist of:

1. The Vice President of Instruction serving as the Administrative Co-Chair.
2. Faculty Co-Chair who also serves on the Senate Executive Committee.
3. Deans – Three (3) Representatives (Including One (1) from Career Technical Education CTE)
4. At least ten (10) Faculty members appointed by the Committee on Committees.
 - a. Committee membership must be representative of the various schools, departments and programs of the college.
 - b. There must be one Faculty member representing the Counseling Department.
 - c. One Faculty member representing the Learning Resource Center (LRC) if one is available.
5. One Classified Staff Member.
6. At least one evaluator.
7. One Student Representative if one is available.

B. Duties:

The Curriculum Review Committee shall ensure San Diego Mesa College's Curriculum meets the standards and criteria defined by the mission statement of the College, District guidelines and the Education Code, especially the California Code of Regulations (Title 5, Section 5300.2)

1. Facilitate curriculum initiators in the origination and revision of Curriculum.
2. Facilitate the development of General Education requirements.
3. Facilitate the development of Graduation and Certificate Requirements.
4. Ensure program and course alignment within the SDCCD.
5. Ensure the Curriculum that San Diego Mesa College presents is in the best interest of our students.

SECTION 8 – FACULTY/STAFF ADVISORY COMMITTEE ON THREATS (FACT):

A. Composition:

The Committee shall consist of:

1. A Faculty or Staff Chair
2. At least Four (4) Faculty and Classified Staff Members (At least one (1) Faculty member and at least one (1) Classified Staff member):
3. One (1) Administrator
4. One (1) District Police Representative
5. One (1) Student Representative

B. Duties:

The Faculty/Staff Advisory Committee on Threats (FACT) shall be responsible for:

1. Recommending policies and procedures for dealing with threats and potential threats to campus members (including but not limited to government laws, state education codes, district and campus policies, and union contracts);
2. Researching policies and procedures used by other educational institutions.
3. Conducting periodic surveys of Faculty and Staff to track incidences of threats and potential threats (reported and non-reported), Faculty/Staff response, wider campus response and other pertinent information.
4. Maintaining a repository of information (research, survey results, etc.) related to threatening and potentially threatening behaviors on campus to be shared with interested parties.
5. Engaging in any other activity deemed relevant and important to the mission of the committee.

SECTION 9 - THE FACULTY/STAFF COMMITTEE ON DISTANCE EDUCATION:

A. Composition:

The Committee shall consist of:

1. A Faculty or Staff Chair selected by the committee.
2. Eight (8) Faculty and Classified Staff Members (At least one (1) Faculty member and at least one (1) Classified Staff member):
3. One (1) Administrator
4. One (1) Student Representative
5. The Faculty Online Mentor (SDCCD Appointed)

B. Duties:

The Faculty/Staff Committee on Distance Education shall be responsible for:

1. Alerting Faculty to State and District online education policy matters.
2. Providing a forum for discussing online instructional issues.
3. Directing Faculty to resources that support best practices and guidelines in online pedagogy.
4. Scheduling and advertising Flex presentations and other professional development opportunities for Faculty and Staff in the use of appropriate online platform, the progress of the State's Online Education Initiative (OEI) and other issues involving online classes and pedagogy.
5. Conducting periodic surveys of Faculty and Staff about the satisfaction level of online classes among Students, Faculty and Staff; advising the Academic Senate of any needed action with regard to Distance Learning.

SECTION 10 - THE LEARNING RESOURCES CENTER (LRC) LIAISON COMMITTEE:

A. Composition:

The Committee shall consist of:

1. An Administrative Co-Chair
2. A Faculty Co-Chair
3. At least four (4) other Faculty members appointed by the Committee on Committees.
 - a. Committee membership must be representative of the various schools, departments and programs of the college.

B. Duties:

The Learning Resource Center (LRC) Committee shall be responsible for:

1. Meeting with LRC representatives regularly to discuss topics of mutual concern.
2. Acting as the liaison between Faculty and the LRC.
3. Acting as a sounding board for LRC pilot programs and other new ideas.
4. Communicating LRC changes, ideas, knowledge, procedures and services to the Faculty.
5. Making regular reports to the Senate on its findings and recommendations.
6. Notifying the LRC of Faculty needs.

SECTION 11 - THE PROFESSIONAL ADVANCEMENT COMMITTEE (PAC):

A. Composition:

The Committee shall consist of:

1. A Faculty Chair who also serves on the Senate Executive Committee.
2. At least nine (9) other Faculty members appointed by the Committee on Committees.
 - a. Committee membership must be representative of the various schools, departments and programs of the college.

B. Duties:

The Professional Development Committee shall be responsible for:

1. Reviewing:
 - a. Professional Development Proposals
 - b. Faculty Revisions for Professional Development Proposals
 - c. Reports of Completion for Approved Professional Development Proposals
 - d. Sabbatical Applications
 - e. Reports of Completion for Approved Sabbaticals
 - f. Applications for Licensure and Certification Fee Reimbursements
2. Making Recommendations for Amendments, Approvals and Denials of:
 - a. Professional Development Proposals
 - b. Faculty Revisions for Professional Development Proposals
 - c. Reports of Completion for Approved Professional Development Proposals
 - d. Sabbatical Applications
 - e. Reports of Completion for Approved Sabbaticals
 - f. Applications for Licensure/Certification Fee Reimbursements
3. Advising Faculty of the District's deadlines for Sabbatical and Salary Advancement application each academic year.
4. Advising Faculty on the accurate completion of Professional Development forms.
 - a. Make an annual campus wide presentation on the process and procedures for Sabbaticals and Salary Placement.

SECTION 12 - TENURE AND PROMOTION REVIEW COMMITTEE:

A. Composition: (As reflected in the current Collective Bargaining Agreement (CBA.)

The Committee shall consist of:

1. A Faculty Chair
2. One (1) full-time tenured Faculty representative from each of the following schools:
 - a. Arts and Language
 - b. Business, Computer Studies & Technology
 - c. Health Sciences & Public Service
 - d. Humanities
 - e. Mathematics & Natural Sciences
 - f. Physical Education/Health Education & Athletics
 - g. Social Sciences/Behavioral Sciences & Multi-Cultural Studies
3. One Affirmative Action Representative who is a full-time Faculty member.
4. The Faculty Evaluation Coordinator

B. Duties:

The Tenure and Promotion Review Committee shall be responsible for reviewing all recommendations for promotion and tenure and:

1. Determining if the recommendations are procedurally correct.
2. Determining if the recommendations meet general College and District standards.
3. Making the final College-level recommendations regarding promotions to the College President.

ARTICLE III - ORDER OF BUSINESS

SECTION 1 – AGENDA:

The regular Order of Business of the Senate shall be the agenda prepared by the Senate Executive Committee for the current meeting.

SECTION 2 - AGENDA ITEMS:

- A. Any member of the Senate may present an agenda item to the Secretary of the Senate.
 1. The Secretary shall deliver all items presented to the Senate Executive Committee.
 - a. The items may be placed on the agenda for the next regular Senate meeting.
 - b. The items may also be referred to a specific committee.
 - c. Dispositions of such items shall be indicated in the minutes of the Senate Executive Committee.
- B. Items not presented to the Secretary of the Senate may also be presented to the Senate under "Other New Business" during a scheduled Senate meeting.

SECTION 3 – CHANGING THE AGENDA:

Any member of the Senate may move that the Senate considers an agenda item immediately or at a stated future meeting.

- A. Standard rules of order for creating special orders or changing the agenda shall apply.

SECTION 4 - RESOLUTIONS:

When a resolution is offered for the first reading as "New Business", an appropriate period of informative discussion, but not debate, shall be allowed.

- A. This does not preclude further discussion and debate at the next meeting when the resolution comes up for action and/or Vote as "Old Business".

ARTICLE IV - MEETINGS

The dates and time of the regular meetings of the Academic Senate shall be scheduled far enough in advance to facilitate attendance by its members.

ARTICLE V - OTHER OFFICES IN THE SENATE

SECTION 1 – PARLIAMENTARIAN:

There shall be a Parliamentarian appointed by the Committee on Committees annually to assist the officers of the Senate with questions regarding parliamentary procedure.

ARTICLE VI - PARLIAMENTARY AUTHORITY

SECTION 1 – PARLIAMENTARY PROCEDURES:

All questions of parliamentary procedure that are not covered by these Senate Rules shall be decided according to the latest edition of "Robert's Rules of Order" or by such authority as would be consistent with the concepts of Robert's Rules

ARTICLE VII – CONTRIBUTIONS

The Senate Executive Committee is authorized to accept contributions on behalf of the Senate.

ARTICLE VIII - AMENDMENTS

SECTION 1:

Amendments to these Senate Rules may be adopted at any regular business meeting of the Senate by two-thirds (2/3) vote of Senators present, if the amendment was already presented at a previous meeting.

SECTION 2:

An addendum will be attached to these Senate Rules which will contain material dealing with the Codification of Senate Operational Procedures.

- A. Changes may be approved by a majority vote of those Senators present in person or by proxy providing the proposed changes are already on the agenda for the current meeting.
 - 1. The changes must have already been submitted at a previous Senate meeting.

ARTICLE IX - REVISION OF THE RULES OF GOVERNANCE

SECTION 1:

- A. The copies of any revisions to the Rules of Governance shall be distributed to members of the Senate.
 - 1. Copies will also be made available to any interested Faculty member.

SECTION 2:

- A. Addendum "A" to the Senate Rules shall be created for the purpose of providing a method of record keeping for all changes and modifications to this Constitution, its Bylaws or the Senate Rules.
 - 1. An up-to-date copy will be made available to the members of the Senate.

Revised: May 1994 (Resolution 96. 4.4 - Removal of Committee & Subcommittee Chairs) Copy not Available)

Revised: September 1997 (Resolution 97.9.1 - Add Tenure & Promotion Review Committee to the list of Standing Committees)

Revised: September 2010 (Resolution 10.9.1 – Add Article III – Section IV added to the Senate’s “Order of Business”)

Revised: September 2013 (Resolution 13.9.1 – Revisions - Academic Affairs Committee)

Revised: September 2014 (Resolution 14.9.1 – Revise Academic Affairs Membership/Duties)

Revised: October 2014 (Resolution 14.10.1 – Add Faculty/Staff Advisory Com. on Threats (FACT) Membership/Duties)

Revised: April 2015 (Resolution 15.4.2 – Change Distance Education Committee to FACULTY/STAFF COMMITTEE ON DISTANCE EDUCATION & Update Committee Duties)

Article II, Section 2 of the Senate Rules:

Revised by the Academic Affairs Committee: October 2007 Approved by the Senate: December 2007

Article III, Section 4 of the Senate Rules was added and approved by the full Senate in September 2010.

ADDENDUM "A"
SENATE RULES
SAN DIEGO MESA COLLEGE
ACADEMIC SENATE
CONSTITUTION

Sample of report style for the Faculty Chair of the Committee on Committees as required in the Senate Rules, Article I, Section 5, Subsection F, Item 4:

TO: The Chair of the Committee on Committees

FR: _____, Chair of the _____ Committee

RE: Business or Legislation before the Committee – Report of _____

Date of Submission: _____

Nature and/or Intent of Business or Legislation: _____

The following guide shall be used in reporting the action of the Senate when a motion is presented for consideration and action:

Main Motion: _____

Mover: _____

Second: _____

Re: _____

Vote:

Yes	No	Abstain

Amendments: _____

Mover: _____

Second: _____

Re: _____

Vote:

Yes	No	Abstain

Other Disposition: _____

Mover: _____

Second: _____

Re: _____

Vote:

Yes	No	Abstain

ADDENDUM "B"
GLOSSARY OF TERMS
SAN DIEGO MESA COLLEGE
ACADEMIC SENATE
CONSTITUTION

special temporary assignment:	An interim full-time assignment such as an Interim Dean, Director, etc.
failure to perform:	Five (5) or more unexcused absences from Senate and/or Senate Executive Committee meetings.