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##### **SAN DIEGO COLLEGE of**

##### **CONTINUING EDUCATION**

##### **ACADEMIC SENATE CONSTITUTION**

##### **Bylaws, page 14**

##### **Rules, page 20**

**PREAMBLE**

In order to have a formal and effective procedure for participating in the formation and implementation of policies on academic and professional matters, we, the faculty of the San Diego Community College Continuing Education Centers (hereinafter referred to as the Continuing Education or CE), do hereby recognize a representative organization known as the San Diego Community College Continuing Education Academic Senate.

“Faculty” means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.

**ARTICLE I - NAME**

The name of this body shall be the San Diego Community College Continuing Education Academic Senate, hereinafter referred to as the Academic Senate.

**ARTICLE II - PURPOSES**

**The purposes of this Academic Senate shall be to:**

1. Serve as the representative of the faculty in making recommendations to the administration of the Continuing Education and to the Board of Trustees about academic and professional matters.

2. Foster a sense of responsibility among faculty for maintaining a superior level of instruction and professional activity.

3. Address academic and professional issues including: [[1]](#footnote-0)\*

3.1 Curriculum, including establishing prerequisites and placing courses within disciplines

3.2 Degree and certificate requirements

3.3 Grading policies

3.4 Educational program development

3.5 Maintain the highest standards or policies regarding student preparation and success.

3.6 District and Continuing Education governance structures, as related to faculty roles.

3.7 Faculty roles and involvement in accreditation processes, including self-study and annual reports.

* 1. Policies for faculty professional development activities.

3.9 Processes for program review.

3.10 Processes for institutional planning and budget development.

3.11 Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

**ARTICLE III – OFFICERS**

## **SECTION 1. OFFICERS:**

The Officers of the Academic Senate shall be a President, an immediate Past-President, a Vice-President or President-elect**,** a Secretary, a Treasurer, a Chair of Chairs and the Voting Delegate to The Academic Senate for California Community Colleges. In any correspondence to faculty on Academic Senate matters, the officers shall refer to themselves by their Academic Senate title or position, rather than by site designation.

## **SECTION 2. ELIGIBILITY AND DUTIES OF OFFICERS:**

The duties of the Academic Senate officers shall be specified in the Bylaws.

Eligibility for Academic Senate office shall be specified in the Academic Senate

Rules. See Rules, Article III, Section 3, and Bylaws, Article I.

## **SECTION 3. ELECTIONS FOR OFFICERS:**

Nomination and election of all Academic Senate-elected positions shall be in accordance with accepted democratic election procedures. Procedures for election of Academic Senate officers are specified in the Academic Senate Rules, Article III.

## **SECTION 4. TERMS OF OFFICE FOR OFFICERS:**

1. The **President** shall serve for one two-year term and may be re-elected for one additional consecutive two-year term. Upon the expiration of the final term of office, this official shall serve the Academic Senate as **Immediate Past-President** for one year. During this latter period, the Immediate Past-President shall not be eligible for another elective office and shall have duties as specified elsewhere in this Constitution and its Bylaws.
2. The Vice-President shall serve for a term of one year without limit on the number of terms served.
3. The President-elect shall serve in this role for one year prior to assuming the office of Academic Senate President.
4. The Secretary and Treasurer shall be elected in alternate years for a term of two years, and may succeed him/herself as many terms as elected.
5. The Chair of Chairs shall be elected by instructional leaders to serve for a term of one year, and may succeed him/herself as many terms as elected. The Chair of Chairs shall be at the professorship level.
6. The Voting Delegate to The Academic Senate for California Community Colleges shall be determined by the Executive Officers.
7. All terms of office shall begin with the Fall semester.

## **SECTION 5. OFFICER ABSENCES, REMOVAL FROM OFFICE AND REPLACEMENT:**

1. OFFICER ABSENCES:

Officers are expected to participate in Academic Senate Executive Committee meetings, Academic Senate meetings, and in other Academic Senate activities.

1. When not able to attend an Academic Senate Executive Committee or Academic Senate meeting, it shall be the officer's responsibility to notify an Executive Committee member prior to the meeting and to fulfill his/her Academic Senate duties.
2. An officer will need to be replaced when s/he is on leave of absence, no longer has an assignment with Continuing Education, or becomes an interim or acting administrator.

2. REMOVAL OF OFFICER FROM OFFICE:

1. When an officer misses two meetings (Executive Committee and/or Academic Senate) per academic year, s/he will be warned, in written form, of possible removal from office. The warning and response will be documented.
2. Failure to attend three meetings (Executive Committee and/or Academic Senate) per academic year shall be deemed a resignation.
3. REPLACEMENT OF OFFICERS:
4. PRESIDENT: In the case of continued inability, resignation, or removal of the President, the Vice-President or President-elect shall assume the duties of the President.
5. IMMEDIATE PAST PRESIDENT: In the case of an Immediate Past-President being unable to perform the duties of that office, the appointment will be expected to go to a former President.
6. VOTING DELEGATE TO THE ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES: In case of the Voting Delegate to the Academic Senate for California Community Colleges being unable to perform the duties of that office, the replacement will be the current Academic Senate President, a past Academic Senate President or a past Voting Delegate to The Academic Senate for California Community Colleges.)
7. CHAIR OF CHAIRS: In the case of a Chair of Chairs’ resignation or inability to perform the duties of that office, the instructional leaders shall call a meeting to nominate and elect a replacement.
8. VICE PRESIDENT OR PRESIDENT-ELECT, SECRETARY, OR TREASURER: **:** In a case of resignation or inability of any of these officers to perform the duties of the office, the Academic Senate shall appoint one of its voting members to perform such duties during the remainder of the term of office.
9. Alternately, the Academic Senate may call a special election to fill a

vacancy, in accordance with accepted democratic election procedures.

**ARTICLE IV – THE ACADEMIC SENATE**

## **SECTION 1. ACADEMIC SENATE AUTHORITY**

The legislative functions of the faculty shall be vested in the Academic Senate. The executive functions of the Academic Senate shall be vested in the Executive Committee.

The Academic Senate shall have the power to act for the faculty on all academic and professional matters.

Any action of the Executive Committee or the Academic Senate President may be reviewed at a meeting of the Academic Senate, providing a written request signed by twenty percent (20%) of the Academic Senate voting members is submitted to the President of the Academic Senate prior to the next Academic Senate Executive meeting.

## **SECTION 2. ACADEMIC SENATE DUTIES AND PROCEDURES**

1. The Academic Senate shall consider and review established policies and procedures, develop and implement new procedures, study matters of concern to Continuing Education faculty and students, advise the President of Continuing Education and/or the Chancellor of its findings, and make recommendations to the Board of Trustees.
2. The Academic Senate shall make recommendations to the President of Continuing Education regarding the number and disciplines in which contract positions are needed. These recommendations for faculty contract positions will be made after reviewing suggestions from the Faculty Councils, strategic planning sessions, and departments (as outlined in the current Continuing Education Contract Faculty Hiring Procedures).
3. The Academic Senate will appoint faculty members for faculty and administrative hiring committees according to established hiring procedures. Hiring Procedures may be viewed on the district’s website of policies and procedures, <http://hr/hr/alphaINDEX.HTM> CE hiring procedures are policy numbers 4200.4 (adjunct/hourly/substitute) and 4200.5 (contract).
4. The Academic Senate shall facilitate and maintain communication between faculty and administration. Faculty may ask any voting member of the Academic Senate to forward Academic Senate-related topics to the Academic Senate Executive Committee for discussion and possible action at Senate meetings.
5. The Academic Senate shall be responsible for maintaining its own standing committees, providing faculty representation on Continuing Education and District committees (including hiring committees), and creating special committees as needed.
6. The Academic Senate will act to include as many faculty as possible in the ongoing activities and workings of the Academic Senate. This involves encouraging faculty to participate who have not previously been part of the process. The Academic Senate will encourage turnover in delegate representation to the Academic Senate.
7. The President, Vice-President or President-elect, and Chair of Chairs shall serve on the Continuing Education shared governance group. The Academic Senate may appoint additional faculty to serve on the Continuing Education shared governance group.

## **SECTION 3. ACADEMIC SENATE COMPOSITION**

The Academic Senate shall consist of:

A. The officers of the Academic Senate. **[maximum of 7]**

B. Delegates elected through the discipline to represent the discipline:

“**The San Diego College of Continuing Education Academic Senate will allow each eligible Department to obtain two Delegates to serve on the Academic Senate. Each Department is responsible for providing up to two Voting Delegates if available, and one Alternate.”**

**(Effective Spring 2022)**

**Amended 11/16/2021**

. 2 delegate representing Automotive

. 2 delegate representing Business and Accounting

· 2 delegate representing Child Development

. 2 delegate representing Clothing and Textiles

. 2 delegate representing Counseling

. 2 delegate representing Digital Media and Programming

· 2 delegate representing Disability Support Programs and Services

· 2 delegate representing Emeritus (For students 55+)

· 2 delegates representing English as a Second Language

2 delegate representing Healthcare

· 2 delegate representing High School Diploma/ Equivalency

. 2 delegate representing Hospitality and Culinary Arts

. 2 delegate representing Information Technology

· 2 delegate representing Skilled and Technical Trades

Amended March 16, 2021

1. Each discipline shall have a declared

alternate. The declared alternate has voting rights only when attending in

place of the elected delegate.

## **SECTION 4. MEETINGS:**

1. The Academic Senate shall meet at least once a month during the academic year. The regular order of business of the Academic Senate shall be the agenda prepared by the Academic Senate Executive Committee according to Robert’s Rules of Order, Revised.
2. The agenda of each regular meeting shall be distributed to the voting members of the Academic Senate by the Secretary/other officer and must be posted at the sites 72 hours before the meeting by faculty members designated by the Academic Senate President.
3. To carry out the Academic Senate’s business, the Academic Senate meeting must start out with a quorum. A quorum is defined as a simple majority of the voting members.
4. Any faculty member from the Continuing Education may attend meetings of the Academic Senate and may speak on the issues under discussion. However, voting rights extend only to Academic Senate officers and elected delegates or their declared alternates.
5. Questions of parliamentary procedure shall be decided according to the latest edition of Robert’s Rules of Order, Revised.
6. During any meeting of the Academic Senate, faculty may move that the Academic Senate consider immediately, or at a stated time, any item on the agenda.
7. The Academic Senate shall keep a systematic record of its proceedings, which shall be accessible to the faculty. Minutes shall be distributed at the Academic Senate meetings and upon request.
8. Emergency meetings may be called by the Academic Senate Executive Committee.
9. Special meetings shall be called by the Academic Senate President, upon receipt of written request, by either twenty-five percent (25%) of the Academic Senate voting membership or ten percent (10%) of the faculty.
10. Written notice of each special meeting and its agenda shall be distributed to the Academic Senate membership by the Secretary at least 72 hours before the meetings, unless the President, with the concurrence of a majority of the Academic Senate Executive Committee, decides that the urgency of the occasion will not permit the usual 72 hour notice. In a meeting called under this provision, notice shall be given as far in advance as possible.

## **SECTION 5. ACADEMIC SENATE RULES:**

1. The Academic Senate shall be responsible for creating its own operating procedures, which shall be known as the Academic Senate Rules.

## **SECTION 6. OPINION POLLING:**

1. Whenever in the course of its business the Academic Senate decides that a reasonable doubt exists about the wishes of the faculty as a whole, the Academic Senate may direct The Elections Committee to conduct a poll of the faculty before committing the Academic Senate to a major action.
2. The tabulation of votes in every poll shall be reported to the Academic Senate by The Elections Committee as expeditiously as possible, and shall be distributed to the faculty by the Academic Senate.

**ARTICLE V - THE DISCIPLINES**

## **SECTION 1. DISCIPLINE STATEMENT:**

##### Each discipline will define itself through a discipline statement, which shall be

kept on file in the Academic Senate office and updated as needed. The

discipline statement will include the following:

1. Subject matter areas included in the discipline (Source: Most recent Subject Matter List from Continuing Education Instructional and Student Services Office).
2. The counseling discipline will provide a list of core counseling functions.
3. Process used to select discipline delegate(s) and declared alternate(s) for the Academic Senate.
4. Discipline policies and procedures currently in place which are related to Academic Senate responsibilities (see Constitution Article II, 3).

## **SECTION 2. DUTIES AND RESPONSIBILITIES OF THE DISCIPLINES**

A. In coordination with the Continuing Education Academic

Senate, the disciplines shall create and revise their academic and

professional policies and procedures, including minimum qualifications

and equivalencies.

The discipline’s policies and procedures shall be distributed to the discipline’s faculty for review and comment.

Discipline academic or professional policies or procedures will be brought to the Academic Senate (via the Academic Senate Executive Committee) by the disciplines’ elected delegate(s). The Academic Senate will review and comment on the proposed policy or procedure.

##### B. Discipline delegate(s) shall not speak for the Academic Senate at

committee meetings without bringing the issues to the Academic Senate

for a vote.

## **SECTION 3. DISCIPLINE DELEGATE TERMS OF OFFICE AND ELIGIBILITY; ABSENCES, REMOVAL AND REPLACEMENT:**

A. TERMS OF OFFICE AND ELIGIBILITY FOR DISCIPLINE DELEGATES

1. **Discipline** delegate(s) shall serve for a term of two years beginning

with the Fall semester of the calendar year of the election. Discipline Delegate(s) shall be eligible for re-election.

1. Each **discipline** shall be responsible for determining its discipline

delegate’s eligibility and for the election of its delegate and declared

alternate according to accepted democratic procedures.

# B. DISCIPLINE DELEGATE ABSENCES, REMOVAL, AND REPLACEMENT

Discipline delegates or their declared alternates are expected to participate in Academic Senate meetings and other Academic Senate activities.

1. ABSENCE OF DISCIPLINE DELEGATE(S)

A discipline delegate shall keep the designated alternate informed of the ongoing Academic Senate issues and actions. When unable to attend an Academic Senate meeting, a discipline delegate shall notify the designated alternate to attend.

1. REMOVAL OFDISCIPLINE DELEGATE

When a discipline delegate misses two meetings per academic year without sending the declared alternate, the Academic Senate Executive Committee shall remove the non-attending discipline delegate’s name from the Academic Senate's roster and recommend that the discipline elect a new delegate and declared alternate.

3. REPLACEMENT OF DISCIPLINE DELEGATE

1. A voting discipline delegate will need to be replaced when s/he no longer has an assignment with Continuing Education, becomes an active administrator, or is on leave of absence.
2. The discipline may reinstate a delegate.
3. If it is necessary to replace a discipline delegate in mid term, a vacancy of longer than one semester will be filled by the discipline in the same manner as regular elections.

##### To fill a vacancy of a semester or less, the discipline shall recommend

candidates to the discipline chair/lead, who shall make the

appointment.

d. See Academic Senate Rules, Section 12, Delegate Elections.

**ARTICLE VII – CONSTITUTION AMENDMENTS**

## **SECTION 1. PROPOSAL OF AMENDMENTS:**

1. Amendments to this Constitution may be proposed by a petition signed by

either ten (10) voting members of the Academic Senate or by the

Academic Senate Executive Committee.

1. The Academic Senate will appoint members to an ad hoc Constitution

Revision Committee when deemed necessary.

## **SECTION 2. NOTIFICATION AND DISCUSSION**

Proposed amendments and/or revisions to the Constitution shall be distributed in electronic form to members of the Academic Senate two (2) weeks prior to the Academic Senate meeting. These will be presented at the next regular Academic Senate meeting for discussion and voting will then take place.

Amended May 19, 2020

## **SECTION 3. ADOPTION:**

Two-thirds (2/3) of the votes cast by a quorum of voting members shall be required for adoption of an amendment to this Constitution.

**DATE REVISION ADOPTED**: January 15, 2002

Original Constitution: 1989

New and Expanded: 1993

Revised and Expanded: March, 2000

##### Revised: December, 2001

**SAN DIEGO COLLEGE of**

### CONTINUING EDUCATION

**ACADEMIC SENATE BYLAWS**

#### 

**ARTICLE I: DUTIES OF THE OFFICERS**

## **SECTION 1. PRESIDENT:**

It shall be the duty of the President to:

1. Serve as the Chair of the Academic Senate.

The duties are: to open the session; to announce the business before the Academic Senate; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved; to announce the result of the vote; to protect the Academic Senate from frivolous or dilatory motions by refusing to recognize them; to expedite business; to restrain the members when engaged in debate, within the rules of order; to enforce the observance of order and decorum; to decide all questions of order; to inform the Academic Senate on a point of order; and to authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the Academic Senate.

1. Serve as the Chair of the Academic Senate Executive Committee.
2. Initiate any ad hoc committees necessary to carry on Academic Senate responsibilities (Rules, Article II, Section 5).
3. Be an ex-officio member of all committees, except as otherwise provided in these Bylaws or in the Academic Senate Rules.
4. Maintain regular liaison with the President of Continuing Education, the Vice-President of Instruction and Student Services, Dean of Matriculation, and the Chancellor of the District.
5. Serve on the District Executive Council (DEC), the District Budget Committee, and the Continuing Education shared governance group.
6. Perform such other duties as may be specified in the Academic Senate Rules.

H. Serve as Academic Senate’s representative at Board of Trustees’ meetings.

I. Vote in the event of a tie.

## **SECTION 2. VICE-PRESIDENT OR PRESIDENT-ELECT:**

It shall be the duty of the Vice-President or President-elect to:

1. Serve as chair pro tem of any Academic Senate standing and ad hoc committee until a permanent chair is selected (Rules, Article I, Section 4B1).
2. Assemble and make available short committee descriptions for each CE shared governance committee (Rules, Article I, Section 7B).

C. Chair the Academic Senate Appointments Committee (Rules, Article II,

1. Section 1A).

##### D. Serve with the Academic Senate President in the ongoing liaison with the

President of Center for Education and Technology; designated managers of Instruction, Matriculation, and Student Services; discipline chairs or leads; and the Chancellor of the District.

1. President-elect shall serve as a member on the District Executive Council

(DEC)

1. Serve as a member of the Academic Senate Executive Committee and the

Center for Education and Technology shared governance group

1. Serve for the Academic Senate President during any temporary absence of

the President

1. Serve as the co-chair of the Academic Senate
2. Serve as the Academic Senate President's representative when so directed

by the Academic Senate President, the Academic Senate Executive

Committee or the Academic Senate

1. Perform such other duties as may be assigned by the Academic Senate

President or the Academic Senate Executive Committee

## **SECTION 3. SECRETARY:**

It shall be the duty of the Secretary to:

1. Keep appropriate records (sign-in sheets and minutes) of Academic Senate eetings and Academic Senate Executive meetings.
2. Each month in the academic year, e-mail all current Academic Senate delegates the deadline for submitting agenda items for each Academic Senate Executive Committee meeting.
3. Prepare and distribute agendas of regular meetings.
4. As designated by the Academic Senate President, notify faculty of emergency and special meetings.
5. Duplicate sufficient copies of support materials such as sign-in sheets, agendas, drafts of minutes, and other handouts.
6. Distribute approved minutes of all Academic Senate meetings.
7. Insure that the Academic Senate for California Community Colleges (ASCCC) and the Faculty Association for California Community Colleges (FACCC) has current Continuing Education Academic Senate information.
8. Generate orders for office supplies as needed.

## **SECTION 4. TREASURER:**

It shall be the duty of the Treasurer to:

1. Keep a list of faculty members attending Academic Senate-paid conferences.
2. Remind faculty to prepare travel request forms, according to District procedure, for the Academic Senate President’s signature.
3. Keep copies of the signed travel requests and cost breakdowns.
4. Follow up to ensure that each faculty member submits travel receipts for reimbursement within one week of the event.
5. Keep current balances of Academic Senate accounts as money is encumbered.
6. Meet with the Centers budget liaison (located in the business office) for the Academic Senate’s budget on a monthly basis.
7. Present a written monthly budget report or spreadsheet to the Academic Senate Executive Committee and a bi-monthly report to the Academic Senate during the academic year.
8. Prepare and present a final yearly report at the May Academic Senate meeting.
9. Work with the Academic Senate Executive Committee to prepare the yearly Academic Senate budget for the May presentation to the Academic Senate for final approval (vote). This projected budget, for the next fiscal year, will be prepared during the spring semester, or whenever required by the District.
10. Research information for any equipment considered for purchase by the Academic Senate.

## **SECTION 5. CHAIR OF CHAIRS:**

It shall be the duty of the Chair of Chairs Council to:

A. Act as a liaison and conduit of information between the Instructional

Leaders and the shared governance body.

##### B. Represent all Instructional Leaders at the Academic Senate meetings, the

Continuing Education president’s shared governance

meetings (along with the Academic Senate President), and other District or

Continuing Education meetings as appropriate or

assigned by the Academic Senate President.

##### Preside over the Instructional Leaders’ meeting. It is suggested that the Instructional Leaders meet once a semester or as often as needed to adequately be the information link between the Academic Senate, Continuing Education administration, and the departments.

1. Coordinate Faculty Recognition Award nominations and selection process.

## **SECTION 6. THE VOTING DELEGATE TO THE ACADEMIC SENATE FOR**

## **CALIFORNIA COMMUNITY COLLEGES:**

It shall be the duty of the Voting Delegate to The Academic Senate for California Community Colleges to:

1. Attend the full Fall and Spring Academic Senate for California Community Colleges’ (ASCCC) sessions and Area D meetings.
2. Advise the Continuing Education Academic Senate of new and ongoing ASCCC issues.
3. Seek guidance as to positions to be taken in the name of the Continuing Education Academic Senate at the Sessions.
4. Provide written reports each Fall and Spring after the Academic Senate

for California Community Colleges’ meeting, including resolutions.

## **SECTION 7. IMMEDIATE PAST-PRESIDENT:**

It shall be the duty of the Immediate Past-President to serve as an advisor to the Academic Senate President, the Academic Senate Executive Committee and the Academic Senate.

**ARTICLE II – DUTIES OF THE DELEGATES**

## **SECTION 1. Discipline delegates:**

It shall be the duty of each Discipline Delegate to:

1. Maintain monthly contact with the discipline’s lead(s).

B. Bring resolutions (written suggestions) from their discipline and/or department

1. to the Academic Senate.

C. Insure that a discipline statement (Constitution, Article V, A) is on file in the

Academic Senate office and updated when necessary.

1. Initiate review of faculty hiring qualifications and equivalencies for the discipline.
2. Be the point of contact for discipline elections or provide the name of the faculty member in the discipline responsible for the discipline elections
3. Provide the Academic Senate Appointments Committee chair with names of all faculty (contract and non-contract) in the discipline once each year.
4. Initially, the discipline delegate shall be responsible for locating and organizing the discipline’s policies and/or procedures. This packet of documents shall be submitted to the Academic Senate Executive Committee by May 1, 2002.

Thereafter, the discipline delegate shall submit any new or revised discipline policies and procedures to the Academic Senate Executive Committee for review and comment. The discipline retains the final say on the content of the policies or procedures documents (see Constitution, Article V, Section 2A).

**ARTICLE III - REVISIONS OF BYLAWS**

The Bylaws shall be reviewed every two years. A special committee shall be appointed to make specific recommendation to the Academic Senate Executive Committee for its approval.

**Second Revision Approved:** January 15,2002

Original: June, 1993

Revised: March 21, 2000

##### Second Revision: December, 2001

**SAN DIEGO COLLEGE of**

**CONTINUING EDUCATION**

**ACADEMIC SENATE RULES**

**ARTICLE I – COMMITTEE GOVERNANCE**

## **SECTION 1. FORMATION OF COMMITTEES AND FACULTY INVOLVEMENT:**

Committees may be formed as follows:

1. By the Academic Senate. The Academic Senate Executive Committee shall form all committees of the Academic Senate (those required to fulfill Academic Senate responsibilities in Article II of the Constitution) and appoint faculty to those committees.
2. By the Administration of San Diego Continuing Education. The procedure for administrators (President or Deans) seeking faculty for participation on committees is as follows: Describe the proposed committee and its functions to the Academic Senate Appointments Committee (via the Academic Senate Vice President), with a request that faculty be appointed by the Academic Senate.
3. By the Chancellor’s office of the San Diego Community College District. Ordinarily, requests from this source for faculty participation on committees will be channeled through the President of the Continuing Education, and the procedure set forth in #2 above shall then apply. Otherwise, the request should be directed to the President of the Academic Senate, who shall notify the Academic Senate Appointments Committee accordingly.
4. By Disciplines or Mandated areas of the Continuing Education. Faculty may, in the normal course of services, expect to be appointed or elected to discipline committees by faculty within the discipline.
5. By other persons or groups. Any person or group, not named herein, who seeks faculty advice or assistance, should request such advice or assistance through the President of the Continuing Education or the President of the Academic Senate. If such a request comes to the President of the Continuing Education, the procedure set forth in #2 above shall then apply.

## **SECTION 2. FACULTY APPOINTMENT TO COMMITTEES:**

1. The Academic Senate Appointments Committee shall make faculty appointments to serve on committees of the Continuing Education, the District, or any other committees. Title 5, Section 53203 (f)
2. All faculty, contract and adjunct, are eligible for appointment to committees. The Academic Senate Appointments Committee shall select faculty who show both an interest in and the ability to fulfill the function of the committee.
3. Standing committee appointments shall be reviewed by the Academic Senate Executive Committee minimally once each year.
4. The Academic Senate Appointments Committee shall maintain a record of all appointments made by the Academic Senate.

## **SECTION 3. ACADEMIC SENATE COMMITTEES:**

1. The Academic Senate shall have the following standing committees:
2. Academic Senate Appointments Committee
3. Academic Senate Elections Committee
4. Academic Senate Executive Committee
5. Curriculum Committee/Council
6. Special committees may be established as needed at the direction of the Academic Senate or the Academic Senate Executive Committee.
7. Ad hoc committees shall be created to address the following Academic Senate responsibilities:
8. Faculty role in budget
9. Reviewing policies for faculty professional development activities
10. Faculty role in governance structures
11. Faculty role in accreditation processes, including self study and annual reports
12. Process for program review
13. Standards or policies regarding student preparation and success
14. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate
15. Periodic review contract and adjunct hiring procedures
16. Periodic review of the Academic Senate Constitution, Bylaws and Rules
17. Any other academic and professional matter deemed important to the CE Academic Senate.
18. Unless otherwise specified, Academic Senate committees shall consist minimally of four faculty members.

## **SECTION 4. OPERATION OF ACADEMIC SENATE COMMITTEES:**

1. GENERAL PROCEDURES:
2. Academic Senate Rules shall apply to the operation of any Academic Senate committee. Exceptions to these rules may be noted in the latest edition of Robert’s Rules of Order (Revised). A given committee’s authority and objectives shall be in accordance with the Academic Senate Constitution, Academic Senate Rules, and direction of the Academic Senate or Academic Senate Executive Committee.
3. The intention of the Academic Senate is to have a broad involvement of faculty in Academic Senate business. At the beginning of the academic year a list of committees and vacancies will be made available to the faculty, who may notify the Academic Senate Appointments Committee of their desire to serve.
4. ACADEMIC SENATE COMMITTEE CHAIRS:
5. Selection. The chair of an Academic Senate committee is a faculty member chosen by the committee. Prior to the permanent chair being selected, the **Vice-President** of the Academic Senate shall call a meeting of the Academic Senate committee and shall act as chair pro tem.
6. Resignation or Removal. When a committee chair resigns, is removed, or in any other way fails to serve, the committee shall elect a chair pro tem, notify the Academic Senate of the action taken, and ask for future instruction. Removal of an Academic Senate committee (or subcommittee or ad hoc committee) chair shall be a simple majority vote of the active membership of said committee.
7. Responsibilities of Committee Chair: See Section D, Meetings.
8. QUORUM:

A majority of the members shall constitute a quorum of any committee.

1. MEETINGS
2. Calling to order

The **chair** calls meetings. Should the chair fail or decline to call meetings of sufficient frequency to accomplish committee objectives, **any two members** may call a meeting, providing all members including the chair are given sufficient notice.

1. Hearing, Deliberations, and Motions during committee meetings
2. A committee should hear all testimony relevant to its assignment. The only time limit to discussion is the deadline by which the committee must rise and report to the Academic Senate.
3. The committee may approach the Academic Senate to request an extension of time for deliberations.
4. Agenda and Minutes of Committees
5. Any committee agenda must be posted for the period of 72 hours prior to the meetings.
6. Minutes shall be available of each committee meeting.
7. Committee agendas and minutes shall have the following format:
8. Approval of agenda (including additions to the agenda)
9. Approval of minutes
10. Reports of Officers and Committees
11. Unfinished business: matters presented previously to the committee
12. New business: matters presented for the first time
13. Informational Items (or handouts). For information only: not to be debated.
14. The chair of the committee shall be responsible for the placement of all committee actions (such as reports and resolutions generated) on file in the Academic Senate office.
15. Voting on committee agenda items
16. Voting may take place only on previously published agenda items.
17. Motions to submit reports to the Academic Senate Executive Committee must be listed on the committee’s agenda.

## **SECTION 5. REPORTS AND RESOLUTIONS FROM ACADEMIC SENATE COMMITTEES**

1. Committees of the Academic Senate (standing and ad hoc) shall **report in writing to the Executive Committee on a monthly basis**, unless specified otherwise, using the Committee Reports format.
2. Committee Reports format
3. The following is a suggested format for presenting a committee report to the Academic Senate Executive Committee:

Name of Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE:

Recommendation(s)

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote Results \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The type of report of any committee will depend on (a) the status of the committee, and (b) the nature of the task assigned to it. This should not be construed as limiting the committee which, upon deliberation, discovers a need for specific recommendations not envisioned in its assignment.
2. If the report is to contain specific recommendations, the following motion should be applied at the committee meeting:

“I move the Academic Senate Executive Committee submit the following resolution to the Academic Senate for action at its next meeting.”

1. If the committee’s report contains information only, the proper motion to be directed to the Academic Senate Executive Committee is:

“I move that the Academic Senate Executive Committee forward the report of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee to be accepted by the Academic Senate for information only.”

1. Resolutions prepared by the committee shall be on the Academic Senate’s resolution from (attached at the end of these Rules).
2. Resolutions from an Academic Senate committee shall be brought forward via the Executive Committee to the Academic Senate for action.
3. The committee’s resolution shall go through the Academic Senate according to the following procedure:
4. First reading. Open for discussion. Amendments for the resolution will be considered for second reading.
5. Second reading. Discussion (if needed) before voting takes place. When discussion is completed, the Academic Senate votes.
6. If the report requires immediate Academic Senate action, the proper motion is:

“I move to suspend the rules in order to consider the following matter at this Academic Senate meeting.”

\*The following should apply for suspension of rules:

1. A sense of urgency should be apparent (Committee Chair rule).
2. Two-thirds (2/3) of the Academic Senate voting members present approve suspending the rules.

\*Robert’s Rules of Order, Section 25, *Suspend the Rules*.

## **SECTION 6. DISSOLUTION OF ACADEMIC SENATE COMMITTEES:**

1. Standing committees may be dissolved only by amending the Academic Senate Rules.
2. Ad hoc committees are dissolved when they have fulfilled their function. The Academic Senate Appointments Committee shall be notified whenever such a committee is dissolved.

## **SECTION 7. DISTRICT AND CONTINUING EDUCATION SHARED GOVERNANCE COMMITTEES**

1. The Academic Senate appoints faculty to standing and ad hoc Continuing Education shared governance committees which include, but are not limited to:
2. Accreditation committees
3. Continuing Education Master Plan Committee
4. Continuing Education President’s Council
5. Student Disciplinary Hearings Committee
6. The Continuing Education Program Review Committee
7. The Continuing Education Professional Policies and Review Committee
8. The High School Steering Committee
9. The High School Graduation Committee
10. The Marketing Committee
11. The Noncredit Matriculation Advisory Committee
12. The Partnerships for Excellence (PFE) Committee
13. The Research and Development Committee
14. The Staff Development Committee (AB1725)
15. The Technology Committee
16. VTEA (Vocational and Technical Education Act) Committee
17. The Center for Education and Technology Web Committee
18. The Academic Senate Appointments Committee shall have available short committee descriptions for each Continuing Education shared governance committee. The Academic Senate **Vice President** is responsible for creating descriptions of new committees, revising descriptions as needed, and ensuring descriptions of all committees are available. Descriptions are to include the overall goal of the committee and proposed outcomes. The Academic Senate **Vice President** shall bring the descriptions to the Academic Senate Executive Committee once each year of review. The descriptions, when available, shall become part of these Academic Senate Rules.

C The Academic Senate insures faculty representation on standing and ad hoc District shared governance committees, which include, but are not limited to:

1. Auxiliary Business Services Organization (ABSO)

[bookstore and food services]

1. Board of Trustees meeting
2. Budget Development, Institutional Planning & Advisory Committee
3. Curriculum & Instructional Council
4. District Executive Committee (DEC)
5. District Technology Committee
6. Student Services Council

D. When a District or Continuing Education committee parallels an Academic Senate committee, the Chair of that Academic Senate committee shall be the faculty representative to the parallel District or Continuing Education committee.

1. Should the committee Chair of a Continuing Education committee fail or decline to call meetings of sufficient frequency to accomplish committee objectives, **any two members** may call a meeting, provided that all members including the chair are given sufficient notice.
2. Faculty members serving on shared governance committees are expected to keep the Academic Senate or an appropriate Academic Senate standing committee informed of the progress of shared governance committees when the information affects the instructional and student services programs of the San Diego Continuing Education, its faculty, and its students – unless such reporting is inappropriate due to the nature of the committee.
3. Special committees and task force groups may be established as needed at the request of the President of the Continuing Education. The Academic Senate Appointments Committee shall make the faculty appointments.
4. Reports generated by Continuing Education committees shall be submitted to the Academic Senate for concurrence or suggested amendments. Upon completion of such action, the Academic Senate shall forward the report(s) with any amendment to the President of the Continuing Education and/or the Chancellor.

**ARTICLE II – ACADEMIC SENATE STANDING COMMITTEES**

## **SECTION 1. THE ACADEMIC SENATE APPOINTMENTS COMMITTEE:**

1. COMPOSITION: the committee shall consist of a **chair**, who shall be the **Vice-President or President-elect** of the Academic Senate, and two additional faculty.

B. DUTIES: The Academic Senate Appointments Committee shall:

1. See that up-to-date lists of all Continuing Education committee members are available to the Academic Senate Executive committee.
2. Carefully observe the following instructions in making its nominations and appointments to committees:
3. Optimally, a committee shall consist of a least four faculty members, each representing a different department in Continuing Education.
4. Continuing Education administrators and classified staff may be named as additional members of committee.
5. Responsibility for serving on committees shall be spread amongst a wide variety of faculty members.
6. When possible, all members of a committee shall not be completely changed from one year to the next.
7. At least one member of each Academic Senate committee shall be an Academic Senate officer, an active member, or past active member of the Academic Senate. Active or past active members of the Academic Senate have previously served on Academic Senate committees
8. The chair of a committee shall normally be chosen by the committee membership at the beginning of an academic year.
9. All effort will be made to avoid having a faculty member chair more than one committee at the same time.
10. Faculty chairs and co-chairs of committees will serve two-year terms and may be elected for subsequent terms.
11. Faculty on leave of absence or sabbatical may not serve as committee or subcommittee chairs.
12. Make faculty appointments for:
13. New and vacant positions on Academic Senate standing committees
14. Ad hoc Academic Senate committees
15. Shared Governance committees
16. Parliamentarian, who shall assist Academic Senate officers in questions of parliamentary procedure. This appointment shall be reviewed annually
17. Membership on District and Continuing Education committees when requested by the administration
18. Shall consider, each year, revision of the list of committees and the duties and functions of each committee, and present its recommendations to the Academic Senate.

## **SECTION 2. THE ACADEMIC SENATE ELECTIONS COMMITTEE**

1. COMPOSITION: The committee shall consist of at least four faculty members appointed by the Academic Senate Appointments Committee. One of the committee members shall be a **current or past Academic Senate officer**. The committee shall elect its own chair from among its members at the beginning of a school year.
2. DUTIES: The Elections **Committee** shall:
3. Review election procedures (Rules, Article III). New recommendations for election procedures shall be submitted to the Academic Senate through the Executive Committee.

It is recommended that the process for nomination and election of an Academic Senate president who chooses to run for a second term shall be monitored (Rules, Article III, section 6) and suggestions be submitted to the Academic Senate Executive Committee as they arise.

1. Take direction from the Academic Senate **Vice President** to initiate elections for new terms or vacancies of officer positions (Rules, Article III, Section 4, A1).
2. Supervise and administer all nominations for Academic Senate officers, including preparation of nomination forms (See Rules, Article III, Academic Senate Elections Procedures, Sections 3, 4, & 5).
3. Supervise and administer all elections for Academic Senate officers including preparation of voting ballots (See Rules, Article III, Academic Senate Elections Procedures, Sections 6, 7, 8, 9, & 10).
4. Follow suggested timelines for the election process (See Rules, Article III, Academic Senate Elections Procedures, Sections 11).
5. Resolve cases of doubt as to results of elections or eligibility of a candidate.
6. Conduct all opinion polls directed by the Academic Senate and present the Academic Senate with the results.
7. Arrange for a contact person at each site, if necessary, to assist in polls.

## **SECTION 3. THE ACADEMIC SENATE EXECUTIVE COMMITTEE:**

1. COMPOSITION: The committee shall consist of the President, Vice-President or President-elect, Immediate Past-President, Secretary, Treasurer, Chair of Chairs, and Voting Delegate to the Academic Senate for California Community Colleges.
2. DUTIES: The Executive Committee shall:
3. Function in the name of the Academic Senate when specifically directed by the Academic Senate. Any action of The Academic Senate Executive Committee may be reviewed at a meeting of the Academic Senate provided notice is given to the Academic Senate President in time for placement of an agenda item.
4. Consider such matters as fall within the purview of the Academic Senate, as described under Constitution Article II – Purposes; formulate recommendations and opinions on these matters; and forward them to the Academic Senate for approval or refer them to appropriate committees.
5. Have the authority to act as official representative of the faculty when it is not possible for the full Academic Senate to meet in order to develop official Academic Senate positions on Continuing Education and District business pertaining to Constitution Article II, Purposes. The Academic Senate shall be informed of all positions developed by The Academic Senate Executive Committee.
6. Provide direction for the standing and ad hoc committees of the Academic Senate.
7. Respond in writing to decisions and/or actions by any level of administration, where such response is needed and is directed by the Academic Senate.
8. Act as an information conduit between faculty and administration in matters affecting the academic and professional programs of Continuing Education as outlined in Constitution Article II, Purposes. The Academic Senate shall be informed of any recommendations offered.
9. Consider such other matters that may not properly be concerns of the Academic Senate but that affect the academic and professional programs of the District and Continuing Education.
10. Provide agenda information to the Academic Senate secretary in a timely manner for dissemination to Continuing Education faculty.
11. Instruct the Academic Senate secretary to issue calls to meetings of the Academic Senate and to request attendance at all meetings.
12. Propose to the Academic Senate amendments to the Constitution and Bylaws and to procedural Rules of the Academic Senate, as appropriate.
13. MEETINGS: The Academic Senate Executive Committee shall meet regularly, at least one week preceding each regular meeting of the Academic Senate, and at other times as necessary at the Academic Senate President’s request or as directed by the Academic Senate, or by request of at least half of the Executive Committee members.

## **SECTION 4. THE CONTINUING EDUCATION**

## **CURRICULUM COMMITTEE/COUNCIL**

1. COMPOSITION: The committee shall consist of one instructional leader or designee from each department as defined in the April 6, 2000, memo to Vocational Instructors from Jim Smith on Establishment of Departments. These departments currently include
2. Counseling
3. Disabled Students Programs & Services (DSP&S)

(Arts and Crafts, Basic Education/Limited Learner, Cognitive Retraining/ABI, Communications for the Disabled, Developmental Learning, English/Math--Hearing Impaired, Job Seeking Skills, living Skills, Music, Occupational Opportunities, Physical Fitness)

1. Elementary and Secondary Basic Skills

(Basic Education, Career Development, Economics, GED Preparation, General Studies, Government, History, Social Studies, Algebra, College Prep. Math, Math Review for the CBEST, American Literature, College Prep. English, English Review for the CBEST, Reading, Writing, English)

1. English as a Second Language (including Citizenship)
2. Older Adult

(Art, Business Information Technology, Drama, Fitness, Lifestyle, Music, Nutrition, Sewing, Writing)

1. Parent Education

(Child Development, Family Life Education, Family Preparation--Childbirth, Family Relations, Foster Parenting, Parent/Child Participation

1. Vocational—Automotive

(Auto Body, Automotive Technician, Auto Upholstery, Furniture Upholstery)

1. Vocational—Consumer Studies

(Clothing and Textiles, Foods & Nutrition, Personal Development/Growth, Personal Economics, Sewing, Sign Language)

1. Vocational—Electronics

(Basic Electronics, Consumer Electronics, Electronic Assembly, Electronic Test Technician, Micro Computer Repair)

1. Vocational—Heavy Metals

(Basic Machine Shop, Pipefitting, Sheet Metal, Steel Fabrication, Welding)

1. Vocational—NEC (Not Elsewhere Classified)

(Appliance Repair, Certified Nursing Assistant, Commercial Printing, Electronic Pre-Press, Landscape Construction Basic/Advanced, Stamp Making)

1. Vocational—Office Systems, Business Information Technology (BIT) (Accounting, Business Management, Civil Services Review, Database Systems, Data Entry, Keyboarding, Medical Terminology, Shorthand, Small Business, Spreadsheets, Supervision, Word Processing)
2. DUTIES: The Curriculum Committee shall:
3. Review existing curriculum guidelines and course outlines
4. Establish and/or review class/course prerequisites
5. Liaison with the Continuing Education Instructional Services Office, which places courses within disciplines by course content and TOP (Typology of Programs) Codes
6. Establish certificate requirements for all certificates of Program Completion and Certificates of Completion. Wording for Certificates of Participation and Certificates of Appreciation do not need to be reviewed.

[Note: high school graduation requirements are currently established by the San Diego Unified School District]

1. Establish and/or review grading policies, where appropriate

6. Address educational (academic and vocational) program development

7. Draft and/or review standards and or policies for student preparation and success

8. Establish guidelines for course outlines to insure student achievement of learning outcomes

1. In preparation for the receipt of potential District curriculum funds, take a unified leadership approach in establishing funding priorities for updating and creating new course outlines
2. Determine priorities for curriculum development each school year
3. The Curriculum Chair will:
4. Serve for a two-year term and may serve subsequent terms.
5. Attend all SDCCD Curriculum Instructional Council (CIC) meetings.
6. Submit all revised and new course outlines to the SDCCD Curriculum Instructional Council (CIC) approval process.

## **SECTION 5. AD HOC COMMITTEES**

1. The Continuing Education Academic Senate shall create ad hoc committees, as necessary, to address the following responsibilities:
2. Faculty role in budget
3. Reviewing policies for faculty professional development activities
4. Faculty role in shared governance structures
5. Faculty role in accreditation processes, including self-study and annual reports
6. Process for program review
7. Standards or policies regarding student preparation and success

[also listed in curriculum council/committee section]

1. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate
2. Periodic review of contract and adjunct hiring procedures
3. Periodic review of the Academic Senate Constitution, Bylaws, and Rules
4. The Academic **Senate President** shall have responsibility for initiating these ad hoc committees.

**ARTICLE III – ACADEMIC SENATE ELECTIONS PROCEDURES**

## **SECTION 1. PERSONS RESPONSIBLE FOR ELECTION PROCESS**

The following individuals have a role in the election process for Senate officers.

The Academic Senate President

##### The Academic Senate Vice President

The Academic Senate Elections Committee members

Candidates for Senate office

Disciplines lead or designee

Faculty polling (or station) monitors

The Academic Senate Executive Committee

Responsibility for each part of the following Elections Procedures is emphasized by highlighting the responsible party in bold.

## **SECTION 2. GENERAL PROCEDURES**

1. The Elections **Committee** is expected to take steps to maximize voting participation.
2. The electorate shall be composed of all current contract and adjunct counseling and instructional faculty. The **committee** shall take adequate precautions to ensure that only bona fide members of the electorate may vote.
3. Whenever it can be determined, in the judgment of The Elections **Committee**, that an individual will meet the eligibility requirements for election to a given position (See Section 3) before the start of the term of office, that person’s name shall appear on the list of those eligible for nomination and/or election.
4. A record of each election shall be maintained by the **chair** of The Elections **Committee**. At the conclusion of the election, the chair shall turn all records over to the Academic Senate. The Academic Senate shall retain the summary sheet of the election outcome indefinitely. Actual ballots cast shall be destroyed after a subsequent election process.
5. The regular annual election of officers of the Academic Senate shall be completed in February.
6. The regular annual election of delegates to the Academic Senate shall be completed in April.
7. Replacement of officers shall be completed in the timeline specified. (See Section IIC.)

## **SECTION 3. ELIGIBILITY FOR NOMINATION AS AN ACADEMIC SENATE**

## **OFFICER**

1. PRESIDENT OR PRESIDENT-ELECT: Contract faculty (“faculty” is defined in the Academic Senate Constitution Preamble) are eligible for nomination to the office of President or President-Elect.

The office of President-elect involves a four-year commitment to the

Academic Senate as one progresses from President-Elect to President

and then to Immediate Past President.

Ideally, a President or President-Elect shall be familiar with the Academic Senate through having previously served as an Academic Senate

delegate or having completed the ASCCC Leadership Institute.

1. VICE-PRESIDENT: Contract faculty shall be eligible for nomination to the office of Vice-President. It is strongly recommended that the Academic Senate Vice President shall have had previous Academic Senate experience—either as a prior Academic Senate officer or prior Academic Senate delegate.
2. SECRETARY, TREASURER, AND VOTING DELEGATE TO THE ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES:

It is highly recommended and preferred that contract faculty fill Academic Senate officer positions.

1. The VOTING DELEGATE TO THE ASCCC must have a contract or be willing to attend the Area D meetings and full Academic Senate for California Community Colleges sessions without pay or by using discretionary leave.

## **SECTION 4. NOMINATION FORM AND NOMINATION PROCESS FOR**

## **ACADEMIC SENATE OFFICERS**

**(see accompanying nomination form)**

1. General Procedures
2. The Academic Senate **Vice President** reviews Academic Senate sign-in sheets monthly to monitor officer absences and vacancies to alert the Academic Senate Executive Committee of a need for replacement of an officer (see Section 11C).
3. Academic Senate **President** announces at the November Academic

Senate meeting that Academic Senate officer elections are

upcoming.

1. The Elections **Committee** reviews the existing nomination form and verifies whether or not revision is needed.

a. The Elections Committee ensures that the most recent versions of “Eligibility for Nomination” (Rules, Article III, Section 3) and “Duties of Officers” (Bylaws, Article I) are added to the nomination form.

1. Names of those planning to run for office shall not be preprinted on the nomination form.
2. Elections Committee places a **clearly indicated** deadline for returning the nomination form, such as:

“This nomination form must be received by the Academic Senate office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).”

The date selected should be ten working days after the distribution of the nomination forms.

A notice may be placed on the nomination form that the form may be duplicated.

1. The revised form shall be finalized in December
2. The Elections **Committee** maintains a list of the faculty contact

persons who coordinate the officer nomination process at each site.

1. Nomination forms distributed via campus mail
2. The Elections **Committee,** using the revised nomination form, prepares a packet with the appropriate number of nomination forms per site, with instructions to

* Distribute to each instructor and counselor
* Seek out mailboxes in various locations. Hand deliver in the case when counseling or instructional faculty do not have a mailbox

1. Nomination forms distributed via email

On the first workday of January the **Academic Senate President** uses the revised nomination form to notify faculty by e-mail that nominations are open for officer positions.

Names of those planning to run for office shall not be included in the e-mail message.

The nomination form includes the most recent “Eligibility of Nomination as a Senate Officer” (Rules, Article III, Section 2) and the most recent “Duties of Officers “(Bylaws, Article I).

1. Nominations to Replace an Academic Senate Officer
2. The Academic Senate **Vice President** reviews Academic Senate sign-in sheets monthly for vacant Academic Senate officer positions.
3. Within one week after receiving notice of the need for an Academic Senate officer replacement, the Academic Senate **President** sends an e-mail to faculty

* Announcing an open position
* Listing the duties of the position
* Indicating the nominations will close at the next Academic Senate meeting, providing the next Academic Senate meeting is at least two weeks subsequent to the announcement

## **SECTION 5. PROCESSING NOMINATION FORMS FOR ACADEMIC SENATE**

## **OFFICERS**

A. All nomination forms are held in the Academic Senate office.

B. Elections **Committee** prepares a list of the nominees.

C. Elections **Committee** verifies eligibility of nominees (see Rules, Articles II, Section 3). The Elections **Committee** will review the duties and time commitment of the office with each nominee and ensure that the nominee has interest in fulfilling the duties of the office and in arranging the time to fulfill those duties. No person’s name shall be included on the voting ballot without his/her consent.

D. Elections **Committee** invites candidates to make a 3-minute (or less) statement at the next Academic Senate meeting.

[Elections **Committee** recommends to Academic Senate Executive Committee the amount of time necessary at the next Academic

Senate meeting for candidates to address the Academic

Senate prior to the Elections.]

## **SECTION 6. ACADEMIC SENATE PRESIDENT RUNNING FOR SECOND**

## **TERM**

In elections where a Academic Senate President in his/her first term may run for a second term:

1. The Academic **Senate** **President** shall inform the Elections Committee of the intent to seek a second term by the January Academic Senate meeting.
2. In a contested Elections, the **Committee** shall include on the voting ballot something like the following wording:

“Should the current Academic Senate President be elected to this office (President Elect), the Academic Senate Elections Committee will seek nominations for someone to serve as Vice President during the next school year—since one person cannot serve as both officers.”

1. In the event that the Academic Senate President is the only nominee for President-Elect, s/he shall be expected to complete his/her current term and serve an additional two years as Academic Senate President.

The Academic Senate Elections **Committee** shall then seek nominations for Vice President (a one-year term) for each of the next two of years. The **Committee** shall seek nominations for President-Elect for the last year in which the current Academic Senate President serves in that office

## **SECTION 7. VOTING BALLOT PREPARATION (INCLUDING VOTING**

## **INSTRUCTIONS) FOR OFFICER ELECTONS (see accompanying sample**

## **ballot)**

1. General Procedures. The **Committee** shall insure that the voting ballot shall include
2. The candidates’ statements (preferred) or an indication that a candidate did not submit a statement. Statements (of 50 words or less) should focus on **why** the person is running for this office and **how** the efforts of this person will benefit the CE Academic Senate.
3. One line for a write-in for each office.
4. The following (or similar) instructions on the **TOP of the ballot**

a. Read all the instructions first

b. Write-ins will be contacted to verify their willingness to serve.

c. Select ONE person for each office

Omit the highlighted areas:

1. For ballots distributed at polling sites or via electronic ballot:

Amended 2020

The **Committee** shall insure that the following additional information is placed on the **TOP of the Voting Ballot**

1. Insert your ballot into the receptacle provided or return (ballot) electronically as provided by the Elections Committee

Amended 2020

1. For ballots distributed via United States Postal Service: The **Committee** shall insure that the following additional information is placed on the **TOP of the Voting Ballot**.
2. Place the completed ballot in the enclosed “Ballot” envelope.
3. Seal the envelope.
4. Place your signature on the sealed envelope flap. The ballot is not valid without this signature and will not be counted.

[OR, “ Use the enclosed label to seal the envelope flap and place your signature on the label.]

4. Print your name under your signature on the Ballot envelope.

5. Place your sealed and signed Ballot envelope in the Return envelope

The Return envelope will be addressed to:

San Diego College of

Continuing Education

Academic Senate Office

4343 Ocean View Blvd.

San Diego, CA 92113-1998

6. Your ballot must be postmarked by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) to be counted.

[Print postmark due date **clearly** on the ballot.]

1. When using the United States Postal Service, consider using paper with distinctive watermark.

## **SECTION 8. PREPARING THE ENVELOPES FOR MAILING (for ballots sent**

## **via United States Postal Service)**

A. Academic Senate **President** contacts Continuing Education Instructional Office for a set of mailing labels with the home address of all counseling and instructional faculty.

1. Elections **Committee** prepares a set of return mailing labels with the Academic Senate return address:

San Diego Community College

Continuing Education

Academic Senate Office

4343 Ocean View Blvd.

San Diego, CA 92113-1998

C. The **Committee**

* Considers using pre-stamped envelopes
* Determines the number of envelopes currently available in the Academic Senate office
* Considers using two colors for the envelopes that will be enclosed in the Mailing envelope—one color for the Voting envelope and another color for the Return envelope.
* Considers using bulk mail (check at post office and add information to these procedures).

D. Elections **Committee** prepares three envelopes for each ballot.

One Mailing envelope with the faculty address label.

One Ballot envelope with a line for faculty to print their name.

One Return envelope with the Academic Senate address label.

## **SECTION 9. PREPARING POSTERS OR OTHER ELECTIONS ADVERTISING**

The **Committee**

1. Reviews current District policy on campaigning
2. Insures that the content of the Academic Senate elections flyers or posters shall include
3. Reminders to the faculty to vote
4. The deadline for the envelope postmark if voting by mail is implemented
5. The locations, date(s), and time(s) for voting if voting is done by polling stations.

C. Elections **Committee** reminds candidates that e-mail or mailboxes may not be used for political campaigning.

## **SECTION 10. CHECKING THE RESULTS: COUNTING THE BALLOTS AND**

## **ANNOUNCING THE RESULTS**

The **Committee**:

1. Holds all ballots unopened in a locked cabinet or file until opening them 10 days after the postmark due date or until the close of the last day of polling.
2. Has at least two people count the votes. No candidates running for office should participate in this process.
3. For ballots returned via United States Postal Services:
4. Watches for signatures on the envelopes. Puts envelopes on two piles—those with signature and those without signature.
5. SAVES the signed envelopes in case the Elections is disputed
6. Tabulates the results
7. Places write-in votes to one side. These will be checked for permission of candidate if there are enough votes to challenge a nominated candidate.
8. Phones all candidates-including the unsuccessful candidates-with the results *prior* to announcing results (via e-mail or to faculty attending the

Academic Senate meeting).

1. Announces at Academic Senate meeting:

Total number valid votes

Total number invalid votes

Successful candidates

## **SECTION 11. SUGGESTED TIMELINE FOR OFFICER ELECTIONS**

A. **When the process includes nominations via e-mail and voting via polling stations**:

0. If an Academic **Senate** **President** is seeking a second term, this must be declared by the January Academic Senate meeting.

Week 1 The **Committee** prepares and finalizes the nominations form in December. For guidelines on the nomination form, see Section 4, No. 3.

Week 2 On the first workday of January the Academic **Senate** **President** uses the nomination form to notify faculty by e-mail that nominations are open for officer positions. Names of those planning to run for office shall not be included in the e-mail message.

Week 3, 4 Return time. Nominations close at the January Academic Senate meeting.

Week 5 **Candidates** submit their statements within one week of the close of nominations.

Week 6 By the end of the first week in February, the **Committee** has prepared the ballots including the candidate statement (see Section 7) and determined the location of polling places and the faculty who will provide coverage for the hours of polling

Week 7 **Candidates** make statements at the February Academic Senate meeting.

Week 8 **Faculty polling monitor** insures that polling takes place the week after the February Academic Senate meeting.

The **Committee** insures that polling tables shall be set up at a minimum of two CE sites and open on a minimum of two different days (M-F, one day for each site) from approximately between 11-1 and 5-7.

The **faculty polling monitor** insures that all completed voting ballots are delivered to the Elections Committee within 24 hours or the next workday.

Week 8 or 9 The **Committee** counts ballots either the evening of the last day of polling or the next workday and prepares a report for the Academic Senate

The **Committee** submits the report of officer elections to the Academic Senate Executive Committee in time for their March Executive meeting.

Upon receipt of the report, the Academic Senate **Executive** **Committee** shall make it available immediately to the Academic Senate **Appointments** **Committee**, and shall cause it to become a part of the records of the Academic Senate.

B. **When the process includes nomination via campus mail and voting via United States Postal Service:**

0. If an Academic Senate **President** is seeking a second term, this must be declared by the January Academic Senate meeting.

Week 1 **Committee** prepares and finalizes nomination form in December. For guidelines on the nomination form, see Section 4, No. 3.

Week 2 **Committee** mails nomination forms to all CE faculty on the first workday in January

Week 3 & 4 Return time. Nominations close at the January Academic Senate meeting.

Week 5 **Candidates’** statements due

**Committee** “finalizes” voting ballot including candidate statement (see Section 7)

Week 6 **Committee** prepares ballots with envelopes for mailing.

Week 7 **Candidates’** statements at February Academic Senate meeting.

**Committee** mails Voting ballot to faculty at their home address or places in site mailboxes by Friday following the February Senate meeting.

Week 8, 9 Return time 10 working days (M-F) from the date of delivery.

TEN DAYS (including weekend days)

AFTER THE REQUIRED POSTMARK, **Committee** open all ballots at the same time, counts them, and prepares report for the Academic Senate. The **Committee** submits the report of officer elections to the Academic Senate Executive Committee in time for their March Executive Committee meeting

Upon receipt of the report, the Academic Senate **Executive** **Committee** shall make it available immediately to The Academic Senate **Appointments** **Committee**, and shall cause it to become a part of the records of the Academic Senate.

1. **Timeline to replace an officer position:**

1. The **Senate Vice President** reviews Senate signin sheets **monthly** to monitor officer absences and vacant positions.

2. **Within** **one** **week** after receiving notice of the need to replace an Academic Senate officer, the Academic **Senate** **President** sends a nomination form via e-mail to faculty.

3. Nominations close at the next Academic Senate meeting as long as the next meeting occurs at least two weeks after the call for nominations.

1. **Candidates** submit their statements **within** **one** **week** of the close of nominations.
2. By the first week of the month following the close of nominations, the **Committee** prepares the ballots and determines the polling places and the faculty who will provide coverage for the hours of polling.
3. **Candidates** may make statements at the next Academic Senate meeting, if not done at the prior month’s meeting.
4. Polling takes place the week after candidate statements are scheduled.
5. The **Committee** insures that polling tables shall be set up at a minimum of two CE sites and open a minimum of two different days (M-F, one day for each site) from approximately between 11-1 and 5-7.
6. The Committee counts the ballots either the evening of the last day of polling or the next work day and reports its finding to the Academic Senate Executive Committee within 24 hours or the next workday.

## **SECTION 12. DELEGATE ELECTIONS**

1. Elections **Committee** (via the Academic Senate **Vice** **President**) reviews the Academic Senate sign-in sheet monthly for vacant positions or excessive absences.
2. Elections **Committee** maintains a list of the faculty **discipline lead or contact** person who coordinates each discipline election according to accepted democratic election procedures.
3. Elections **Committee** sends a reminder letter either to discipline lead to initiate the discipline election process or to the Faculty Council President to initiate the Faculty Council election process.
4. Elections **Committee** shall assist the discipline or Faculty Council **elections coordinator** IF more than one semester of time has passed with insufficient numbers of delegates attending Academic Senate meetings.
5. Assistance to the discipline or Faculty Council elections coordinator could include
6. Communication to targeted faculty to generate interest in serving on the Academic Senate
7. Assistance with creating a nomination and election process for delegates

H. As needed, The Elections Committee will identify a new Faculty Council or discipline election coordinator, for example, when a Faculty Council has become defunct.

**ARTICLE IV – AMENDMENTS TO RULES**

## **SECTION 1. FREQUENCY AND ADOPTION**

1. As needed, the Rules of governance shall be revised and distributed to officers and delegates of the Continuing Education Academic Senate, with copies available to any interested faculty member.
2. Amendments to these Rules may be adopted at any regular business meeting of the Continuing Education Academic Senate by two-thirds vote of the quorum present as long as such an amendment was presented at a previous meeting.

**DATE REVISION ADOPTED:** January 15, 2002

First adopted: June, 1993

Substantially Revised: December,2001

Eleciton and Revision: November 2021

Last Revision (Name Change): November, 2024

**Related Documents**

# The Following Files Accompany This Document

1. Sample Officer Nomination Form
2. Sample Voting Ballots For Officers
3. Sample Resolution Form

1. \* Title V of the California Code of Regulations, Division 6, California Community Colleges, updated March, 1998. 53200c (1-11) [↑](#footnote-ref-0)