



**CONSTITUTION AND BYLAWS OF THE ACADEMIC SENATE  
OF  
MT. SAN ANTONIO COLLEGE**

**PREAMBLE**

The faculty of Mt. San Antonio College constitute this Academic Senate for the purpose of providing faculty voice in the College's participatory governance structure in order to establish formal and effective procedures and policies on academic and professional matters. As an integral part of the College community, the Academic Senate shall devote its attention to significant educational issues which affect learning and teaching at Mt. San Antonio College as mandated by Title 5, §53204 and AB 1725 including:

1. **Curriculum, including establishing prerequisites and placing courses within disciplines;**
2. **Degree and certificate requirements;**
3. **Grading policies;**
4. **Educational program development;**
5. **Standards or policies regarding student preparation and success;**
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. **Policies for faculty professional development activities;**
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

Under Board Policy 3255 the Board of Trustees shall "primarily rely upon" the Academic Senate for recommendations regarding curriculum, degree and certificate requirements, grading policies, education program development, standards or policies regarding student preparation and success, and policies for faculty professional development activities (bolded above). District and college governance structures, such as related to faculty roles for roles and involvement in accreditation processes; including self-study and annual reports, processes for program review; processes for institutional planning and budget development; and other academic and professional matters are mutually agreed upon between the governing board and the Academic Senate. The Academic Senate commits to the creation of an equitable, diverse, inclusive, just, sustainable, and anti-racist campus culture that empowers our community to make positive change in society.

**ARTICLE I  
NAME**

The name of the representative body herein established shall be the Academic Senate of Mt. San Antonio College.

**ARTICLE II  
AUTHORIZATION**

The Academic Senate functions under the revisions to existing Title 5 regulations on Academic Senates: SUBCHAPTER 2. ACADEMIC SENATES, referenced in Education Code Section 70901 and 70902, and referenced in AB1725.

**ARTICLE III  
PURPOSES AND FUNCTIONS**

The principal purposes and functions of the Academic Senate of Mt. San Antonio College are encompassed by the following responsibilities and prerogatives, which it assumes:

- A To represent the faculty in participatory governance on academic and professional matters.
- B To provide for the careful study and discussion of matters pertaining to the faculty as defined in ARTICLE IV, and to stimulate and support cooperation and communication among faculty members, their authorized organizations, and the college administration.
- C To study and recommend policy on comprehensive issues in higher education particularly as they pertain to the functions and objectives of the community college.
- D To select critical issues for research and discussion, and to provide ample opportunity for serious deliberation on broad questions of educational philosophy.
- E To recognize the Mt. San Antonio College Faculty Association, Inc., in its role as an instrument for the implementation of college policy in faculty matters pertaining to normal working operations, professional affiliations, and problems concerning individual members of the Association.

**ARTICLE IV  
MEMBERSHIP**

SECTION I: Definition of Faculty

The term "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 (Title 5, §53200).

SECTION II: Eligibility

- A All faculty members who satisfy the definition of SECTION I are eligible for election as representatives of departments to the Academic Senate.
- B The Academic Senate shall designate departments eligible for representation in the Academic Senate. The following designated departments are thereby eligible for representation:

ACCESS  
ACCOUNTING & MANAGEMENT  
ADULT BASIC EDUCATION  
ADULTS WITH DISABILITIES  
AERONAUTICS & TRANSPORTATION  
AGRICULTURAL SCIENCES  
AIR CONDITIONING & WELDING  
AIRCRAFT MAINTENANCE TECHNOLOGY  
AMERICAN LANGUAGE  
ARCHITECTURE, INDUSTRIAL DESIGN ENGINEERING & MANUFACTURING  
ART HISTORY  
BIOLOGICAL SCIENCES  
BUSINESS ADMINISTRATION

CHEMISTRY  
CHILD DEVELOPMENT  
COMMERCIAL AND ENTERTAINMENT ARTS  
COMMUNICATION  
COMPUTER INFORMATION SYSTEMS  
CONSUMER SCIENCE AND DESIGN TECHNOLOGIES  
COUNSELING  
DANCE  
EARTH SCIENCE & ASTRONOMY  
EDUCATION FOR OLDER ADULTS  
ELECTRONICS & COMPUTER TECHNOLOGY  
ENGLISH, LITERATURE, & CREATIVE WRITING  
EOPS  
ESL  
ETHNIC STUDIES  
FINE ARTS  
GEOGRAPHY & POLITICAL SCIENCE  
HISTORY  
KINESIOLOGY  
LEARNING ASSISTANCE  
LIBRARY  
MATHEMATICS & COMPUTER SCIENCE  
MENTAL HEALTH  
MUSIC  
NURSING  
PHYSICS & ENGINEERING  
PSYCHOLOGY  
PUBLIC SAFETY PROGRAMS  
RADIOLOGIC TECHNOLOGY  
RESPIRATORY THERAPY  
SHORT TERM VOCATIONAL  
SIGN LANGUAGE & INTERPRETING  
SOCIOLOGY & PHILOSOPHY  
THEATER ARTS  
WORLD LANGUAGES

- C The Academic Senate shall modify the list of designated departments to accommodate organizational changes.

SECTION III: Composition of the Academic Senate

- A Each designated department shall elect one department senator to the Academic Senate. Designated departments with more than ten full-time members shall elect one additional department senator.
- B Five members of the faculty shall be elected Senators-at-Large, one of which is explicitly reserved for a part-time Faculty member.
- C The current President and Vice-President of the Faculty Association and the immediate past Senate President shall be voting members of the Academic Senate.
- D The President, with the approval of the Executive Board, may appoint a Parliamentarian who is a faculty member and may or may not be a member of the Academic Senate.
- E Part-time faculty may serve in any position of the Academic Senate.

SECTION IV: Term of Office

- A The term of office of a Senator shall be two years and begins at the start of fall semester.
- B Election of members shall be conducted as provided in Article VIII.

SECTION V: Replacement of Senators

- A The President of the Academic Senate shall declare vacant the seat of any Senator who is unable to complete their term of office, or who becomes ineligible to hold membership in the Academic Senate. Furthermore, the President of the Academic Senate may, with the consent of the Executive Board, declare vacant the seat of any Senator who misses three or more meetings in a semester without the express permission of the Academic Senate President.
- B Vacancies of department senators shall be filled as provided for in Section III, part A of this article. When a seat is vacant, the vacancy shall remain until a new senator has been elected and the election results have been reported to the Senate Secretary.
- C Vacancies of Senators-at-Large shall be filled as provided for in Article V, Section II.E.

**ARTICLE V  
EXECUTIVE BOARD**

SECTION I: Membership

The Officers of the Academic Senate shall be President, two Co-Vice Presidents, a Secretary, and five Directors. The Executive Board of the Academic Senate shall consist of the nine officers of the Academic Senate, the five Senators-at-Large, the Curriculum Liaison, Faculty Professional Development Coordinator, the Past President of the Academic Senate and the Legislative Liaison. The Curriculum Liaison, Faculty Professional Development Coordinator, and Legislative Liaison may also serve concurrently as Officers or Senators-at-Large. The Faculty Association President and Vice-President shall be invited to serve as ex-officio, non-voting members of the Executive Board. The Academic Senate Parliamentarian, unless serving as an Officer, Senator-at-Large, Curriculum Liaison, Faculty Professional Development Coordinator, Legislative Liaison, or the Past President may attend Executive Board meetings as a non-voting member.

SECTION II: Selection and Term

- A The term of office of each member of the Executive Board shall commence at the end of the spring semester. All members shall serve two-year terms with the exception of the Secretary, who shall serve a one-year term. In spring of the first year of the President's term, the President shall be affirmed for the second year by a majority vote of the Senate. In the event that the President is not affirmed for the second year, an election shall be held for a new President in keeping with Article V, Section II. The Past President shall serve on the Executive Board for a one year-term immediately following the presidency. Elections for each Co-Vice President will be staggered each year so as to provide continuity and succession in the event of a vacancy in the President's office. Also, all other Executive Board Director and Senator-at-Large terms shall be staggered so that three Directors and two Senators-at-Large shall be elected in odd numbered years and that two Directors and three Senators-at-Large shall be elected in even numbered years.
- B Officer candidates must be active members of the Academic Senate at the time of the election.
- C Executive Board members may not represent their department or be a department senator.

- D The President of the Academic Senate may, with the consent of the Executive Board, declare vacant the seat of any member of the Executive Board who misses three meetings or more in a semester without the express permission of the Academic Senate President.
- E A vacancy in the office of President shall be filled by the most senior Co-Vice President, followed by the other Co-Vice President. A Co-Vice President filling a presidential vacancy shall serve until the expiration of the term for which the former president was elected. Vacancies of other elected positions in the Executive Board shall be filled by nomination of the Academic Senate as a Committee of the Whole and elected by the Academic Senate by secret ballot. Any member that fills a vacancy shall serve until the expiration of the term for which the predecessor was elected. In the event of a vacancy in either of the Co-Vice President positions or the Secretary position that occurs near the end of a primary term or during an intersession, the President may appoint an interim to fill the duties of the office during the intersession and until the earliest possible time that an election can be held in a primary term. The Executive Board shall confirm the appointment at the earliest possible regularly scheduled Executive Board meeting.
- F The President shall appoint a Legislative Liaison, a Curriculum Liaison, and a Faculty Professional Development Coordinator to the Executive Board with the approval of the Academic Senate.
- G Vacancies of appointed positions in the Executive Board shall be filled by appointment by the President, with the approval of the Academic Senate.
- H The President and Co-Vice Presidents shall have a limit of two consecutive terms. The President and Co-Vice Presidents shall have the option of running for office again after a break in holding office.

#### SECTION III: Voting

All members of the Executive Board shall have full voting privileges in the Executive Board unless otherwise specified in Article V, Section I: Membership. A majority of the voting members of the Executive Board shall constitute a quorum for the transaction of business. Vacant positions shall not be counted when determining whether a quorum has been reached.

#### SECTION IV: Meeting

- A. The Executive Board shall meet regularly during the year. The time and place of such meetings are to be determined by the President and confirmed by the Executive Board. All meetings shall be open.
- B. Special meetings of the Executive Board may be called by the President or upon the petition of a majority of the Executive Board.
- C. Academic Senate Executive Board meetings shall be open unless a closed session is declared by the Academic Senate President under the provisions of Section 5-4954.5 of the Brown Act. The Academic Senate President or the Executive Board by majority vote may at any time invite specific guests to attend or present at designated Academic Senate Executive Board meetings.
- D. Minutes of regular and special meetings shall be made available to the members of the Academic Senate and to all faculty in a timely manner.

#### SECTION V: Powers

The Executive Board shall be vested with power to conduct routine business of the Academic Senate subject to the powers, responsibilities and prerogatives reserved herein to the Academic Senate. Matters involving policy changes not provided for in the Constitution/Bylaws must be referred to the Academic Senate membership for consideration.

SECTION VI: Duties

It shall be the duty of the Executive Board:

- A To counsel and advise the Senate President regarding all matters pertaining to and under the jurisdiction of the Academic Senate, including Mutual Agreement items.
- B To assist the Senate President in the preparation of the agenda for regular and special meetings of the Academic Senate and make provision for members of the Academic Senate and the faculty to place items on the agenda.
- C To review the structure of the Academic Senate's organization and to make recommendations to the general membership for its revision.
- D To perform all duties described in the Academic Senate Bylaws under the title Executive Board Duties.
- E To act on behalf of the Academic Senate whenever (in the opinion of the Academic Senate President) the issue in question cannot reasonably be postponed to the next scheduled full Senate meeting.
- F To develop Senate Goals and provide an end of year report of progress toward those goals.

**ARTICLE VI  
SENATE ACTION**

SECTION I: Meeting

- A The Academic Senate shall meet in regular session no fewer than twelve times during the year. The Academic Senate year shall extend from the end of the Spring semester of one year to the end of the Spring semester of the succeeding year. Advance notification of all Academic Senate meetings shall be given to the faculty.
- B A quorum for any regular or special meeting of the Academic Senate shall consist of fifty percent (50%) of the membership plus one, save that vacant positions shall not be counted in determining whether a quorum has been reached.
- C Special meetings of the Academic Senate may be called by the President, the Executive Board, or upon the petition of ten members of the Academic Senate.
- D Academic Senate meetings shall be open unless a closed session is declared by the Academic Senate President under the provisions of Section 5-4954.5 of the Brown Act. The Academic Senate President or the full Academic Senate by majority vote may at any time invite specific guests to attend or present at designated Academic Senate meetings.
- E Minutes of regular and special meetings shall be made available to the members of the Academic Senate and to all faculty in a timely manner.

SECTION II: Policy recommendations

- A Policy recommendations under consideration by the Academic Senate shall be made available in writing to each member of the Academic Senate.

- B Policy recommendations on matters not confined to the internal affairs of the Academic Senate shall be forwarded in writing to the Administration and/or the Board of Trustees of the College.
- C When policy recommendations, which are approved by the Academic Senate, do not receive the unanimous support of the membership, the privilege of filing a dissenting report shall be reserved to those voting members not concurring in the majority decision. Minority reports shall, on the request of those members initiating it, be read into the minutes of the Academic Senate meetings.
- D Policy implementation notices will be made to each affected department or committee chair.

**ARTICLE VII  
COMMITTEES**

SECTION I: Academic Senate Committees

- A Academic Senate committees shall include councils, committees, and task forces each of which shall be established by majority approval of the Academic Senate.
- B The faculty Chairperson or Co-Chair of each Academic Senate committee shall be appointed by the President of the Academic Senate.
- C An Academic Senate committee may, by majority approval of the committee itself, request faculty members to serve on the committee subject to the approval processes described in Section I.D of this article.
- D Vacancies on Academic Senate committees shall be appointed by President of the Academic Senate following consultation with the College Chief Executive Officer or designee. Appointments are subject to approval by the Academic Senate Executive Board, and confirmed by the full Senate. Co-Vice Presidents and members of the Elections, Nominations, and Leadership Development Committee shall assist the President in identifying and recommending faculty to fill vacancies.
- E Academic Senate committees shall report and be responsible to the Academic Senate.
- F Standing Academic Senate committee members shall be appointed by the Academic Senate President promptly by the beginning of each academic year. The term of membership shall be three years.
- G Reasonable effort should be directed toward assuring some continuity in standing committee membership from one year to the next.
- H The Academic Senate President, with the approval of the Executive Board, may, when necessary, declare a vacancy. A vacancy may be declared with the consent of the Executive Board if the appointed member misses three meetings or more in a semester without the express permission of the Academic Senate President.

SECTION II: College – Wide Committees

- A Faculty members on Governance, Academic Senate, Operational, Advisory, and Task Force Committees shall be appointed by the Academic Senate President, approved by the Executive Board, and confirmed by the Academic Senate.
- B Faculty members on these committees shall serve as liaisons between the committees and the Academic Senate and shall report to the President of the Academic Senate upon request by the President and/or the Executive Board.
- C Faculty members appointed to Governance, Academic Senate, Advisory, and Operational Committees shall serve a three year term.

- D Vacancies on college-wide committees shall be filled for the unexpired portion according to the procedure outlined in Section II.A of this article.
- E The Academic Senate President with the approval of the Executive Board may, when necessary, declare a vacancy. A vacancy may be declared with the consent of the Executive Board if the appointed member misses three meetings or more in a semester without the express permission of the Academic Senate President.

SECTION III: Nominations, Elections, Leadership Development Committee

The President shall appoint, with the approval of the Academic Senate, a Nominations, Elections, Leadership Development Committee consisting of one Director (chair) and three other Academic Senators. The committee shall solicit nominations of candidates for the offices of President, Co-Vice Presidents, Secretary, Directors, Senators-at-Large, and Council and Committee members, and shall report to the Academic Senate. The Nominations, Elections, Leadership Development Committee shall arrange and supervise the elections of Academic Senate Officers and Senators-at-Large. The committee shall also work to build campus knowledge of shared governance, opportunities for participation and leadership, and identify nominees and potential committee and council members.

**ARTICLE VIII  
ELECTIONS**

SECTION I: General Membership

Department Senators shall be elected by the members of their designated departments. Election results shall be made public via departmental minutes. Departments may elect part-time faculty members as their representatives to the Academic Senate. Proxy voting shall not be permitted. Vacancies as declared by Article IV, Section 5.A, will be filled by a departmental election the results of which shall be made public via departmental minutes.

**Commented [RK1]:** Non credit doesn't have departments - how can we make this language inclusive?

SECTION II: Nominations, Elections, and Leadership Development Committee

The Nominations, Elections, and Leadership Development Committee of the Academic Senate shall conduct and supervise the elections of the Academic Senate Officers and Senators-at-Large during the Spring semester of each year or as needed. The Officers shall be elected by delegates of the Academic Senate whose ballots will be verified by the Nominations, Elections, and Leadership Development Committee. A quorum of senators shall be sufficient to elect. Proxy voting shall not be permitted. Election results shall be made public and include anonymized voting totals

**Commented [NS2]:** No secret ballots allowed: "Local academic senates may not hold secret votes. This includes voting for officers within the local academic senate. (Government Code §54953)"  
[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=54953](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=54953)

SECTION III: Senators-at-Large Membership

Nominations for four Senators-at-Large and one Senator-at-Large from the part-time Faculty shall be made by the Academic Senate. Election of Senators-at-Large shall be by the faculty and by secret ballot under conditions prescribed in the Academic Senate Bylaws, Election Rules and Procedures. Election results shall be made public and include anonymized voting totals.

**ARTICLE IX  
REFERENDUM**

Upon presentation to the President of the Academic Senate during a regular semester (Fall or Spring) of a written petition pertaining to Academic Senate purview, a referendum process will be initiated.



- A. The petition must pertain to matters under the scope of the Academic Senate as outlined in Title 5, §53204 and AB 1725 and detailed in this document's preamble.
- B. The petition must be signed by at least one third of the Academic Senate Membership or at least 250 faculty members. Petition signatures will be verified by the Nominations, Elections, and Leadership Development Committee within 1 week of presentation to the Academic Senate President.
- C. The Academic Senate officers shall distribute the Referendum, along with a memorandum and explanations of the Referendum process outlined in this article, to all Faculty within one week of the signature verification. The memorandum shall ask for written statements from Faculty related to the Referendum to be submitted to the Academic Senate Office no later than one week following the date of distribution. At the end of the week statement period, the Academic Senate President shall distribute the statements as written and open voting on the submitted petition for vote by the Faculty. The voting period shall remain open for two weeks.
- D. If the Referendum made under this article is approved by a majority of the Faculty who voted, the Academic Senate Executive Board shall place the proposal into effect or seek to place it into effect within two weeks of its approval.

**ARTICLE X  
AMENDMENTS**

Any proposed amendments to this Constitution or Bylaws shall be presented by a current member of the Academic Senate to the Academic Senate President during a regular semester (Fall or Spring) to initiate the amendment process.

- A. The proposed amendment shall be submitted in writing to each member of the Academic Senate at least one week preceding the meeting at which the proposed amendment is to be voted on.
- B. The proposed Amendment may be voted on during a regular meeting or during a special meeting called as described in Article VI. Section 1.C.
- C. The amendment shall be approved by a minimum of a two-thirds vote of the quorum.
- D. If approved, the Amendment to the Constitution or Bylaws will be effective immediately unless otherwise specified by the text of the Amendment.

**ARTICLE XI  
PROCEDURES**

SECTION I: Senate Rules

The Academic Senate may adopt Academic Senate Rules to establish rules of procedure and other provisions for implementing the intent and purposes of the Constitution/Bylaws. In cases not provided for in the Academic Senate Bylaws, the procedures contained in *Robert's Rules of Order, Newly Revised* shall govern the Academic Senate meetings.

SECTION II: Adoption

Academic Senate Bylaws shall be adopted by a two-thirds vote of the Senators present at an Academic Senate meeting.

## THE ACADEMIC SENATE BYLAWS

### Meeting Rules and Procedures:

- A The President shall call the meeting to order at the stated start time or when a quorum is present, whichever is later. Additions to the agenda or modifications to the order of the agenda may be made by majority vote provided the alteration does not violate the Brown Act.
- B Items on the Consent Agenda will only include items considered unlikely to cause dissent, such as the approval of minutes, appointments to committees, and routine recommendations by councils presented at the previous Academic Senate meeting. Any one senator may call to have an item from the Consent Agenda moved to "Action".
- C Public Comment shall be limited to three minutes per speaker and may be limited to nine minutes per topic at the discretion of the President.
- D Reports from the Senate President, Co-Vice Presidents, Faculty Association, Liaisons, Coordinators, and Facilitators should be provided to the Academic Senate Secretary for distribution. A concise verbal report may be given during the meeting. With the exception of the President, verbal reports should not exceed five minutes.
- E Items in Council reports designated as "Action" items shall also appear in the "Discussion" portion of the agenda.
- F Upon receiving a motion and second to take action on an "Action" item, debate shall ensue with the President calling alternately on those wishing to present "Pro" and "Con" arguments. Nonvoting attendees may join the debate queue. Debate on an action item shall be limited to ten minutes. Should time expire, any senator may make a motion to extend debate by a designated amount of time. Should this motion find a second, the vote on whether to extend debate shall occur immediately without discussion. A majority of votes cast shall suffice to extend debate. Debate may not be extended more than three times. If debate on an amendment consumes more than 50% of the ten minute allotment for debate, the time for debate shall automatically be extended by five minutes to allow for discussion of the primary motion.
- G Motions to Refer or Postpone may be made at any time prior to the vote on the main motion and are not considered part of the debate.
- H Items designated as "Discussion" must be introduced, explained, and discussed before they may advance as an "Action" item on the next agenda. Since "Discussion" items are not under immediate consideration for adoption, no amendment, referral, adoption, or other motion may be taken.
- I The meeting shall adjourn at the stated end time or when a quorum is no longer present. Any items remaining on the agenda shall return on the next agenda.
- J Rules F – H may be suspended on a one-time basis upon a two-thirds vote of the quorum.

### Election Rules and Procedures:

- A The Nominations, Elections, and Leadership Development Committee shall organize elections for the offices of President, Co-Vice Presidents, Secretary, Directors, and Senators-at-Large for the Academic Senate.
- B Nominations from the floor should be taken before the election as agendaized by the Executive Board. All nominations are closed by a majority vote of the quorum.
- C When nominated, nominees may indicate whether they wish to stand for Senator-at-Large positions if they do not prevail for the office for which they were nominated.

**Commented [RK3]:** We need to explore this process - under what conditions do we do this? What would it look like? Are there past examples?

Intended as direct democracy mechanism - not clear how it would be implemented. What constitutes a majority?

Need to bring this to Exec Board

- D The election of officers shall take place early enough in the spring semester so as to be able to conclude the Senator-at-Large elections by the end of the spring semester. The election will take place at an Academic Senate meeting and notice will be published on an agenda. After voting ballots will be collected by members of the Nominations, Elections, and Leadership Development Committee, who will verify voters and tabulate the results. Results of the elections will be announced no later than the next Academic Senate meeting.
- E Following the Academic Senate election of the officers, a Senator-at-Large ballot will be prepared with the names of the candidates nominated for Senator-at-Large and of those who did not prevail in the election of the Academic Senate officers yet indicated their intent to run for Senator-at-Large. The full faculty will vote for Senators-at-Large.
- F The Nominations, Elections, and Leadership Development Committee will tabulate the Senator-at-Large results and make these results public.

Executive Board Member Duties:

- A The President shall:
  1. Attend all Academic Senate meetings and all Executive Board meetings.
  2. Be the official spokesperson for the faculty on academic and professional matters.
  3. Be in charge of all communications between the Academic Senate and any other person or organization.
  4. Be responsible for establishing the time and place for all Academic Senate meetings and all Executive Board meetings.
  5. Be responsible for the preparation of the agenda for all Academic Senate meetings and all Executive Board meetings.
  6. Preside over and be a voting member of all Academic Senate meetings and all Executive Board meetings.
  7. Make all appointments of faculty to campus and Academic Senate committees.
  8. Appoint the following positions: Legislative Liaison, Career Education Coordinator, Curriculum Liaison, Assistant Curriculum Liaison, Faculty Professional Development Coordinator, Accreditation Coordinator, Assistant Accreditation Coordinator, Honors Program Coordinator, Distance Learning Coordinator, Assistant Distance Learning Coordinator, Outcomes Coordinator, Teacher Preparation Institute Coordinator, AB 705 Coordinators, New Faculty Seminar Facilitator(s), Sustainability Coordinator, and other academic and professional coordinator positions, including grant funded positions. Vacancies shall be filled by the President of the Academic Senate subject to approval by the Academic Senate Executive Board and confirmed by the Academic Senate.
  9. Be a member, ex-officio, of all Academic Senate Committees.
  10. Have the right to call special meetings of the Executive Board and of the Academic Senate.
  11. Serve on the following: Academic Mutual Agreement Council, President's Advisory Council, Curriculum & Instruction Council, Student Preparation & Success Council, Accreditation Steering Committee, and Institutional Effectiveness Committee.
  12. Serve on the Executive Board of the Faculty Association and attend all Faculty Association meetings.
  13. Attend, report, and represent the faculty at the Board of Trustees' meetings.
  14. Attend Instruction Team meetings as per agreement with the Vice President of Instruction.
  15. Attend Academic Senate of California Community Colleges (ASCCC) Leadership Institutes, or designate a representative.
  16. Perform any other function normally thought to be within the realm of a presiding officer, which is otherwise not denied by the Constitution/Bylaws or Senate Rules.
- B The Co-Vice Presidents shall:
  1. Act as the President in the absence of that officer.
  2. The longest service Co-Vice President will succeed to the Presidency in the event of the vacancy of that office.
  3. Attend all Academic Senate meetings and all Executive Board meetings.

Commented [UC4]: these are in the contract.

Commented [RM5]: This was previously described as the *more senior* Co-VP takes the role, I believe.

Article V Section II.E: "A vacancy in the office of President shall be filled by the most senior Co-Vice President, followed by the other Co-Vice President"

Commented [UC6R5]:

Commented [UC7R5]: Keep as is and suggest as edit for next time.

4. Be responsible for the creation, tracking, and completion of Academic Senate Resolutions.
5. Have the right to appoint Directors to author Academic Senate Resolutions.
6. Work with the Senate President to identify and recommend faculty to fill appointments to campus and Academic Senate committees.
7. Both will serve on: Academic Mutual Agreement Council, President's Advisory Council, and Flex Day Planning Committee.
8. Divide and serve on the following: Curriculum & Instruction Council, Equivalency Committee, and Faculty Professional Development Council.
9. One will serve as the faculty Co-Chair of the Student Preparation, Equity, and Achievement Council.
10. One shall serve on the Executive Board of the Faculty Association and attend all Faculty Association meetings.
11. Attend ASCCC Leadership Institutes as needed.
12. Chair ad-hoc Senate Task Forces as needed. Perform any other function normally thought to be within the realm of a Senate officer, which is otherwise not denied by the Constitution/Bylaws or Senate Rules.
13. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

C The Secretary shall:

1. Attend all Academic Senate meetings and all Executive Board meetings.
2. Be responsible for recording, distributing and posting, in a timely manner, electronic copies of minutes for all Academic Senate meetings.
3. Compile agendas with the Senate President; type and distribute Senate and Executive Board agendas.
4. Compile, copy, post, and distribute resolutions and all other materials for Executive and Full Senate meetings.
5. Maintain the Academic Senate website pages and email listservs.
6. Create and maintain the attendance records for Senate meetings.
7. Maintain and distribute the schedule for Senate meetings.
8. Work with Senate Administrative Specialist to ensure all Academic Senate documents are backed up electronically.
9. Serve on at least one Academic Senate Committee.
10. Work with Senate Administrative Specialist to maintain the Academic Senate website, including a current roster of Senate membership, Senate Resolutions, and other Senate documents as necessary.
11. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

**Commented [RM8]:** Can we combine 5 and 11? "Work with Senate Administrative Specialist to maintain the AS website pages and email list serves as necessary"?

**Commented [UC9R8]:** Keep as is, but add suggestion to next year's edit

D The Directors shall:

1. Attend all Academic Senate meetings and all Executive Board meetings.
2. Be responsible for authoring the majority of Academic Senate Resolutions.
3. Serve on at least one Academic Senate committee.
4. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

E The Senators-at-Large shall:

1. Attend all Academic Senate meetings and all Executive Board meetings.
2. Represent all campus faculty and present issues or concerns to the Academic Senate on any faculty member's behalf.
3. Serve on Academic Senate committees or task forces as assigned by the Academic Senate President.

4. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

F The Past President shall:

1. Serve no more than a one year term immediately following the end of their Presidential term.
2. While serving, attend all Academic Senate meetings and all Executive Board meetings.
3. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

**Commented [NS10]:** Add duties to Parliamentarian from ASCCC

Standing Appointed Positions Duties: The following positions shall be appointed by the Academic Senate President subject to approval by the Academic Senate Executive Board and confirmation by the Academic Senate. The President may, at their discretion, appoint two individuals to share the following positions and divide responsibilities accordingly.

**Commented [NS11]:** Add Parliamentarian to the appointed positions with duties?

A The Legislative Liaison shall:

1. Serve a two-year term.
2. Attend all Academic Senate meetings and all Executive Board meetings.
3. Attend all ASCCC Area C meetings.
4. Attend both the fall and spring ASCCC Plenary sessions and represent Mt. San Antonio College by voting on the presented resolutions.
5. Report to the full Academic Senate on State issues, including actions taken at State Area C meetings and plenaries.
6. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

B The Career Education (CE) Coordinator shall:

1. Serve a two-year term.
2. Attend meetings of the Academic Senate, and represent CE faculty.
3. Provide reports to the Academic Senate as needed about statewide issues of concern in CE.
4. Identify local and regional CE issues of concern.
5. Communicate opportunities for CE faculty to participate in statewide initiatives, workgroups, and task forces.
6. Attend, as funding and time permits, state/regional Academic Senate meetings, conferences, trainings, and regional consortia meetings (such as California Community College Association for Occupational Education (CCCAOE) meetings).
7. Work with the Director of CTE to provide faculty input on Perkins and the Strong Workforce Project (SWP).
8. Help Coordinate and participate in the 3 annual mandatory Faculty Perkins meetings.
9. Co-Chair Strong Workforce Advisory Committee (SWAC), including developing SWAC Agenda with manager Co-chair.
10. Be a resource for faculty on questions related to CE.
11. Advise the Academic Senate President and Executive Board on CE issues.
12. Provide a written annual summary report to the Academic Senate by week 10 of spring semester.
13. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.

C The Curriculum Liaison shall:

1. Serve a two-year term.
2. Attend all Academic Senate meetings and all Executive Board meetings.
3. Serve as the Co-Chair of the Curriculum & Instruction (C&I) Council and the Educational Design Committee (EDC). Ensure that action items recommended by C&I and committees which report to C&I are brought to Senate Exec and Senate.
4. Be the faculty contact for all curriculum questions and/or concerns.
5. Attend the ASCCC Curriculum Institutes.
6. Work to ensure DEISA (Diversity, Equity, Inclusion, Social Justice, and Anti-racism) is integrated in the curriculum and the curriculum process.

7. Prescreen curriculum ensuring that it meets Title 5 and College guidelines before forwarding it to EDC for review.
  8. Work with the Curriculum Specialists to ensure correct information regarding courses and programs due for 5-year review.
  9. Mediate curriculum conflicts that occur between departments.
  10. Be responsible for presenting written curriculum reports to the Academic Senate and for submitting - these reports to the Academic Senate Secretary for posting on BoardDocs on a regular basis.
  11. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to curriculum.
- D The Assistant Curriculum Liaison shall:
1. Serve a two-year term.
  2. Attend all Academic Senate meetings.
  3. Serve on the Educational Design Committee and the Curriculum and Instruction Council.
  4. Chair the Transfer and GE Subcommittee of the Educational Design Committee.
  5. Assist the Curriculum Liaison with faculty contact.
  6. Assist the Curriculum Liaison in the prescreening of curriculum for alignment with Title 5 and College guidelines before forwarding it to EDC for review.
  7. Attend the ASCCC Curriculum Institutes.
  8. Be responsible for maintaining the College's Disciplines List.
  9. Serve as acting Curriculum Liaison in the event that the Curriculum Liaison cannot perform their duties.
  10. Perform other duties as assigned by the Academic Senate President or Curriculum Liaison.
- E The Noncredit Liaison shall:
1. Serve a two-year term.
  2. Attend all Academic Senate meetings.
  3. Report to the Academic Senate about statewide issues of concern in noncredit.
  4. Identify local and regional noncredit issues or concerns.
  5. Communicate opportunities for noncredit faculty to serve locally and statewide on committees and task forces.
  6. Attend, as needed, state-level events including ASCCC institutes and the Association of Community and Continuing Education (ACCE) and regional adult education consortia meetings.
  7. Advise the Academic Senate President and Executive Board on Noncredit issues.
  8. Provide a written annual summary report to the Academic Senate by week 10 of spring semester.
  9. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate.
- F The Faculty Professional Development Coordinator shall:
1. Serve a two-year term.
  2. Attend all Academic Senate meetings and all Executive Board meetings.
  3. Co-chair the Professional Development Council, co-chair the Faculty Professional Development Council (FPDC), and serve on the Flex Day Planning Committee and the Guided Pathways Cross-Council Committee. Ensure that action items recommended by FPDC and committees which report to FPDC are brought to Senate Exec and Senate.
  4. Initiate and coordinate professional development opportunities for faculty offered through Professional and Organizational Development (POD).
  5. Serve as a liaison between POD and the New Faculty Seminar Facilitator(s).
  6. Serve as a liaison to the Salary and Leaves Committee.
  7. Make regular reports to the Academic Senate and provide a written annual summary report by week 10 of spring semester.
  8. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to Faculty Professional Development.
- G The Honors Program Coordinator shall:
1. Serve a two-year term.

Commented [RM12]: Per C.U., add "attend GPS Cross-Council Committee meetings" (for next set of revisions)

2. Serve on the Mt. SAC Research Conference Committee and Honors Advisory Committee
3. Meet with the Academic Senate President on at least an annual basis.
4. Be responsible for representing the position of the Academic Senate on all Honors matters.
5. Be the primary faculty contact for all Honors questions and/or concerns.
6. Integrate equity principles into the Honors Program and encourage and support the participation of minoritized students in the Honors Program.
7. Promote student research and conference participation, including on- and off-campus research and presentation opportunities
8. Serve as primary advisor to PTK (Phi Theta Kappa Honors Society) including facilitating PTK meetings, events, and elections, assisting students in implementing PTK projects and community service, and advising the PTK College Project and PTK Honors in Action Project.
9. Encourage faculty participation in Honors Program including attending department meetings, presenting to new faculty and developing and facilitate faculty discussion groups, workshops, and POD sessions.
10. Mentor and support Honors faculty by sharing curriculum enrichment strategies, updating honors course SLOs, facilitate assessments, and collecting data
11. Liaison with departments regarding the development and revising of Honors courses, and outreach to departments underrepresented in Honors program,
12. Attend weekly Honors staff meetings
13. Update and distribute Honors Faculty Handbook and related web content.
14. Provide a written annual summary report to the Academic Senate by week 10 of spring semester.
15. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to the Honors Program.

G The Distance Learning Coordinator shall:

1. Serve a two-year term.
2. Attend all Academic Senate meetings.
3. Co-chair the Distance Learning Meetings (DLC). Ensure that action items recommended by DLC are forwarded to the Curriculum Liaison to be added to the C&I agenda.
4. Serve as a member of the Curriculum and Instruction Council and the Faculty Professional Development Council.
5. Be responsible for representing the Academic Senate on all Distance Learning matters and advise the Senate President and the Executive Board on Distance Learning matters.
6. Mentor faculty on distance learning course/component design and delivery.
7. Keep organized and accurate records of Distance Learning Program information.
8. Make regular reports to the Academic Senate through the Curriculum & Instruction Council.
9. Mentor and facilitate the College's use of course management software.
10. Develop training materials for faculty workshops relating to distance learning (DL).
11. Work closely with the Faculty Center for Learning Technology.
12. Work closely with the Educational Design Committee on DL course approvals.
13. Work closely with Faculty Association and Information Technology on DL issues.
14. Periodically review and update the Distance Learning Strategic Plan in consultation with the Dean of Library and Learning Resources.
15. Meet with the Academic Senate President on at least an annual basis.
16. Provide a written annual summary report to the Academic Senate by week 10 of spring semester.
17. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to Distance Learning.

Commented [NS13]: Add for consistency?

H The Assistant Distance Learning Coordinator shall:

1. Serve a two-year term.
2. Serve as a Distance Learning Committee member.
3. Work with the Distance Learning Coordinator to mentor faculty on distance learning course/component design and delivery.
4. Facilitate the Certification for Online Teaching (SPOT) process.
5. Mentor and facilitate the college's use of course management software.
6. Maintain training materials for faculty workshops on distance learning.

7. Work closely with the Faculty Center for Learning Technology.
8. Serve as acting Distance Learning Coordinator in the event that the Distance Learning Coordinator cannot perform their duties.
9. Perform other duties as assigned by the Academic Senate President or Distance Learning Coordinator.

I The Outcomes Coordinator shall:

1. Serve a two-year term.
2. Co-Chair the Outcomes Committee and serve on the Accreditation Steering Committee, Curriculum & Instruction Council, and Institutional Effectiveness Committee.
3. Monitor, facilitate, and evaluate the assessment and mapping of outcomes, including Institutional, Program, and Student Learning Outcomes (ILOs, PLOs, and SLOs) and Administrative Unit Outcomes (AUOs).
4. Maintain the quality of the College's outcomes processes.
5. Make regular reports and, as needed, recommendations for the improvement of outcomes assessment and mapping processes, to the Academic Senate through the Curriculum & Instruction Council.
6. Meet with the Academic Senate President on at least an annual basis.
7. Provide a written summary report to the Academic Senate each year, by week 10 of spring semester.
8. Work closely with the Research and Institutional Effectiveness Office, particularly the Educational Research Assessment Analyst.
9. Serve as a source of information for planning and evaluation efforts with regard to outcomes, including ILOs, PLOs, SLOs and AUOs.
10. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to Outcomes.

Commented [NS14]: This is really vague...

Commented [NS15]: repeat of 2.

J The Teacher Preparation Institute (TPI) Coordinator shall:

1. Serve a two-year term.
2. Meet with the Academic Senate President on at least an annual basis.
3. Be the primary faculty contact for the Teacher Preparation Institute.
4. Work closely with the TPI Specialist to plan and host orientation sessions.
5. Work closely with the TPI Specialist to monitor and facilitate student services and administrative tasks.
6. Organize and identify presenters for teacher related workshops for TPI students.
7. Attend meetings for teacher preparation related local and regional organizations.
8. Maintain and explore partnership with regional university teacher preparation programs.
9. Provide a written summary report to the Academic Senate each year, by week 10 of spring semester.
10. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to the Teacher Preparation Institute.

Commented [RK16]: Additional description of duties

K The Data Coach Coordinator shall:

1. Serve a two-year term.
2. Meet with the Academic Senate President on at least an annual basis.
3. Attend all Academic Senate meetings.
4. Be the primary faculty contact for campus research and data to inform decision making.
5. Act as a liaison between Research for Institutional Effectiveness and the Academic Senate.
6. Serve on the Institutional Effectiveness Committee.
7. Provide leadership to faculty data coaches.
8. Work with Faculty Professional Development Coordinator and FPDC on the provision of professional development to support faculty data literacy
9. Provide a written summary report to the Academic Senate each year, by week 10 of spring semester.
10. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to data coaching.



- L The New Faculty Seminar Facilitator(s) shall:
1. Serve a two-year term.
  2. Meet with the Academic Senate President on at least an annual basis.
  3. Design the New Faculty Seminar program and curriculum with input from the FPDC and the Faculty Association.
  4. Serve on the FPDC.
  5. Set the calendar for new faculty activities and workshops, select and schedule speakers/presentations, and create program agendas prior to the beginning of the fall and spring semesters.
  6. Facilitate the seminar.
  7. Work with POD and the Faculty Professional Development Coordinator to coordinate facilities and equipment.
  8. Provide a written summary report to the Academic Senate each year, by week 10 of spring semester.
  9. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to the New Faculty Seminar.
- M The Faculty Accreditation Coordinator shall:
1. Serve a two-year term.
  2. Serve as the Co-Chair of the Accreditation Steering Committee (ASC).
  3. Serve as a member of the Accreditation Core Team (a sub-group of ASC).
  4. Serve as a member of the Institutional Effectiveness Committee (IEC).
  5. Meet with the Academic Senate President at least once annually.
  6. Assist the College's Accreditation Liaison Officer (ALO) with reporting to the Accrediting Commission for Community and Junior Colleges (ACCJC).
  7. Be the faculty contact for all accreditation questions and/or concerns.
  8. Attend the joint ACCJC and ASCCC Accreditation Conference.
  9. Maintain currency with ACCJC changes.
  10. Assist with ACCJC Annual Reports, Midterm Reports, and the Institutional Self Evaluation Report.
  11. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to Accreditation.
- N The Assistant Faculty Accreditation Coordinator shall:
1. Serve a two-year term.
  2. Serve as a member of the Accreditation Steering Committee (ASC).
  3. Meet regularly with the Accreditation Core Team (a sub-group of ASC).
  4. Serve as a member of the Institutional Effectiveness Committee (IEC) as needed.
  5. Assist the College's ALO with reporting to the ACCJC.
  6. Attend the joint ACCJC and ASCCC Accreditation Conferences
  7. Maintain currency with ACCJC changes.
  8. Assist with faculty trainings related to Accreditation as needed.
  9. Assist with reporting to the ACCJC.
  10. Serve as acting Faculty Accreditation Coordinator in the event that the Faculty Accreditation Coordinator cannot perform their duties.
  11. Perform such functions as the President or the Executive Board assign to assist in carrying out the purposes and policies of the Academic Senate with regard to Accreditation.
- O The Sustainability Coordinator shall:
1. Serve a two-year term.
  2. Serve as Faculty Co-Chair of the Climate Commitment and Environmental Justice Committee (CCEJC).
  3. Serve on the Facilities Advisory Committee.
  4. Represent the position of the Academic Senate on all sustainability matters.

Commented [NS17]: Repeat of 6? Same for the assistant FAC

Commented [NS18]: Faculty trainings? Vague...

5. Serve as the primary faculty contact for questions or concerns regarding the Climate Action Plan and the Carbon Commitment, and write the curriculum component of annual reporting to Second Nature (oversees Carbon Commitment) documenting activities and outcomes.
6. Mentor and facilitate the College's integration of sustainability into the curriculum, including maintaining the listing of Leaf-designated courses and classes.
7. Work closely with the Faculty Professional Development Committee and Faculty Professional Development Coordinator to implement professional development for faculty on sustainability, including identifying or developing materials or curriculum for faculty professional development.
8. Ensure that the Mt. SAC Student Sustainability Awards are promoted and awarded annually, either by coordinating the awards directly, or ensuring that there is a faculty member in place to coordinate the process and jury.
9. Provide a written summary report to the Academic Senate each year, by week 10 of spring semester.
10. Perform such functions as the Academic Senate President or Executive Board assigns to assist in carrying out the purposes and policies of the Academic Senate with regard to sustainability and the Carbon Commitment.

Categorically or Grant Funded Appointed Positions: Categorically or grant funded position descriptions will be approved by the Academic Senate. These positions shall be appointed by the Academic Senate President subject to approval by the Academic Senate Executive Board and confirmation by the Academic Senate. The President may, at their discretion, appoint two individuals to share a position and divide responsibilities accordingly.

#### **Campus Committees with Senate Involvement**

##### Governance Committees:

- President's Advisory Council
  - Accreditation Steering Committee
  - Budget Committee
  - Campus Equity and Diversity Committee
  - Strong Workforce Advisory Committee
  - Climate Commitment and Environmental Justice Committee
  - Facilities Advisory Committee
  - Information Technology Advisory Committee
  - Institutional Effectiveness Committee
  - Planning for Institutional Effectiveness (PIE) Committee
  - Professional Development Council

##### Academic Senate Committees:

- Curriculum and Instruction Council
  - Distance Learning Committee
  - Educational Design Committee
    - Transfer and GE Subcommittee
  - Mapping and Catalog Committee
  - Outcomes Committee
- Equivalency Committee
- Faculty Professional Development Council
  - Faculty Learning Activities Committee
  - Flex Day Planning Committee
- Nominations, Elections, and Leadership Development Committee
- Student Preparation, Equity, and Achievement Council
  - Retention and Persistence Committee
  - Student Equity Committee
  - Assessment and Matriculation Committee
  - Textbook and Instructional Materials Committee
- Senate Awards Committee

Commented [RM19]: Changed classification outside of C&I

Operational Committees (with Senate appointments):

- Auxiliary Services Advisory Board
- Board of Appeals Committee
- Basic Needs Committee
- Institutional Review Board
- Police and Campus Safety Advisory Committee
- Scholarship Committee
- Students of Distinction Committee
- VOICES Committee

Other Committees

- Academic Mutual Agreement Council

Ratified: May 15, 1966

Amended/Ratified: October 1994

Amended/Ratified: May 6, 1999

Amended/Ratified: May 2001

Amended/Ratified: May 2002

Amended/Ratified: September 23, 2004

Amended/Ratified: November 17, 2005

Amended/Ratified: January 17, 2006

Amended/Ratified: November 29, 2007

Amended/Ratified: April 3, 2008

Amended/Ratified: September 18, 2008

Amended/Ratified: October 1, 2009

Amended/Ratified: September 29, 2011

Amended/Ratified: September 11, 2014

Amended/Ratified: June 4, 2015

Amended/Ratified: May 19, 2016

Amended/Ratified: March 22, 2018

Amended/Ratified: May 28, 2020

Amended/Ratified: April 7, 2022

Amended/Ratified: May 19, 2022

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