

# **DRAFT PROPOSED FOR ADOPTION**

**APRIL 18<sup>TH</sup>, 2016**

## **By-Laws of the De Anza College Academic Senate**

[**Note:** Each By- law carries the same number as its associated Constitutional article.]

~~2004-2005~~ 2016

### **By-law II- I. PURPOSE AND FUNCTION**

By-Laws of the De Anza College Academic Senate (henceforth referred to as 'By-Laws) are written to act as the current operating procedures of the Academic Senate.

By-Laws will be updated and confirmed **by** the Executive Committee in the year of accreditation self study and at the mid point of the accreditation cycle to reflect any changes in the organization of De Anza College or the Academic Senate. Each By-law carries the same number as its associated Constitutional article.

### **By-Law III. MEMBERSHIP**

Duties of Membership

It is expected that the faculty of De Anza College will:

- support the officers and elected representatives of the De Anza Academic Senate through informed suggestions, recommendations, feedback, and voting on issues under discussion

- initiate recommendations and suggestions to the officers and elected representatives aimed at improving the educational welfare of De Anza's students and the professional growth of the faculty
- fulfill their professional obligations as members of the Academic Senate
- pay dues to the organization

## **By-law IV. DUES**

The dues for this organization are \$5 per contract month. Faculty can arrange for a payroll deduction of dues by completing the appropriate form (which can be obtained from the Executive Secretary) or may simply write a check to the Academic Senate for \$50 once per year.

## **By-law V. OFFICERS**

### Released Time

The District and College provides in the vicinity of 1.5 FTEF for use by the Officers of the Academic Senate. 1.0 of this amount is guaranteed through the faculty contract. Specific released time for each Officer varies based on the load factor variables in the regular faculty load of the person holding the office. The President gets more released time than the Vice President who gets more than the Executive Secretary.

### Summer Stipend

The college provides a \$6,000 summer stipend for the officers as a group to be available during the months of July and August and to provide a predictable on campus presence for faculty, administrators, and members of the public. The stipend shall be split among the Officers based on the time they will provide service. Typically, the split is equal shares.

### Meetings and special empowerments

During the academic year, the Senate officers will meet twice per week, typically each Monday from 1:30 pm to 2:30 pm and Wednesday from 1:30 to 2:30 pm for planning purposes. The officers will meet in the summer as appropriate to tasks, projects, and other meetings. The officers have the authority to recruit and confirm faculty for committees that need to meet before the beginning of the fall

quarter. The officers may appoint themselves to committees, especially in cases where delaying in order to recruit would be problematic.

#### Duties of the President

The President serves as the chief executive officer of the Academic Senate and the Executive Committee and as such has the following responsibilities:

- Prepare an agenda for and preside over all meetings of the Academic Senate and Executive Committee
- Supervise all affairs of the Academic Senate
- Execute such plans and policies as the members of the Academic Senate or Executive Committee may have authorized, directed or approved
- Maintain a list of current members of the Executive Committee. Inform Division Deans of the need for division Senators or in the event that Senators miss 4 or more meetings in a quarter
- Attend the following committee meetings
  - Board of Trustees
  - College Council
  - Chancellor's Advisory Committee
  - Academic and Professional Matters Committee
  - Classified Senate
  - ~~Dean's Council~~
  - State Plenary sessions
- Prepare and present for approval to the Executive Committee an annual budget for the Academic Senate College B funds at the beginning of each fall quarter
- Make recommendations on behalf of the Academic Senate to the Governing Board with respect to academic and professional matters
- Represent the Academic Senate at District and College functions
- Act as co-chair of the Campus Budget Committee and attend District Budget committee meetings (or assign a designee)

#### Duties of the Vice President

The primary function of the Vice President is to assume, in the absence or at the request of the President, the duties of that office. In addition, the Vice President has the following responsibilities:

- Assist the President in agenda building
- Monitor the list of committees needing faculty representatives and recruit faculty to serve on committees
- Present faculty names for confirmation to committees (in conjunction with the Diversity Coordinator and the Tenure Review Coordinator for tenure review committees)
- Perform other duties as requested by the President or the Executive Committee

- Attend the Plenary Sessions of the Academic Senate for California Community Colleges

#### Duties of the Executive Secretary

The primary function of the Executive Secretary is to maintain an ongoing record of discussions and actions of the Executive Committee. In addition, the Executive Secretary has the following responsibilities:

- Act as Treasurer for the Academic Senate including:
  - depositing dues,
  - paying bills,
  - balancing the checkbook, and
  - reporting to the Executive Committee on the checkbook balance in October and in January
- Maintain (or supervise) the Academic Senate's web page
- Act as Editor of the Academic Senate Newsletter to be published at least quarterly
- Maintain the College Courses Into Disciplines and FSAs Report, update the report annually, and preside over a confirmation of the report by all faculty input and Executive Committee approval every three years. Additionally, provide training for faculty and administration on assigning courses, attend ASCCC plenary sessions on minimum qualifications, and monitor changes and proposed changes to the state minimum qualifications for faculty and administrators.
- Attend the plenary sessions of the Academic Senate for California Community Colleges

#### Removal from Office

A recall election to remove an officer from office may be called by the Executive Committee at any time during an officer's term by a petition signed by two-thirds of the active members of the Executive Committee.

### **By-law VI. THE EXECUTIVE COMMITTEE**

The Executive Committee of the Academic Senate meets each Monday during the academic year from 2:30 – 4:30 with the exception of holidays, the first week of class, and Finals week. Agendas for Executive Committee meetings are normally distributed by Thursday afternoon prior to an Executive Committee meeting the following Monday. In all cases, agendas are distributed prior to 2:30 PM on Fridays prior to Executive Committee meetings the following Monday. Items to be included on the agenda or in the agenda packet for Senators must be in the possession of the President by noon on Wednesday.

A quorum is considered present at Executive Committee meetings if there is 1 person more than half the sum of division confirmed Senators and Officers present.

### Duties of the Executive Committee

As members of the Executive Committee, the Officers and Senators have the following responsibilities:

- Know the Constitution of the Academic Senate
- Carry out the purpose and function of the Academic Senate as a whole as outlined in Article II of the Constitution
- Recommend and make policies and decisions for the Academic Senate which are consistent with the Constitution
- Review current policies and procedures initiated by the College and District, and make recommendations for changes in these as necessary as outlined in Section 3 of Article II of the Constitution
- Deliberate and act on all proposals and matters of concern to the collective and individual membership of the Academic Senate
- Maintain a strong liaison with the Foothill College Academic Senate, the Faculty Association, the Classified Senate, the De Anza Student Body Senate and College and District administration, as well as with such regional, state, and national organizations that are deemed important and relevant to De Anza College and its faculty
- Be responsible for confirming all faculty to all committees
- Review and approve the annual Academic Senate College Budget presented by the President by October 15 of each year.
- Review, semi annually, the expenses/revenues of the Academic Senate private dues account at Chase Bank as presented by the Executive Secretary

### Duties of Senators

In addition to representing the interests of their division's faculty, Senators have the following responsibilities:

- Attend all meetings of the Executive Committee. Teaching schedules should be such as to allow attendance for the full meeting time. Notify the President when not attending an Executive Committee meeting
- Bring their division's faculty concerns or recommendations to the Executive Committee
- Communicate to their division's faculty, on a weekly basis, the discussions and actions of the Executive Committee
- Serve, as needed, on at least one other College or District governance committee
- Assume a leadership position with regard to academic issues within their division

### Associate Membership (non voting)

The people holding the following positions are granted associate membership on the Executive Committee:

- Vice President of Instruction (or designee)
- Classified Senate President (or designee)
- De Anza Student Body President (or designee)

- Faculty Co-chairs of Decision Making Teams, the Instructional Planning and Budgeting Team, the Student Sewrvices Planning and Budgeting Team, the Finance and College Services Planning and Budgeting Team and the Campus Budget group

## **By-law VII. ELECTIONS**

### Nominating and Election Committee

A Nominating and Election Committee (NEC) will be formed no later than the sixth week of winter quarter each year. The NEC will consist of a chairperson and two members (all chosen from the Executive Committee membership). Neither officers nor persons running for office shall be members of the NEC. The NEC has the following responsibilities:

- put out an invitation to all faculty to run for office or nominate another faculty member to run.
- contact nominated faculty to see if they are indeed interested in running
- accept Candidate Statements from faculty running for office (Statements must be submitted to the NEC chairperson no later than May 1.)
- request a list of full and part-time faculty from Human Resources at least 3 weeks prior to the election date (Only faculty listed will be allowed to vote.)
- publish the official ballot with Candidate Statements no later than one week before election date
- arrange for faculty to supervise the election. (Neither officers nor persons running for office shall supervise the election.)
- count the ballots ASAP after the polls close and submit the results to the Executive Committee for certification by announcing the results
- keep ballots secure at all times

### Campaigning

Campaigning by and for candidates or other issues on the ballot is allowed as long as it is done at no cost to the college. No campaigning is allowed at the election site on election days.

Faculty supervising the election may not campaign, make recommendations, or advocate for any individual or issues on the ballot. Election supervisors can provide faculty an information sheet (available at the poll) should they have questions.

### Election dates

Election of Officers shall occur in May. An election poll shall be open and supervised each day. Only faculty not running for office may supervise elections.

### Installation of Officers

The installation of Officers shall occur by way of introduction to the Executive Committee at the last meeting of spring quarter.

## **By-law VIII. COMMITTEES**

### Campus Decision making teams

Decision making at De Anza is done via four (4) Planning and Budgeting Teams, a Campus Budget team and a College Council. The Academic Senate appoints a co-chair (these are two year terms) to the following decision making teams:

- Instructional Planning and Budgeting Team
- Student Services Planning and Budgeting Team
- Finance and College Services Planning and Budgeting Team

The President of the Academic Senate serves as co-chair of College Council.

### Duties of co-chairs

- attend all meetings of the team
- attend College Council meetings
- attend, when requested, Executive Committee meetings
- prepare agendas for team meetings with the respective Vice President represent, along with other team faculty, the position of the Academic Senate to their team
- report as requested by the President to the Executive Committee the discussions and decisions of their team
- report regularly to the Executive Committee any concerns they have about discussions and decisions of their team

### Duties of faculty on committees

- attend all meetings of the team
- represent the position of the Academic Senate to their team
- when a faculty co-chair does not exist, report regularly to the Executive Committee the discussions and decisions of their team
- report to the Executive Committee any concerns they have about discussions and decisions of their team

## **By-law IX. COMMITTEES**

### Academic Senate sub-committees, ad-hoc committees

The De Anza College Curriculum Committee

## **By-law X. OTHER**

### Academic Senate Checkbook

The Academic Senate checking account is located at Chase Bank, 20573 Stevens Creek Blvd., Cupertino, CA 95014. Only current Officers shall have signature authority on the checking account.

### Senate Scholarships for students

In order to fulfil the following resolves from a Spring 2002 resolution,

“Be it further resolved, that a review committee established by the Financial Aid Office consisting of De Anza College faculty and at least one officer/senator of the Academic Senate make the decision as to whom to award the scholarships...”

### Academic Senate for California Community Colleges (ASCCC) Dues

Annual ASCCC dues are paid by the college district from the Academic Senate B budget funds set aside for the purpose.

### General Education Review

Per a motion passed on April 22, 2002, the president of the Academic Senate shall assure that the following timeline is followed for the review of General Education Philosophy/Criteria and implementation.

1. The Winter quarter following each Accreditation visit, the Academic Senate will begin a process of General Education review including a review of the General Education Philosophy/Criteria established in the last review and consideration of any new requirements or elimination of any requirements proposed since the previous review.
2. Upon confirmation of the GE Philosophy/Criteria and consideration of any proposed additions or deletions from current requirements, the Academic Senate through the Curriculum Committee will make any necessary adjustments to the De Anza associate degree requirements so that catalog changes are in place no more than two years after the accreditation visit.
3. Upon finishing the adjustments to the De Anza associate degree requirements, the Academic Senate through the Curriculum Committee will make any necessary adjustments to GE certification via IGETC and CSU GE so that catalog changes are in place no more than three years after the accreditation visit.

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