CONSTITUTION OF THE
CITRUS COLLEGE ACADEMIC SENATE

ARTICLE I: PREAMBLE

The Citrus College Academic Senate is formed in order to ensure the democratic participation of the faculty in shared governance, as in accordance with AB 1725, in the development of policies and procedures of the college and to foster the long-range interests and well-being of the college.

ARTICLE II: MEMBERSHIP

The Academic Senate is established for the purposed of participation in the formation of educational and professional policy. The Academic Senate Executive Board (the governing body of the Senate) shall serve as the official representative body of the Senate on all non-contract matters. The Academic Senate is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the College President of such intent.

ARTICLE III: OFFICERS AND EXECUTIVE BOARD

Section 1. The officers and executive board for the Senate shall be President, Past President (preferably Immediate Past-President), Vice-President, Secretary, Treasurer, Curriculum Chair, CCFA Liaison, Career and Technical Education (CTE) Liaison, and Legislative Liaison.

Section 2. The Executive Board shall meet at least twice per month.

Section 3. The President shall call all meetings of the Executive Board either on their own initiative or at the request of a majority of the Board.

Section 4. A quorum for conducting Executive Board business shall be five members.

ARTICLE IV: NOMINATIONS, ELECTIONS AND VOTING PROCEDURES

Section 1. As soon as possible after the beginning of the spring semester, nominations of Senate officers shall be made by a committee of five composed of the Vice-President and four such persons as they shall select. If an officer chooses to run for a second term, their name shall appear on the ballot. The results of the nominations shall be published prior to the fourth week of the Spring Semester. As soon as

is practical, but not less than ten (10) school days after this publication, there shall be a Senate meeting where nominations from the floor shall be accepted.

At the conclusion of the nominating process, if there is more than one candidate for an office, an election by secret ballot shall be held within two weeks after this Senate meeting. If there is only one candidate for an office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an election by secret ballot at that meeting. Validation of the ballots shall be done by the Election Committee with a minimum of two senate officers being present.

Section 2. When an election by secret ballot is conducted, the Academic Senate Executive Board shall establish the date and time at which the polling shall begin and end. Voting shall take place during at least five days of instruction. Before the appointed time for polling to begin, the Executive Board shall prepare the ballot for electronic voting. Voting will open to each full-time faculty member and two adjunct senators as members of the Academic Senate.

At the beginning of the polling process, the Senate Vice President shall distribute an email link to the polling software.

The polling software should provide a confirmation to the voter that the vote was counted.

Section 3. Validation of the ballots shall be done by the Election Committee with a minimum of two senate officers being present.

The Secretary shall record the results of the voting, and these results shall be certified by all the Academic Senate members present during the validation of the ballots. The results will be made known through the polling software and will also be reported at the next available Academic Senate meeting so that the results are recorded in the minutes of the meeting. The election records shall be retained for no fewer than six months after the election.

The Election Committee shall make public the results of the balloting immediately following the completion of the polling period. If any officer or observer challenges the results of the polling because of perceived irregularities, the matter shall be referred to the Academic

Senate for resolution at the following Academic Senate meeting, where the reporting of the election results has been agendized.

Section 4. In the event that more than two candidates run for an office and any one person does not receive fifty percent plus one vote, a runoff election will be held between the two top contenders within two weeks following the counting of votes.

Section 5. Special elections by the Senate shall be conducted by the Executive Board using the polling software. Validation of the ballots shall be done by the Senate officers, a minimum of two (2) being present. An impartial observer, selected by the President from the membership, shall be present during the validation of the ballots, and all shall certify the ballot results at the next Academic Senate meeting.

ARTICLE V: RECALL ELECTIONS

Section 1. A recall of any person in an Academic Senate elective position may be initiated by a petition signed by one-third (1/3) of the active membership of the Senate. A statement of the reasons for the proposed recall shall be part of the recall petition.

Section 2. Each person named in the recall petition shall have the right to make a rebuttal statement, which shall be distributed to their constituency at least 7 days before the recall election.

Section 3. Recall elections shall be by secret ballot.

Section 4. An absolute majority vote (one more than 50 percent of all Senate members) of the membership shall be necessary to affect the recall.

Section 5. Any vacancy, in any office, created by recall shall be filled by procedure as established under Article VI, Section 2.

ARTICLE VI: TERMS AND VACANCIES

Section 1. All senate officers shall be full-time faculty members. All senate officers shall be eligible for reelection but may not serve more than two consecutive terms in one position. The term of office for the Executive Board members shall be from July 1 through June 30 of the following year.

The Senate President and Vice President shall be tenured faculty members and shall be elected for a term of two years subject to reaffirmation for the second year of the term by a majority vote of the Academic Senate no later than the second senate meeting of the spring semester of the first year of the term. Candidates for Senate President must have served in the position of Senate Vice President for a minimum of one year at any time prior to the election.

In the event the President is not reaffirmed, the Vice President shall become President Elect and assume the position of Senate President on July 1 of that year to complete the two-year term. The vacant Vice President position shall be filled by the Senate President and ratified by majority vote of the Academic Senate.

The Treasurer and Secretary shall be elected for a term of one year. Term lengths shall be effective Fall 2018.

Section 2. Vacancy shall be deemed to exist in the case of death, resignation, termination, or recall. The Senate President, with the approval of the Executive Board, shall fill by appointment any vacancy in the office of Senate Secretary, Senate

Treasurer, or At Large representatives. If a vacancy occurs in the office of Senate President, the Senate Vice-President shall assume the position. When a vacancy occurs in the office of Senate Vice-President, the Senate President shall call a meeting of the Senate for the purpose of accepting nominations from the floor for Senate Vice-President. If there is only one candidate for the office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an election by secret ballot at that meeting.

If there are two or more candidates for the office, an election shall be held according to the procedures provided in Article IV: Sections 2, 3, and 4. This meeting shall be held within two weeks but not sooner than five school days following the notification of the vacancy.

ARTICLE VII: EMPOWERMENT

The Academic Senate shall be represented on, and make recommendations to all appropriate college committees. It shall also make recommendations and have direct access to the college President and the Board of Trustees. It shall be further empowered to

develop its own internal organization, to initiate studies, and to discuss problems and propose policies for administrative considerations.

As established by BP/AP 2510 of the Citrus College Board Policies and Procedures Section 3, Part a "for the following matters, the Board will rely primarily upon the advice of the Academic Senate" in academic and professional matters as listed below:

1. Educational program development.
2. Standards or policies regarding student preparation and success.
3. District and college governance structures, as related to faculty roles.
4. Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
5. Policies for faculty professional development activities.
6. Processes for instructional and student services program review.
7. Degree and certificate requirements.
8. Grading policies.
9. Curriculum, including establishing prerequisites and placing courses within disciplines.
10. Processes for institutional planning and budget development.

ARTICLE VIII: MEETINGS

The Academic Senate shall meet as often as business requires but not less than once each calendar month during the school year unless the membership votes (MAJORITY OF QUORUM PRESENT) not to meet in a given month.

ARTICLE IX: ORGANIZATION OF THE ACADEMIC SENATE

Section 1. Purpose: It shall be the purpose of the Academic Senate to serve as the official voice of the Senate.

Section 2. Membership: The Academic Senate shall be composed of the President, Past-President, Vice-President, Secretary, Treasurer, CCFA Liaison, CTE Liaison, and Legislative Liaison, and the Curriculum Chair of the Senate Executive Board and one or more senator(s) representing each area listed below (in bold type):

Business and Accounting (1 Senator)
Accounting
Business
Computer Science

Real Estate

Mathematics (1 Senator)
Engineering
Production Manufacturing Engineering Technology

Health Sciences (1 Senator)
Nursing-RN Nursing-LVN
Nurse Assistant-CNA Dental Assisting
Emergency Medical Tech
Home Heath Aid

Career and Technical Education (3 Senators)
Automotive Technology
Medium and Heavy Truck
Information Technology Information Systems
Drafting Technology & Architecture
Information Technology
Office Tech
Public Works
Water Technology Cosmetology Esthetician
Construction Management

Counseling Programs and Services (2 Senators)

Fine and Performing Arts (2 Senators)
Art
Dance
Gaming
Multimedia
Music
Photography
Recording Arts
Theater Arts

Kinesiology (1) Athletics Kinesiology

Language Arts (2 Senators)
Communications
English
ESL
Foreign Languages
Speech

Library Services (1 Senator)

Physical and Natural Sciences (2 Senators)
Astronomy
Biology
Chemistry
Earth
Science
Forestry
Natural History
Physics
Biotechnology

Social and Behavioral Sciences (2 Senators)
Administration of Justice
Anthropology
Child Development
Economics
Geography
History
Humanities
Philosophy
Political Science
Psychology
Sociology
Ethnic Studies

Noncredit (1 Senator)

Three senators at large, two senators representing adjunct faculty, and two student representatives appointed by the Associated Students of Citrus College.

Section 3. Terms of Office: The terms of office for senators shall be for a period of three years, terms to be staggered with one-third of the representatives retiring each year. The term of office will run from July 1 through June 30. If any members resign or cease to serve for any reason, the newly elected member shall complete the term of the person whom he or she they replace.

Section 4. Election of the Academic Senate: Prior to the end of April, each affected department shall select its representative to the Academic Senate. This vote will be by secret ballot if requested by any department member. Each department shall notify the Senate

President, in writing, the name of the newly elected senator from that department. Vacancies among the department senators shall be filled by departmental election within one (1) month of the occurrence of the vacancy in the manner stated in this section. Senators at Large shall be elected by ballot using the same ballot used for Senate Officers. Vacancies not filled shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Executive Board.

In the event a senator is unable to attend meetings or is absent at more than three Senate meetings, and reasonable effort and communication made to secure another representative from the corresponding discipline did not meet with success, the Senate President shall appoint an additional at large representative to complete the term of the person whom they replace.

Vacancies shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Executive Board.

Section 5. Empowerment: The Academic Senate is the executive body representing Faculty. The Academic Senate shall be empowered to conduct investigations and such business as shall be referred to the Academic Senate or initiated by members. Each senator shall vote according to the direction of their department or their knowledge of their department's majority inclinations. In the conduct of official business, a quorum shall consist of one more than half of the members defined in Article 9, Section 2 above. Recommendations to the President of the college or the Board of Trustees must be authorized by an absolute majority vote of the Academic Senate.

Section 6. Committees: The Academic Senate shall be empowered to establish such committees as are needed to conduct investigations and conduct such business as shall be referred to the Academic Senate or initiated by Senate members. The Academic Senate defines the power and the duties of committees. The Senate President, shall appoint the chairperson of such committees.

Section 7 Reassignment evaluation: The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall engage in an annual evaluation of each reassigned position within the senate's purview during the spring semester. The evaluation including a summary of commendations and recommendations shall be shared and discussed with each faculty member occupying a reviewed position.

Section 8 Self-evaluation of the Academic Senate: The Academic Senate Executive Board shall conduct an annual self-evaluation of the Academic Senate. The evaluation and summary of commendations and recommendations will be shared with the Academic Senate prior to the end of the spring semester.

Section 9 Career and Technical Education (CTE) Liaison is a CTE faculty member who is appointed to a two-year term by the Academic Senate president. The CTE faculty may not serve more than two consecutive terms.

The duties of the CTE Liaison are: attend all local Academic Senate meetings and report as needed about statewide issues of concern in CTE; identify CTE issues of concern locally or regionally; communicate opportunities for CTE faculty to participate in CTE related statewide initiatives, workgroups, committees and taskforces to ensure that CTE interests are represented; communicate the recommendations of the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy and participate in conversations to implement system- wide policies and practices that may significantly affect career technical education programs; create a mechanism to communicate with CTE faculty on campus around issues of common concern; serve as a conduit between the local CTE faculty and the CTE Leadership Committee representatives in local area; attend state-level events (CCCAOE, ASCCC) and regional consortia meetings as funding permits.

Citrus College Faculty Association (CCFA) Liaison is a voting representative appointed by the CCFA President and approved by the Senate President. The CCFA Liaison is appointed to a two-year term and may not serve more than two consecutive terms.

Legislative Liaison is a faculty member who is appointed to a two-year term by the Academic Senate President and may not serve more than two consecutive terms.

The duties of the legislative liaison are: Attend local senate meetings and report regularly or as requested about legislation and legislative issues; facilitate or act as a resource for local discussions of legislation and contemplated legislation; identify legislation issues of particular local concern and convey those to the Legislative and Advocacy Committee; communicate opportunities and, at times, the urgent need for faculty participation in legislative activities;

collaborate with local senate officers to create and or improve a mechanism for the most effective communication with faculty on campus about legislative issues of common concern; serve as a conduit between the local faculty and the Legislative and Advocacy Committee representatives in the area; as funding permits, attend state-level events and meetings (ASCCC, FACCC), participate in panels or make presentations as appropriate; monitor the legislative listserv (legliaison@listserv.cccnext.netlegliaison@listserv.cccnext.net) and the Legislative Updates webpage and report to the local Academic Senate and, as determined to be appropriate in collaboration with local senate officers, faculty at large on campus; and work with local student organizations and advocacy groups to help them with their efforts as well as encourage them to join in efforts led by others.

ARTICLE X: AMENDMENTS

Section 1. Amendments to this constitution may be proposed by the Academic Senate Executive Board, any representative of the Academic Senate or by petition of thirty percent of the members of the Senate.

Section 2. All proposed amendments shall be submitted in writing to the entire membership at least ten days prior to voting.

Section 3. An amendment shall be considered ratified if it receives a two- thirds vote of the Senate membership.

Section 4. Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing “the” or “a”).

BYLAWS FOR THE
CITRUS COLLEGE ACADEMIC SENATE CONSTITUTION

ARTICLE I: DUTIES OF THE ACADEMIC SENATE OFFICERS

Section 1. The President shall preside at all member and executive board meetings and in every way endeavor to promote the interest and purposes of the Academic Senate. The President with the advice and consent of the Academic Senate shall appoint members to all standing and select committees. The President shall be an ex- officio member of all committees and shall be held responsible for the progress and work of the Academic Senate. The president or their designee shall serve as the representative to the Academic Senate of the California Community Colleges.

Section 2. The Vice-President shall serve as assistant to the President in all duties of the President and shall assume the duties of the President in the absence of the President. The Vice President shall report to the senate in general on the senate's committee activities. The Vice President shall work with the Recording Secretary to maintain accurate records of committee members and recruit new faculty for committee membership as needed. The Vice President will attend campus wide committee meetings such as Steering, Educational Programs, Enrollment Management and others deemed necessary as schedule permits in order to acquaint themselves with campus processes and policies. The Vice President shall conduct the officer and at large elections.

Section 3. he Secretary shall keep a careful record of the proceedings of each meeting of the Academic Senate and of the Executive Board. The Secretary shall maintain an accurate list of Academic Senate committees and personnel. The Secretary shall carry on the correspondence pertaining to the affairs of the Academic Senate as directed by the President.

Section 4. The Treasurer receives no funds from the membership. In the event that the District allots the Academic Senate funds for expenses, the Treasurer shall keep accurate records of such funds.

Section 5. Any Past President shall serve as a resource person for the Academic Senate and also serve as Parliamentarian. It is recommended that the immediate past president serve in this role.

Section 6. The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall not be on any type of long term leave of absence during their term, including but not confined to serving banked time, sabbatical or teaching in Citrus' Study Abroad program.

ARTICLE II: COMMITTEES AND DUTIES

Section 1. Membership: The President, or their designee, with the advice and consent of the Executive Board shall appoint members to committees. Appointments to a standing committee shall be for three years with one-third of the members retiring each year

Section 2.

Clause 1: FNIC (Faculty Needs and Identification Committee): The FNIC Committee will establish priorities as to the order in which full-time faculty positions should be filled. They will also monitor the hiring process for each position the district opens to insure that all procedures are followed. Traditionally, three faculty representatives serve on this committee including the President, Vice President/President Elect and either the Past President or Chair of Faculty Hiring Procedures.

Clause 2: Equivalency and Minimum Qualifications Committee: The Minimum Qualifications and Equivalencies Committee will stay informed on all current and proposed qualifications for each Discipline established by the Board of Governors of the California Community Colleges. They will make recommendations to the Academic Senate as to changes in disciplines and minimum qualifications which should be communicated to the Statewide Academic Senate. They will represent the Senate on panels formed to rule on claims of equivalency to the minimum qualifications for a discipline.

Clause 3: Evaluation and Tenure Committee: The Evaluation and Tenure Committee will periodically review the evaluation and tenure procedures and make recommendations to the Academic Senate of improvements that need to be made. This includes oversight of any process that provides evaluative feedback of future faculty through the hiring process or for current faculty through any evaluation process.

Clause 4: Curriculum/Technical Review: Comprised of representatives from all areas of campus by election only. Elections are usually held each spring with one-third rotating off each three years. Responsible for approval of all curriculum and certificate program discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education

Clause 5: Matriculation/ Prerequisite & Assessment: Reports to the Academic Senate and serves as a resource to faculty and college committees about entrance to the institution and when concerns, questions, and suggestions arise related to prerequisites, co-requisites, limitations on enrollment, assessment, and cut scores.

Clause 6: Academic Calendar /Final Exam Schedule: Discusses calendar options and makes recommendation for the upcoming academic year calendars and plans the Final Exam Schedule.

Clause 7: Faculty Hiring Procedures: Works with the Human Resources Office to review and revise faculty hiring procedure regulations.

Clause 8: Program Review: This committee works with the Vice-President of Instruction and the Program Review Coordinator to develop strategies for implementation of training and coordination of meaningful and broad-based participatory program reviews.

Clause 9: Student Learning Outcomes and Assessment Committee: This committee, an ad-hoc committee of Steering, serves as a clearinghouse for evidence of student learning; evidence will include assessment tools, assessment data, and measurement and analysis of student attainment of SLO's.

Clause 10: Steering: Where all representative groups on campus come together to discuss any campus issues of concern. New regulations (after individual approval of the various campus groups) reach this committee for final voting before being sent to the Board of Trustees. Note: Academic Senate is a constituent

group to the campus wide Steering Committee with broad participation by faculty.

Clause 11: Additional Committees: Additional standing and ad-hoc committees that incorporate Senate members include, but are not limited to Textbook and Instructional Materials, Campus-wide Information Technology, Professional Learning, Financial Resources, Human Resources Advisory, Institutional Research and Planning Advisory, Scholarship, Online Education, Honors Advisory, Physical Resources, Sustainability, and Transfer Task Force. These committees may change or update their tasks as necessary and should bring these advisements before the Senate for discussion, report and review.

ARTICLE III: AMENDMENTS

The Bylaws may be amended in the same manner as the constitution except that only a simple majority vote shall be required.

Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing “the” or “a”).

GUIDELINES FOR THE SENATE PRESIDENT

MEETINGS OF THE ACADEMIC SENATE

1. The Academic Senate shall meet not less than once a month. The time and day for the meetings should be reviewed and approved by the body by the close of the previous school year.

2. Assist Vice-President in confirming faculty membership on all standing committees of Steering and those others designated as critical to supporting the 10+1 areas of concern.

STANDARD PROCEDURES OF ACADEMIC SENATE

1. There should be a formal agenda.

2. There should be a secretary at all meetings.

3. Meetings of the Academic Senate shall be governed by general rules of parliamentary procedure.

4. Send out requests for agenda items at least one week before Academic Senate meetings.

5. Post agenda in accordance to the Brown Act.

6. No later than week 4 of Spring term, advise the Vice-President to select a committee of five members of the Academic Senate to draw up a slate of nominees for offices.

7. Assist Vice-President in conducting elections of officers.

8. Reserve meeting location for Convocation at least 1 year in advance. Get information to President, Dean responsible for scheduling and CCFA.

9. After Academic Senate officers are elected, have departments and adjunct faculty elect senators to fill expired positions.

10. After departments have elected representatives to the Academic Senate, the Senate President and Vice-President will appoint members to the committees.

11. Whenever a vacancy occurs on a committee, the Senate President or their designee will select a replacement to fill the vacancy.

12. Include in these guidelines any procedural changes resolved in the Academic Senate each year.

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	April 2018
	April 2024