



CONSTITUTION

Amended 2016

Name

The name of this organization shall be the Academic Senate of the San Mateo County Community College District, hereinafter called the District Academic Senate.

Purpose

The purpose of the District Academic Senate shall be to assure that the faculty at the San Mateo County Community College District have formal and effective procedure for participating in the formation of District policies on academic and professional matters, in accord with the provisions of the California Administrative Code providing for the establishment of district senates, especially sections 53200 through 53206.

A primary function of the District Academic Senate is to represent the college faculties in making recommendations to the administration of the district and to the governing board of the district with respect to the formation of district policy in academic and professional matters.

Academic and professional matters of the District Academic Senate, as set forth in Title V and District Rules and Regulations, shall include but not be limited to the following policy development matters:

- Curriculum, including establishing prerequisites.
- Degree and certificate requirements.
- Grading policies.
- Educational program development.
- Standards or policies regarding student preparation or success.
- College governance structures, as related to faculty roles.
- Faculty roles and involvement in accreditation processes.
- Policies for faculty professional development activities.
- Processes for program review.
- Processes for institutional planning and budget development.
- Other academic and professional matters as mutually agreed upon.

Powers and Responsibilities

The powers of the Academic Senate derive from Title 5. All powers and responsibilities of the

District Academic Senate shall be exercised through the District Governing Council, which shall also have the power of interpreting these bylaws. The District Academic Senate shall be primarily charged with representing the faculty to the district administration and the Board of Trustees. Academic and professional matters specific to the individual colleges shall be within the purview of the college senates.

BYLAWS

(1989; amended 2003, 2009, 2010, 2016, 2018)

Article I: Membership of the District Academic Senate

Every person who is a member of the Academic Senate of Cañada College, College of San Mateo, or Skyline College shall be a member of the District Academic Senate.

Article II: Membership of the District Academic Senate Governing Council

2.1 The President-Elect. The faculty of the District shall elect the president-elect of the District Academic Senate. The President-Elect serves for three years: one as President-Elect, one as President, and one as Immediate Past President.

2.1.1 The President-Elect collaborates with the President to learn the role of the President and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential (second) year.

2.1.2 The President-Elect shall automatically become President at the end of the term as President-Elect.

2.2 The President. The President shall conduct meetings of the District Academic Senate Governing Council, co-chair the District Participatory Governance Council, meet regularly with the Chancellor and Vice Chancellor of Educational Services, attend all Board of Trustees meetings, and serve on committees and task forces as the role necessitates.

2.2.1 The President shall automatically become the Immediate Past President at the end of the term as President.

2.3 The Immediate Past President. The Immediate Past President provides advice and leadership to the President regarding past practices and other matters to assist in governing the District Academic Senate. The Immediate Past President supports the president and the President-Elect on an as-needed basis. The Immediate Past President performs the duties of the President in the absence or disability of the President.

2.4 Local Senate Representatives. Each member senate shall choose no more than two representatives from each of the colleges in the District to serve on the District Academic Senate Governing Council – typically, these members shall be the local senate President and Vice President.

2.5 District Curriculum Committee Chair. The District Curriculum Committee Chair, or designee, is a member of the District Academic Senate Governing Council.

2.6 Eligibility to serve. All candidates for election as President-Elect of the District Academic Senate Governing Council shall have served at least one year as an active and participating

member of the District Academic Senate Governing Council, or have been a local senate president. In the event that no one who meets these qualifications chooses to be a candidate, the District Academic Senate Governing Council may, by resolution, authorize any one member of the college senates to be a candidate. The minutes of the meeting at which the resolution is adopted must be submitted prior to the individual's being nominated.

2.7 Terms of office. Terms of office shall commence August 1 and end July 30.

2.8 Voting. All members of the District Academic Senate Governing Council shall have full voting privileges.

2.9 Vacancies. A vacancy in office shall be filled in accordance with Academic Senate District Governing Council rules.

Article III: Duties of District Academic Senate Governing Council Members

3.1 The District Academic Senate Governing Council members shall represent their respective constituencies which have elected or appointed them to the council. The council shall deliberate and act upon such matters of faculty interest and concern as are brought to its attention.

3.2 The District Academic Senate Governing Council shall approve all faculty appointments to District Academic Senate committees and District committees dealing with or relating to academic and professional matters.

3.3 The District Academic Senate Governing Council shall require that accurate minutes of its meetings be kept.

3.4 The District Academic Senate Governing Council shall receive and consider the reports and recommendations of the president and of the faculty committees herein specified.

3.5 The District Academic Senate Governing Council shall direct the president to submit major issues to the members of the college senates for their deliberation and, when appropriate, for their approval.

Article IV: Duties of the President-Elect

4.1 The President-Elect shall receive 20% (.2, or 3 units) reassigned time each semester to carry out the duties of the office.

4.2 The President-Elect shall:

- Attend all DAS meetings during the year of his/her term as President-Elect
- Confer with the President as needed to prepare for the role of President
- Chair the DAS meeting in the absence of the President
- Attend one each of the following over the course of the year as President-Elect:
 - Board of Trustees meeting

- District Participatory Governance Council meeting
- District Curriculum Committee
- Equal Employment Opportunity Committee
- Distance Education Advisory Committee
- One local senate meeting at each college

Article V: Duties of the President

5.1 The president shall receive 60% (.6, or 9 units) reassigned time each semester to carry out the duties of the office.

5.2 The president shall:

- Represent faculty at the Board of Trustees' meetings
- Be responsible for establishing the time and place for all of the meetings of the District Academic Senate Governing Council
- Be responsible for the preparation of the agenda for all of the meetings of the District Academic Senate Governing Council
- Preside over all meetings of the District Academic Senate Governing Council
- Represent and act as the spokesperson for the District Academic Senate
- Have the power to authorize expenditures for the District Academic Senate budget, in consultation with the District Academic Senate Governing Council
- Convene or appoint a designee to chair meetings of the District Academic Senate committees or subcommittees
- Serve as co-chair of the District Participatory Governance Council
- Attend meetings of each college's senate, at least once per semester, and serve as liaison with local senates
- Attend area and Academic Senate for California Community Colleges meetings, and serve as District Academic Senate delegate to the ASCCC plenary sessions
- Perform any function normally thought to be within the realm of a presiding officer which is not otherwise denied by the bylaws.

Article VI: Duties of the Immediate Past President

6.1 The Immediate Past President shall perform such functions as the President may assign to assist in carrying out the purposes and policies of the District Academic Senate.

6.2 The Immediate Past President shall receive no reassigned time for the role.

Article VII: Meetings

7.1 The District Academic Senate Governing Council shall meet at least once each semester and no fewer than five times each academic year.

7.2 A quorum for a meeting of the District Governing Council is defined as when greater than

50% of the council is present, provided at least one member from each college and the president, or his/her designee, are present. The District Governing Council may recognize local-senate authorized substitutes for official college representatives.

7.3 Each member of the District Governing Council shall have one vote. The District Academic Senate Governing Council shall bring forth only those recommendations that have the unanimous vote of all three college senates. In cases where the District Academic Senate Governing Council is required to take an official position and consensus cannot be reached, then the District Academic Senate Governing Council may issue majority and minority opinions.

7.4 The District Academic Senate Governing Council shall have elected a President-elect and such other officers as it shall deem necessary before the end of the academic year.

7.5 The District Academic Senate Governing Council President-elect shall be elected by the full-time and part-time faculty of the District.

7.6 The District Academic Senate Governing Council may form ad hoc committees and may appoint to them members from the District Academic Senate or on the recommendation of the local senates.

Article VIII: Amendments of the Bylaws

8.1 Amendments of the bylaws are deemed properly proposed if they meet one of the following criteria:

8.1.1 Signatures of petition by 20% of the District Academic Senate members at any single college; or

8.1.2 A proposal by unanimous agreement of the District Academic Senate Governing Council.

8.2 The bylaws shall be amended in one of the two following ways:

8.2.1 If the District Academic Senate Governing Council casts a unanimous vote in favor of a properly proposed amendment, or

8.2.2 A simple majority vote of the District Academic Senate Governing Council, provided that of those District Academic Senate members casting votes, each college casts at least one affirmative vote for the properly proposed amendment.

8.3 Voting procedure

8.3.1 The vote on any properly proposed amendment put forth from the floor shall take place in or before April as part of each college's regularly scheduled senate meeting.

8.3.2 The vote on any properly proposed amendment put forth by the District Academic Senate Governing Council may take place at any District Academic Senate meeting after adequate notice has occurred. Adequate notice will be deemed to exist if the proposed

amendment is provided to the local senates one month prior to the vote.

Article IX: Removal of an Officer

9.1 An elected or appointed officer of the District Academic Senate may be removed from office for cause. Cause can include: transgressions against any laws or bylaws, rules, and policies of the Academic Senate or a failure to fulfill the duties of a member of the District Academic Senate.

9.2 Removal of an officer of the Council may be initiated in one of two ways:

- A motion made by a member of the Council which is properly seconded and passed by a two-thirds vote of those officers of the Council casting votes in a secret ballot. A proposal to remove an officer must appear on the agenda prior to the meeting in which it will be considered.
- A petition signed by 50 members of the district faculty and presented to the District Academic Senate Governing Council.

9.3 Upon the initiation of the process, the District Academic Senate Governing Council will select a 3-member investigation team to consider evidence of the charge. The team will complete its investigations, present its findings, and make one of two motions:

- A motion to close the investigation due to lack of sufficient evidence
- A motion to remove the officer from the District Academic Senate.

The motion requires 2/3 majority to pass and the vote is done by open ballot.

Article X: Standing Committees

10.1 District Curriculum Committee

The District Curriculum Committee is a standing committee of the District Academic Senate that supports the goals and objectives of the San Mateo Community College District and its three college curriculum committees. It provides a forum for discussion and makes recommendations to the District Academic Senate on curriculum matters which have districtwide impact.

10.1.1 The composition of the committee is as follows:

- The three local college faculty chairs of the college curriculum committees
- Vice Chancellor of Education (1)
- Vice President of Instruction (1)
- District Academic Senate President (1)

10.1.2 The District Curriculum Committee is chaired by one of the local college curriculum committee faculty chairs. Voting members shall consist of the three local chairs of the curriculum committees. Non-voting members will consist of Vice Chancellor of Education, Vice President of Instruction and District Academic Senate President. Formal recommendations will be presented to the District Academic Senate Governing Council for consideration.

Article XI. **Governing Council Appointments**

11.1 In accordance with Title 5 §53205¹, the District Academic Senate Governing Council appoints faculty to all committees, task forces, work groups, or bodies that deal with academic or professional matters.

11.2 All committees to which the District Academic Senate Governing Council appoints members shall report to the DASGC at least once in an academic year.

11.3 Committees to which the DASGC appoints faculty shall be specified in the DASGC Rules.

¹ Title 5 §53205 “Powers: (f) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.”

District Academic Senate Governing Council Rules

District Academic Senate Governing Council rules are subject to change or suspension via a 2/3 majority vote by the District Academic Senate Governing Council.

1. Elections

- a. Elections for President-Elect shall take place in April of each academic year. The President-Elect shall be selected before end of Spring term.
- b. In the event of no candidate for President-Elect, at the following election, there shall be an election for both positions of President and President-Elect. In this case, the sitting President may run for another term as President.
- c. Election for President-Elect shall be by balloting from all three colleges of the District.
- d. Election is determined by a simple majority of all who vote in the election.

2. Nominations

- a. Nominations shall be put forth by the Nominating Committee.
- b. The Nominating Committee is comprised of the Immediate Past President and one or more previous past presidents, or faculty approved by consensus of the District Academic Senate Governing Council.
- c. Nominations may be made from the floor at any District Academic Senate Governing Council meeting where the topic of nominations is on the agenda. Floor nominations require a 2/3 vote.

3. Preparation of Governing Council membership

- a. The DASGC shall be apprised of its incoming academic year membership prior to the end of the Spring term.
- b. The DASGC shall provide training to its membership.

4. Vacancies in Office.

- a. DASGC President-Elect. If the President-Elect declares or is declared unable to serve within the first 80% of his/her term, the DASGC may choose one of the following:
 - i. Conduct an election within 30 days of the vacancy becoming known.
 - ii. Appoint the President or Immediate Past President to serve as President for the year following the President-Elect's term as President-Elect.
- b. DASGC President. If the President declares or is declared unable to serve within the first 80% of his/her term, the DASGC may appoint the President-Elect or the Immediate Past President to serve as President for the remainder of the year.
- c. DASGC Immediate Past President. If the Immediate Past President declares or is declared unable to serve within the first 80% of his/her term, the DASGC President may:
 - i. Choose to do without an Immediate Past President.
 - ii. Appoint any previous past president from the District to serve as Past

President.

- d. DASGC Local Senate Representative. If any DASGC local senate representative declares or is declared unable to serve, the local college shall designate a replacement.
 - e. District Curriculum Committee Chair. If the DCC Chair declares or is declared unable to serve, the DCC shall designate a replacement.
5. Reports
- a. The District Academic Senate President is responsible for issuing all reports from the District Academic Senate Governing Council.
 - b. Reports that are not part of any other public record shall be posted to the web site.
6. Faculty Committee Appointments
- a. Study Abroad Advisory Committee
 - i. The District Academic Senate Governing Council appoints faculty to serve on the Study Abroad Advisory Committee.
 - ii. Appointments are made annually at the beginning of each academic year. One faculty member is put forward by the local senates of each college for appointment.
 - iii. Appointees must select one member to make a minimum of one report to the District Academic Senate in an academic year.
 - b. Distance Education Advisory Committee
 - i. The District Academic Senate Governing Council appoints faculty to serve on the Distance Education Advisory Committee.
 - ii. Appointees must select one member to make a minimum of one report to the District Academic Senate in an academic year.