

BYLAWS OF THE GAVILAN COLLEGE ACADEMIC SENATE

ARTICLE I: AUTHORITY AND RESPONSIBILITIES

Section 1: Powers and Function

Title 5 of the California Code of Regulations, Division 6, Chapter 4, Subchapter 2, Article 2, Section 53200 defines the powers, rights, and responsibilities of the Academic Senate in California Community Colleges. This stipulates that the District Governing Board shall consult collegially with the Academic Senate when developing policies regarding academic and professional matters by using either or both of the following methods, according to its discretion:

1. Rely primarily upon the advice and judgment of the Academic Senate;
 2. That the District Governing Board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligations to reach mutual agreement by written resolution, regulation, or policy of the governing Board effectuating such recommendation.
- 1.1 The Academic Senate shall present recommendations to the President/Superintendent of Gavilan College. After such presentation, it shall have the right to lay its views directly before the Board on any matter pertaining to the academic and professional matters of the college as defined in Title 5 of the California Code of Regulations.
 - 1.2 As such, the Academic Senate shall serve an advisory role to the administration and Board on all academic and professional matters, including the following:
 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. Policies for faculty professional development activities.
 8. Processes for program review.
 9. Process for institutional planning and budget development.
 10. Faculty roles and involvement in accreditation process, including self-study and annual reports.
 - +1 Other academic and professional matters as mutually agreed upon between the governing Board and the Academic Senate.
 - 1.3 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. (Title 5, Section 53203(f))

Academic Senate Equity Commitment

The Academic Senate of Gavilan College is committed to cultivating a culture of equity, inclusion, and social justice throughout all college governance. We recognize our responsibility to address systemic inequities, dismantle barriers to student success, and promote inclusive excellence in academic and professional matters. All Academic Senate officers, senators, and committee members are expected to:

1. Center equity in decision-making processes.
2. Advocate for policies and practices that reduce achievement gaps.
3. Promote inclusive teaching and learning practices.
4. Ensure diverse perspectives are represented and valued.
5. Apply data-informed approaches to identify and address inequities.
6. Support professional development that enhances equity-minded practices.
7. Model inclusive behaviors that create a sense of belonging for all community members.

These equity principles shall guide the Academic Senate in fulfilling its governance responsibilities under Title 5 Regulations and the Education Code.

ARTICLE II: DUTIES OF ACADEMIC SENATE OFFICERS

Section 1: Duties of the Academic Senate President

The Academic Senate President serves as the principle faculty voice in college governance at Gavilan College, ensuring that faculty maintain primacy in decisions about academic and professional matters as outlined in Title 5 Regulations. This position requires a faculty member who demonstrates nimbleness, articulation, persuasiveness, diplomacy, persistence, and determination.

Term of Office and Compensation

- Term: Two (2) years, with a maximum of four (4) consecutive years in this office
- Takes office on July 1st
- Compensation: Reassigned/release time or stipend per collective bargaining agreement (Article 25)

Qualifications

- Current faculty member as outlined in the Academic Senate Constitution with demonstrated leadership experience
- Strong understanding of shared governance/college governance principles
- Excellent communication, diplomacy, and consensus-building skills
- Knowledge of California Education Code and Title 5 Regulations
- Ability to work collaboratively with faculty, administration, board members, and other constituency groups
- Commitment to representing diverse faculty perspectives and promoting inclusive governance

Title 5 Mandated Academic Senate Duties

The following duties in the document are tied explicitly to Title 5 regulations (primarily §53200 and §53203):

Official Representation

- Serve as the official spokesperson and advocate for faculty in academic and professional matters as stated in Title 5§53200
- Communicate Senate recommendations to the Board on academic and professional matters.
- Review and report on accreditation documents, Student Success documents, grant proposals, and other documents requiring the Academic Senate's signature. [Title 5, Cal Code of Regulations, §53203(f)]
- Implementing Equity-Minded Practices in all Academic and Professional Matters per the Academic Senate Equity Commitment statement.

Statutory and Regulatory Oversight

Protect and honor the participation of faculty in institutional decision-making regarding academic and professional matters as defined by Title 5 Regulations (primarily §53200 and §53203) and college board policies (BP 2510, BP 7120, BP 4021, and BP 460) and administrative procedures (AP 2410, AP 3280, AP 4105, AP 7211, AP 2510, AP 4020, AP 4220, AP 4600, and AP 4021) including:

1. Curriculum, including establishing prerequisites
 2. Degree and certificate requirements
 3. Grading policies
 4. Educational program development
 5. Standards or policies regarding student preparation and success
 6. College governance structures, as related to faculty roles
 7. Faculty roles and involvement in accreditation processes
 8. Policies for faculty professional development activities
 9. Processes for program review
 10. Processes for institutional planning and budget development
- +1 Other academic and professional matters as mutually agreed upon
- Participate in reviewing and creating board policies and regulations that impact academic and professional matters.
 - Implement college and district governance policies, ensuring effective participation of faculty in governance groups and the primacy of faculty on academic and professional matters.

Faculty Appointments to College Committees

Make all faculty appointments to college committees, including governance and operational committees, hiring committees, tenure review committees, workgroups, and task forces [Title 5, §53203(f)]

Voting Authority and Operational Oversight

- Vote upon motions brought before the Academic Senate when the vote will change the result
- Serve as a resource to Senate subcommittees
- Ensure committee appointments reflect the diversity of the faculty and promote equitable representation
- work with the Academic Senate Equity Commitment.
- Carry out all directives of the Academic Senate.

Advocacy and Faculty Support

- In matters not involving academic and professional matters issues, refer faculty to appropriate processes
- Provide initiative in identifying and pursuing important institutional issues
- Advocate for appropriate faculty professional development funding
- Collaborate with the administration to write any budget agreements to fund the Senate

Leadership Development

- Participate in orientations in collaboration with the Human Resources Department and the Faculty Professional Learning Liaison and provide mentorship for new faculty.
- Create an orientation for new senators to help them understand their role and the Senate's role in college governance and the Associated Students of Gavilan College (ASGC) representative (See Appendix 5)
- Identify and mentor faculty members interested in leadership positions within the Senate and other governance structures. Establish a transparent process to connect interested full-time and part-time faculty with leadership development opportunities and mentorship.
- Foster connections with faculty beyond the Senate through department/division visits
- Encourage faculty participation in events sponsored by the Academic Senate for California Community Colleges (ASCCC)
- Develop periodic, ongoing local academic senate training programs.
- Promote equity-focused professional development opportunities for faculty.
- Model inclusive leadership practices that value diverse perspectives.

Statewide Engagement

- Attend ASCCC fall and spring pre-plenary Area Meetings and Plenary Sessions
- Participate in ASCCC Institutes (Curriculum, Faculty Leadership, etc.)
- Stay informed on legislation affecting California Community Colleges
- Distribute ASCCC resolutions to the local Senate
- Communicate with and respond promptly to ASCCC information requests

Meeting Management

- Develop agendas for and chair meetings of the Academic Senate
- Ensure the timely publication of the Senate agenda (at least 72 hours before any meeting, except in an emergency)
- Arrange for resource speakers to address the Academic Senate for informational purposes
- Call special meetings of the Senate when necessary

- Use *Robert's Rules of Order* as parliamentary procedure
- Conduct all votes following the provisions of the Brown Act
- Observe the letter and spirit of all applicable laws, especially the Open Meetings Acts/Brown Act
- Maintain public access to all Academic Senate or sub-committee meetings
- Disseminate other documents, such as minutes, reports, and supportive evidence, in a timely fashion

Administrative Duties

- Oversee Academic Senate office operations and budget expenditures.
- Archive the Senate's historical records and correspondence.
- Ensure proper transition of materials to the incoming President.
- Oversee the maintenance of the Academic Senate website.
- Publish draft minutes promptly before the next regular meeting with clear labeling that they are not yet approved, then publish the final approved minutes after the next meeting.
- Work with the Secretary/Parliamentarian to ensure meeting space and creation of a calendar.

Maintain Effective Relationships with Other Governance Groups

- Board of Trustees
- College President and executive administrators
- Collective bargaining representatives
- Associated Students of Gavilan College (ASGC) leaders
- Academic Senate for California Community Colleges (ASCCC)
- Senate and college committee chairs
- Faculty at large
- Classified staff

Section 2: Duties of the Academic Senate Vice-President

Term of Office and Compensation

- Term: Two (2) years, with a maximum of four (4) consecutive years in this office
- Takes office on July 1st
- Compensation: Reassigned/release time or stipend per collective bargaining agreement (Article 25)

Qualifications

- A current faculty member with an understanding of academic and student services issues
- Strong communication and organizational skills
- Ability to work collaboratively with faculty, administration, and student leaders
- Knowledge of accreditation processes and student success initiatives
- Commitment to college governance principles and faculty leadership
- Willingness to develop institutional knowledge for Senate leadership continuity

Primary Responsibilities

Leadership Support

- Serve as the presiding officer at Academic Senate meetings in the absence of the President.
- Work closely with the President to learn the functions of that office.
- Serve as a voting member of the Academic Senate and Senate Steering Committee.
- Perform functions and duties as directed by the President or Steering Committee.
- Support the President in aligning academic and student affairs processes and decisions with the Academic Senate Equity Commitment.

Information Management and Communication

- Compile and distribute Academic Affairs and Student Success information to faculty.
- Monitor minutes of institutional committees under the purview of the College Vice-President of Academic Affairs and Vice-President of Student Services.
- Review and report on accreditation documents, Student Success documents, grant proposals, and other documents requiring the Academic Senate's signature
- Highlight equity considerations in reports to the Senate on academic affairs matters.

Administrative Relationships

- Meet regularly with the College Vice-President of Academic Affairs and the College Vice-President of Student Services
- Interact with Associated Students of Gavilan College (ASGC) as appropriate

Document Development and Review

The Vice-President assists in developing and reviewing various official Senate documents, including:

- Local implementation statements for statewide initiatives
- Recommendations to the administration on academic and professional matters (10+1)
- Responses to proposed policy changes
- Resolution support materials with context and rationale
- Annually review Board Policies and Administrative Procedures about Academic Affairs and Student Success

Governance Participation

- Be a member of at least one governance, Organizational/Institutional Committee, or Academic Senate Subcommittee

Additional Responsibilities

- Attend at least one State Academic Senate Institute or Plenary Session annually
- Make every effort to attend the ASCCC Leadership Institute if you have not previously attended
- Review and propose updates to the New Faculty Handbook and New Senator Handbook

Key Relationships

- Academic Senate President

- College Vice-Presidents of Academic Affairs and Student Services
- Associated Students of Gavilan College (ASGC)
- Faculty at large
- Academic Senate for California Community Colleges (ASCCC)

Section 3: Duties of the Academic Senate Secretary/Parliamentarian

The Secretary/Parliamentarian serves as a key member of the Senate leadership team, combining administrative support with procedural expertise to facilitate effective Senate operations. As a voting member of the Senate, this position maintains accurate records, manages communications, and ensures proper parliamentary procedure.

Term of Office and Compensation

- Term: Two (2) years, with a maximum of four (4) consecutive years in this office
- Takes office on July 1st
- Compensation: The Senate can grant reassigned/release time or a stipend per the collective bargaining agreement (Article 25).

Desirable Qualifications

- A current faculty member with strong organizational and administrative skills
- Knowledge of parliamentary procedure and *Robert's Rules of Order*
- Excellent attention to detail and record-keeping abilities
- Strong communication skills and ability to manage multiple responsibilities
- Understanding of college governance principles and Senate operations

Primary Responsibilities

Meeting Management

- Serve as presiding officer when the President and Vice-President are absent
- Operate presentation technology during meetings
- Track follow-up items requiring action after meetings
- Monitor attendance and report excessive absences
- Ensure equitable participation from all members

Records and Documentation

- Oversee recording, publishing, and distribution of minutes.
- Work with the Program Services Specialist-Supporting Academic Senate by Managing meeting agendas in BoardDocs and posting physical copies on campus in alignment with the Brown Act.
- Maintain comprehensive records of Senate actions and appointments.
- When documenting discussions, areas of consensus and dissension, and decision-making, organizations should capture:
 - Background context and key information
 - Various perspectives presented
 - Main points of agreement and disagreement
 - Data and evidence considered
 - Equity considerations and impacts
 - Alternatives explored
 - Final decisions and rationale
 - Implementation steps and responsibilities

- Maintain comprehensive records of Senate actions and appointments.
- Systematically organize and preserve all Senate records in compliance with retention policies and transparency laws, including:
- Minutes, agendas, position papers, resolutions, and correspondence
- Both physical and digitally accessible filing systems
- Transfer relevant records during leadership transitions.

Timekeeping

- Monitor agenda item durations to maintain the meeting schedule
- Track speaking times and alert the President when time limits approach
- Ensure sufficient time for critical items requiring thorough deliberation
- Balance efficiency with the need for a comprehensive discussion

Parliamentarian Duties

Advise the Senate President, officers, committees, and members on parliamentary procedure. Parliamentary authority shall be the adopted version of *Robert's Rules of Order* that does not conflict with the Senate Constitution, Bylaws, or the Brown Act.

Communication and Finance

- Manage Senate correspondence as directed by the President
- Assist with updating the Academic Senate website
- Prepare and present a tentative budget for Senate adoption

Governance Participation

- Serve as a voting member of both the Senate and Senate Steering Committee
- Participate in at least one governance, Organizational/Institutional Committee, or Senate Subcommittee
- Act as liaison between governance committees

Professional Development

- Attend at least one ASCCC Institute or Plenary Session annually (recommended)
- Assist with creating calendars for Senate meetings, retreats, and events

Key Relationships

- Senate President and College Vice-Presidents
- District administrative assistant assigned to the Senate
- Academic Senate members, college administration, and faculty at large

Section 4: Duties of the Academic Senate Past President

The Immediate Past President serves as a critical bridge between administrations, providing institutional memory and ensuring the continuity of Senate leadership.

Term of Office

- One (1) semester immediately following their term as Academic Senate President

Primary Responsibilities

Leadership Continuity

- Serve as the presiding officer at Academic Senate meetings when the President, Vice-President, and Secretary/Parliamentarian are absent.
- Ex officio non-voting member of the Academic Senate
- Serve as a full member of the Academic Senate Steering Committee.

Institutional Memory

- Provide historical perspective to the Academic Senate when such information is appropriate or requested
- Offer context for ongoing initiatives and past decisions
- Share insights about established relationships with college constituencies

Key Contributions

The Immediate Past President plays a unique and valuable role in the Academic Senate by:

- Ensuring smooth leadership transitions
- Maintaining continuity in Senate operations and initiatives
- Offering mentorship to new senate leaders
- Providing historical context for current decisions

Section 5: Duties of the Academic Senate President-Elect

Position Overview

The Academic Senate President-Elect serves in a preparatory capacity during the semester immediately preceding their term as President. This position ensures a well-prepared transition into the presidency through structured learning experiences and active participation in Senate leadership.

Term of Office

- One (1) semester immediately preceding their presidential term, beginning after the announcement of election results

Eligibility Requirements

Basic Qualifications

- Must be a faculty member as defined by the Academic Senate Constitution at the time of nomination and election and throughout the term of office
- Must not hold supervisory, management, or administrative positions (including acting and interim roles)

Experience Requirements

Must meet at least ONE of the following criteria within the last five years:

- Served at least one (1) year as a member of the Academic Senate
- OR**
- Served at least one (1) year as a Subcommittee Chair;
- OR**
- Served at least one (1) year as a member of a Senate Subcommittee

Special Circumstances

- If no eligible faculty member is nominated, the Academic Senate may authorize any eligible faculty member to be a nominee by resolution and majority vote.
- If a member's eligibility changes during their term of service, they will be declared ineligible to serve
- A two-thirds (2/3) vote of the members may resolve disputes about member eligibility.

Required Duties

- Serve on the Senate Executive and Steering Committee
- Become familiar with the comprehensive duties of the Senate president
- Learn Senate operations, procedures, and governing principles

- Work with the current President to ensure a smooth leadership transition
- Build relationships with key stakeholders

Position Status and Voting Rights

- If the president-elect is a current Senator, they retain voting privileges until assuming the presidency
- If not a current Senator, the president-elect may attend Senate meetings without voting privileges

Recommended Professional Development

The president-elect is encouraged to participate in:

- ASCCC Plenary (preferably spring session)
- Area B meeting before assuming the presidency
- ASCCC Leadership Institute, when available

Key Learning Areas

The President-Elect should become familiar with:

- Senate operations and procedures
- Meeting management and parliamentary procedure
- *Robert's Rules of Order*
- Open Meeting Laws/Brown Act requirements
- College governance structures
- Shared governance principles and practices
- Functions of the Academic Senate for California Community Colleges (ASCCC)
- State-level academic senate operations
- Legislative framework affecting academic senates

Section 6: Duties of the Equity Advocate

Senate Executive Committee Membership

As a member of the Senate Executive Committee, the Equity Advocate Liaison actively participates in processes to shape the college's policies, strategies, and initiatives related to equity, diversity, and inclusion.

IDEAA Perspective

Provide the Senate and Senate Executive Committee with a holistic perspective on Inclusion, Diversity, Equity, Anti-Racism, and Access (IDEAA). This includes staying informed about best practices, emerging trends, and challenges.

Committee Representation

Act as the Senate representative on the College's Equity Committee and selected college committees, as the Senate Executive Committee assigns. Collaborate with colleagues across various committees to ensure equity and inclusion are integrated into decision-making processes.

Section 7: Academic Senate Full-Time At-Large Senator

Represents full-time faculty in the Academic Senate with a commitment to academic excellence and equity.

Term of Office and Compensation:

- Term: Two (2) years, with no term limits (Academic Senate Constitution, Article V:1.2)
- Takes office on July 1st

- Compensation: FLEX Time may be available (GCFA Collective Bargaining Agreement, Appendix B)

Required Skills & Experience:

- Full-time faculty status
- Commitment to academic excellence and student success
- Understanding of college governance principles
- Strong communication and interpersonal skills
- Collaborative work style with diverse constituencies

Desirable Qualifications:

- Prior faculty leadership experience
- Knowledge of California Community College system
- Policy development experience
- Committee service background
- Demonstrated consensus-building ability

Key Responsibilities:

Constituent Representation

- Represent diverse full-time faculty perspectives across all disciplines
- Maintain regular communication with full-time faculty
- Gather input on academic and professional matters
- Advocate for full-time faculty interests in decision-making

Meeting Participation

- Attend all Senate meetings and retreats
- Notify the Senate President or Secretary/Parliamentarian if unable to attend
- Review materials and actively engage in discussions
- Vote on action items after consulting with constituents
- Consider equity implications in all decisions
- Share full-time faculty viewpoints and interests
- Follow parliamentary procedure (*Robert's Rules of Order*)
- Support Senate activities
- Be familiar with Title 5 Regulations and Education Code and faculty roles

Committee Service

- Serve as a voting member on the Academic Senate and Steering Committee
- Participate in at least one governance committee or subcommittee
- Act as liaison between governance committees
- Represent Academic Senate interests in committee work
- Apply Academic Senate Equity Commitment to committee work

Communication with Constituents

- Maintain timely communication with all part-time faculty
- Inform faculty of relevant Senate discussions and actions
- Solicit feedback to ensure representation of division interests
- Submit regular reports on part-time faculty issues to the Senate

Knowledge and Advocacy

- Stay informed about statewide initiatives and legislation
- When possible, attend relevant development activities and conferences
- Stay informed about Senate purview (10+1)

- Uphold faculty rights, academic freedom, and integrity
- Engage in collegial consultation on academic matters
- Promote equity-minded approaches
- Identify and address barriers to student success
- Keep current and educate constituents about Title 5 Regulations and Education Code

Additional Duties

- Perform other duties as assigned by the Academic Senate President
- Participate in senate initiatives and projects
- Support Senate goals and objectives

Section 8: Academic Senate Part-Time At-Large Senator

Represents part-time faculty in the Academic Senate with a commitment to academic excellence and equity.

Term of Office and Compensation:

- Term: Two (2) years, (Academic Senate Constitution, Article V:1.2)
- Takes office on July 1st
- Compensation: Stipend (GCFA Collective Bargaining Agreement, Exhibit 1 Memorandum of Understanding)

Eligibility Requirements

- Part-time faculty status with reappointment rights (GCFA Collective Bargaining Agreement, Article 16)

Desirable Qualifications:

- Prior faculty leadership experience
- Knowledge of the California Community College system
- Committee service background
- Demonstrated consensus-building ability
- Commitment to academic excellence and student success
- Understanding of college governance principles
- Strong communication and interpersonal skills
- Collaborative work style with diverse constituencies

Key Responsibilities:

Constituent Representation

- Represent diverse part-time faculty perspectives across all disciplines
- Maintain regular communication with part-time faculty
- Gather input on academic and professional matters
- Advocate for part-time faculty interests in decision-making

Meeting Participation

- Attend all Senate meetings and retreats
- Notify the Senate President or Secretary/Parliamentarian if unable to attend
- Review materials and actively engage in discussions
- Vote on action items after consulting with constituents
- Consider equity implications in all decisions
- Share part-time faculty viewpoints and interests
- Follow parliamentary procedure (*Robert's Rules of Order*)

- Support Senate activities and ad hoc committees
- Be familiar with Title 5 Regulations and the Education Code regarding faculty roles

Committee Service

- Serve as a voting member on the Academic Senate and Steering Committee
- Participate in at least one governance committee or subcommittee
- Act as liaison between governance committees
- Represent Academic Senate interests in committee work
- Apply Academic Senate Equity Commitment to committee work and institutional policies

Communication with Constituents

- Maintain timely communication with all part-time faculty
- Inform faculty of relevant Senate discussions and actions
- Solicit feedback to ensure representation of division interests
- Submit regular reports on part-time faculty issues to the Senate

Knowledge and Advocacy

- Stay informed about statewide initiatives and legislation
- When possible, attend relevant development activities and conferences
- Stay informed about Senate purview (10+1)
- Uphold faculty rights, academic freedom, and integrity
- Engage in collegial consultation on academic matters
- Promote equity-minded approaches
- Identify and address barriers to student success
- Keep current and educate constituents about Title 5 Regulations and the Education Code

Additional Duties

- Perform other duties as assigned by the Academic Senate President (See Appendix 4)
- Participate in senate initiatives and projects
- Support Senate goals and objectives

Interim Communication Protocols for Vacant At-Large Positions

1. The Academic Senate President will designate an interim point person from the Executive Committee to handle communication with the affected faculty group.
2. The Academic Senate President or the Secretary/Parliamentarian will email all relevant faculty members to announce the interim designee.
3. The Senate will gather input from part-time and full-time faculty members through surveys, forums, email lists, and sending invitations for agenda items.

Section 9: Duties of the Academic Senate Senators

Represent constituent faculty to ensure diverse perspectives inform senate deliberations and decisions on academic and professional matters. Both full-time and part-time (GCFA, Article 16) faculty can serve as Academic Senate Senators.

Each year one half of the senate membership will be elected in order to maintain staggered terms.

Term of Office and Compensation:

- Term: Two (2) years
- In consultation with the Academic Senate President, the Department may lift term limits if no new senators are interested in or available for nomination.
- Compensation: FLEX Time may be available (GCFA Collective Bargaining Agreement, Appendix B)

Key Responsibilities:**Constituent Representation**

- Represent diverse faculty perspectives in discussions and votes
- Address issues specific to constituent faculty
- Align work with Academic Senate Equity Commitment
- Bring department viewpoints to Senate meetings

Meeting Participation

- Attend all Senate meetings and retreats
- Notify the Senate President or Secretary/Parliamentarian if unable to attend
- Review materials and actively participate in discussions
- Vote on action items after consulting with constituents
- Consider equity implications in all decisions
- Share department viewpoints and interests
- Follow parliamentary procedure (*Robert's Rules of Order*)
- Be familiar with Title 5 and Education Code Regulations regarding faculty roles

Committee Service

- Serve on at least one governance committee or subcommittee
- Act as liaison between committees and the Senate
- Represent Academic Senate interests in committee work
- Apply the Academic Senate Equity Commitment to policies and practices

Communication with Constituents

- Maintain timely communication with department faculty
- Inform faculty of relevant Senate discussions and actions
- Solicit feedback to ensure representation of department interests
- Bring department concerns to the Senate
- Disseminate information to constituents

Knowledge and Advocacy

- Stay informed about statewide initiatives and legislation
- Stay informed about Senate purview (10+1)
- When possible, attend relevant development activities and conferences
- Uphold faculty rights, academic freedom, and integrity
- Engage in collegial consultation on academic matters
- Promote equity-minded approaches
- Identify and address barriers to student success
- Keep current and educate constituents about Title 5 Regulations and the Education Code

Additional Duties

- Perform other duties as assigned by the Academic Senate President (See Appendix 4)
- Participate in senate initiatives and projects

- Support Senate goals and objectives

ARTICLE III: ELECTION PROCEDURES

Section 1: Election of Officers and At-Large Academic Senate Seats

Election Committee

- 1.1 The Academic Senate shall form a three-member Election Committee of Academic Senate members.
- 1.2 Committee members cannot be candidates in the election.
- 1.3 The committee issues a written call for candidates to all faculty at least seven (7) instructional days before the election.
- 1.4 The call includes position descriptions outlined in the bylaws, required documents, a submission deadline, and an election date.
- 1.5 Candidates will submit a letter of interest highlighting their qualifications and eligibility requirements.
- 1.6 Review candidate materials to confirm eligibility.
- 1.7 Eligibility disputes shall be resolved by a two-thirds (2/3) vote at the next regular meeting of the Senate.

Eligibility Requirements

- See each position description for eligibility requirements.
- If no eligible faculty member is nominated, the Academic Senate may authorize any faculty member as defined in the Academic Senate Constitution by resolution and majority vote.

Candidacy and Timeline

- Except in unusual circumstances, elections will be held during the Fall semester of the officers' second year of office.
- At least seven (7) days before the regular Academic Senate meeting at which candidates are certified through a Senate vote, the election committee will issue a written call for candidates to all faculty.
- Call for candidates closes three (3) instructional days before the regular meeting where candidates are certified.
- The election committee requests candidate certification as an action item on the first regular meeting after the call closes.
- The Election Committee requests election as an action item at the second regular Academic Senate meeting after the call closes, no later than the last meeting before new officers take office.

Voting Process

- Only certified candidates will be included on the ballot.
- The Academic Senate President position will be voted on first.
- All Academic Senate members may vote unless specified otherwise in the Constitution or Bylaws.
- Candidates must receive the majority vote of Academic Senate members present to win.
- If no majority is achieved, voting continues until one candidate receives the majority.

Special Circumstances

- If there is no Presidential candidate, the Election Committee repeats the process until the candidate is identified.
- For unfilled positions other than President, the President-Elect appoints faculty in consultation with the Steering Committee.
- A special election will be held immediately if the Academic Senate President position becomes permanently vacant. If no president is elected, elections will be held at least once per semester for the remainder of the term.

Results and Reporting

- The Election Committee Chair prepares the teller's report with ballot count, illegal votes, and successful candidates.
- Report submitted to Senate President, who announces results
- The current President notifies the District of incoming officers who receive compensation.

Transition and Terms

- All newly elected officers are encouraged to attend all regular Academic Senate meetings during the Spring semester to learn their responsibilities and duties before taking office.
- Officers assume roles at the start of the Fall semester.

Section 2: Rules of Succession: Senate President

Senate President Vacancy

2.1 If the Senate President becomes temporarily unable to serve, the Vice President shall assume the President's duties until their return. If they cannot assume the responsibilities, this shall be submitted in writing to the Elections and Executive Committees. The Executive Committee will then appoint a temporary replacement from among Senate leaders or other Senators to assume the responsibilities of the Senate President.

2.21 If the Academic Senate presidency is vacated, the Academic Senate shall elect a new President following the election procedures of these bylaws. The Vice President shall serve as Interim President before the election.

2.32 If a new Academic Senate President cannot be elected due to a lack of candidates after the first election cycle, the Academic Senate Vice-President shall have the option of serving as Academic Senate President for the remainder of the term and be compensated accordingly in a pro-rated manner.

Section 3: Election of Senators

2.1 The Academic Senate shall establish and maintain staggered terms; one half of the Academic Senate seats are elected each year.

2.3 The Academic Senate President shall notify each department at the beginning of the Spring semester of Academic Senate seats whose terms are expiring at the end of the academic year.

2.4 Department Chairs will be responsible for conducting the department elections.

2.5 Department elections shall be held no later than the end of the Spring semester. The results shall be reported to the Academic Senate President prior to the beginning of summer break.

2.6 New Senators will assume office at the first regular meeting of the Fall semester. At a minimum each of the following twelve (12) departments, shall be responsible for conducting an election to select their Senator(s):

Accessible Education Center (AEC)
Allied Health
Business and Computer Science and Information Systems (CSIS)
Career Technical Education (CTE)
Counseling
English
English as a Second Language (ESL)
Fine Arts
Kinesiology/Athletics
Library
Natural Science
Social Science

2.7 If a department fails to elect a senator, the Department Chair is asked to be responsible for if seat until their department elects a new senator.

ARTICLE VI: ATTENDANCE, RESIGNATIONS AND REMOVALS FROM OFFICE

Section 1: Academic Senate President Vacancy

See Article III, Section 2: Rules of Succession: Senate President

Section 2: Officer Vacancy

2.1 If an Academic Senate Officer seat becomes vacant, the Academic Senate President shall, in consultation with the Academic Senate Steering Committee, appoint a replacement for the remainder of the term and the new Officer shall be compensated, when applicable, in a pro-rated manner.

Section 3: Senators

3.1 If a department senatorial seat becomes vacant, the appropriate department shall elect a new senator within two weeks following the declaration of a vacancy.

3.2 If a department fails to elect a senator, the department chair of that department shall be asked to be responsible for assuming that position, with full rights and responsibilities, until the department can elect a member.

Section 4: Attendance Policy

4.1 Officers and Senators must notify the Senate President and Secretary/Parliamentarian before the meeting date to have an absence excused.

4.2 Absences without prior notification will be considered unexcused.

4.3 Extended absences due to emergencies, health issues, or other extenuating circumstances should be communicated to the Senate President as soon as feasible.

Senator Removal Process:

1. The Secretary/Parliamentarian will track attendance and notify Senators approaching absence limits.
2. When absence thresholds are reached:
 1. Two (2) consecutive unexcused absences: The Executive Committee will send a formal written notice to the Senator and the Department Chair(s)
 2. The Senator will have ten (10) calendar days to respond with an explanation or justification.
3. The final determination regarding removal will be made by a majority vote of the Executive Committee after considering any explanations provided
4. A position becomes subject to replacement when:
 1. Five (5) total absences (excused or unexcused) occur in an academic year.
or
 2. Three (3) consecutive absences occur unless these are due to documented emergency circumstances and the Executive Committee's approval.

Appeals Process:

1. A Senator who has been removed may appeal the decision within fifteen (15) calendar days
2. Appeals must be submitted in writing to the Senate President
3. Appeals will be reviewed by the entire Academic Senate (excluding the Executive Committee) at the next regular meeting
4. A two-thirds (2/3) majority vote of the Senate is required to overturn a removal decision
5. The Senator may continue to serve during the appeals process

Replacement Procedure:

1. When a position becomes vacant (after completion of any appeals process):
2. The Senate President will formally notify the Department of the vacancy within five (5) business days
3. The Department will have thirty (30) calendar days to select a replacement
4. The Department is responsible for:
 5. Conducting an internal selection process according to departmental procedures
 6. Notifying the Senate President of their replacement selection in writing
 7. Ensuring the new Senator attends the next scheduled Senate meeting

ARTICLE VII: ACADMEIC SENATE LIAISONS**Appointment of Liaisons**

For liaison positions that require an interview with the respective vice president or designee, as prescribed in a human resources job announcement, the academic senate president or designee will be included in the interview.

Compensated Positions

Liaison positions may qualify for stipends or release time as specified in the GCFA Collective Bargaining Agreement, Article 25. Compensated liaison positions:

- Associated Students of Gavilan College (ASGC) Liaison
- Faculty Liaison—SLO/PLO/SAO
- Faculty Mentoring Liaison
- Professional Development Liaison
- Program Integrated Planning and Review (PIPR) Liaison

Duties of Liaisons

- Perform job duties as described in the Alternative Faculty Assignment posting from the Human Resources Department
- Liaisons will meet with the Senate Steering Committee twice each semester.
- Provide least one oral report to the Senate per semester and a written year-end report to the Senate

ARTICLE V: DECISION-MAKING DURING RECESS

Section 1: Meetings During Semester Breaks

Summer Authority

When the Academic Senate does not hold regular meetings, the President and Executive Committee are empowered to make decisions for the Academic Senate as outlined in the bylaws.

While the bylaws grant the President and Executive Committee authority to act on behalf of the Academic Senate during non-meeting periods, there are both best practices and typical limitations to consider:

Urgent Matters

- "Emergency" or "time-sensitive" matters may include natural disasters, health crises, significant disruptions to educational services, state-mandated, or promote student success.
- Notifying senators of significant pending decisions when feasible
- Providing rationale for why the decision can't wait until the next regular meeting
- Documenting attempts to gather broader input
- Maintain documentation of why decisions were deemed urgent.
- Require reporting of all executive actions at the next regular senate meeting.
- Create a mechanism for senators to review and reconsider executive actions.

Non-Urgent Matters

When there's no apparent urgency, the Academic Senate President should:

- Defer the decision until the next regular meeting
- Consider calling a special meeting if the timeline requires action before the next regular session

- Request that the requesting body justify why the matter can't wait for full Senate consideration

ARTICLE VI: ACADEMIC SENATE RESOURCES

The following individuals shall be non-voting resources of the Academic Senate and be afforded a reporting item on every regular Academic Senate meeting agenda:

- College President
- College Vice-President of Academic Affairs
- College Vice-President of Student Services
- Associated Students of Gavilan College (ASGC) Representative

College Support for the Academic Senate Support

- The college will provide a Program Services Specialist – Supporting Academic Senate for the Academic Senate by taking minutes at regular Senate meetings and sub-committee meetings, managing the administrative affairs of the Academic Senate Executive Team, and updating and maintaining the Academic Senate's webpages.
- Provided adequate equipment, college services, and office space to perform duties.
- A budget for meeting expenses and travel to conferences such as the ASCCC Plenaries, Area meetings, institutes, etc.

ARTICLE VII: COMMITTEES

Section 1: Standing and Ad Hoc Committees

1.1 Standing and ad hoc committees shall be established as the need arises and with the approval of the Academic Senate. The Academic Senate shall have the power to create such committees as it deems necessary, and such committees shall be known as “Academic Senate Standing Committees.” Members will be appointed by the Academic Senate from within the Academic Senate, or if desired, from outside the Academic Senate.

Section 2: Academic Senate Standing Committees

2.1 In accordance with Board Policy 2510, the Academic Senate primary function is to make recommendations to the administration of the College and the Board of Trustees with respect to academic and professional matters. In order to fulfill this function, the Academic Senate establishes the following Academic Senate Standing Committees:

1. Academic Senate Steering Committee
2. Academic Staffing Committee
3. Curriculum Committee
4. Distance Education Committee
5. Equivalency Committee
6. Executive Committee
7. Faculty Professional Learning Committee
8. Learning Council
9. Meaningful Assessment Committee

2.2 Each Academic Senate Standing committee shall define and adopt its own procedures, subject to approval by the Academic Senate and restrictions contained in the bylaws and other regulations of the Academic Senate. Each committee shall establish quorum requirements consistent with requirements of the Academic Senate bylaws.

2.3 An Academic Senate Standing Committee's primary functions and bylaws shall be included as an appendix to these bylaws and reviewed annually by both the committee and the Academic Senate Steering Committee.

2.4 All authority and responsibilities of these Academic Senate Standing Committees shall be exercised through the Academic Senate Steering Committee. Academic Senate Standing Committees may appoint sub-committees or work groups, which are responsible to the parent committee.

2.5 Upon the creation of a new Academic Senate Standing Committee or the pending vacancy or vacancies of an existing committee for members other than the chairperson, the Academic Senate President, in the name of the entire Academic Senate, shall notify all faculty of the vacancy or vacancies. This notice must include the specific goals and purposes of the committee and the specific responsibilities of the committee members.

2.6 Faculty appointments to all Academic Senate Standing Committees must be approved by the Academic Senate by a simple majority vote.

2.7 Nothing in this process can conflict with the Gavilan College Hiring Policy.

2.8 At the Academic Senate's discretion and in consultation with the Associate Students of Gavilan College, students may be appointed to committees. Student representatives may have the same voting privileges as faculty members.

Section 3. Ad Hoc Committees

3.1 The Academic Senate may form and recommend membership of ad hoc committees as needed to conduct Academic Senate business. The following ad hoc committees are of special significance to the Academic Senate:

1. Elections Committee
2. Faculty of the Year
3. Non-credit Instruction

Section 4: Shared Governance Committees

4.1 Shared governance committees are a reflection of the spirit and requirement of AB 1725 shared governance. AB 1725 not only enables but demands faculty participation in the

governance of matters at the local district level. Doing so ensures necessary faculty input on matters concerning the development of sound policy and maintenance of quality academic standards. Consequently, active membership and participation on shared governance committees are essential to the charge of the Academic Senate and the mission of the District.

4.2 The official institutional Shared Governance Standing Committees requiring faculty participation shall be identified in the College Shared Governance Handbook.

4.2.1 Other collegial institutional governing committees involving shared governance that will involve faculty participation may include: Accreditation, Educational Master Plan, Equal Opportunity Employment (EEO), Enrollment Management, Distance Education and Strategic Planning.

4.3 Any member of the faculty of Gavilan College shall be eligible for appointment to membership on committees, and all committee appointments shall be made by the Academic Senate President in consultation with the Academic Senate Steering Committee and with the consent of the Academic Senate.

4.4 Academic Senate Standing Committee chairpersons shall be appointed by the President of the Academic Senate in consultation with the Academic Senate Steering Committee. Chairpersons of Standing Committees, in addition to being members of the Academic Senate Steering Committee, shall serve as liaisons between the committee and the Academic Senate and shall make regular committee reports to the Academic Senate.

4.5 All committee actions shall be submitted to the Academic Senate for evaluation followed by acceptance, return to the committee for reconsideration, or other appropriate action prior to going to the next higher level and/or the Board of Trustees.

4.6 The Academic Senate President shall notify all faculty of chairperson opportunities one full semester prior to the end of the incumbent chairperson's term ending. Such a call shall request letters of interest outlining qualifications for the faculty member wanting to assume the position of chairperson.

4.7 The appointment(s) of committee chairperson shall be made at the beginning of Spring semester when possible.

4.8 If a committee chairperson position becomes vacant during a chairperson's term, the Academic Senate President, in consultation with the Academic Senate Steering Committee, shall appoint a chairperson for the remainder of that term.

Section 6: Academic Senate Steering Committee

6.1 Members of the Steering Committee include:

Academic Senate President

Academic Senate Vice-President of Academic Affairs
Academic Senate Vice-President of Student Success
Academic Senate Secretary/Treasurer
Academic Senate Past President (one semester following their presidency)
Equity Advocate
Full-time, At-large Senator
Part-time, At-large Senator
Faculty Professional Learning Committee chairperson
Curriculum Committee chairperson
Learning Council chairperson
Institutional Effectiveness Committee chairperson
Department Chair Committee Co-chair (faculty)
Distance Education Committee chairperson
Academic Senate Equivalency Committee chairperson
President of Gavilan College Faculty Association or designee.

6.2 Functions of the Academic Senate Steering Committee:

The Academic Senate Steering Committee shall have general supervision of the affairs of the Academic Senate between its regular business meetings, determine the hour and place of Academic Senate meetings, make recommendations to the Academic Senate, and help set the agenda for Academic Senate meetings. The Academic Senate Steering Committee shall strive to meet once a month during the Fall and Spring semesters.

6.3 Duties of Academic Senate Steering Committee:

6.3.1 Give direction to the Academic Senate.

6.3.2 Act as advisor to the Academic Senate President.

6.3.3 Help set the agenda for Academic Senate meetings.

6.3.4 Recommend to the Academic Senate faculty appointments for governance, standing committees, selection committees and special task forces.

6.3.5 Define and recommend the goals of the Academic Senate each year.

6.3.6 Form and recommend membership of ad hoc committees to the Academic Senate.

6.3.7 Monitor and report on the activities of governance, standing and ad hoc committees.

6.3.8 Report on State Academic Senate Fall and Spring Institutes and/or Plenary Sessions.

6.3.9 Assist with the orientation of new full-time and part-time faculty.

6.3.10 Evaluate and make recommendations pertaining to the effectiveness of the Academic Senate and Academic Senate Standing Committees at the end of each year.

6.3.11 Review the Academic Senate constitution and bylaws each year and make recommendations to the Academic Senate.

6.4 The Academic Senate Steering Committee may establish “Ad-Hoc” committees or “Work Groups” to accomplish specific tasks. Upon completion of these tasks, these committees or groups may be dissolved or approved as a standing committee. Membership on ad-hoc committees or groups shall be approved by a majority vote of a quorum of the Academic Senate.

Section 7: Academic Senate Executive Committee

7.1 Members of the Academic Senate Executive Committee:

Academic Senate President
Academic Senate Vice-President of Academic Affairs
Academic Senate Vice-President of Student Success
Academic Senate Secretary/Treasurer
Equity Advocate

7.2 Functions of the Academic Senate Executive Committee:

The Academic Senate Executive Committee shall have general supervision of the affairs of the Academic Senate during times when the Academic Senate is on recess and take actions as outlined in Article X, Section 1.1 of these bylaws.

ARTICLE IX: MEETINGS

Section 1: Scheduled Meetings

1.1 The Academic Senate shall strive to meet at least two times each month during the Fall and Spring semesters.

Section 2: Special Meetings

2.1 Special meetings may be called at the discretion of the Academic Senate President or by four or more Academic Senate members and in accordance with Brown Act requirements.

ARTICLE X: QUORUM

Section 1: Academic Senate Quorum

1.1 A quorum of the Academic Senate shall consist of one more than fifty (50%) of the number of Senators that comprise the Academic Senate. For the purposes of establishing quorum, all

elected officers present shall count towards the quorum count.

Section 2: Academic Senate Action

2.1 Any action taken by the Academic Senate shall be by a majority vote with the exception of those actions noted in these bylaws requiring greater majorities.

ARTICLE XII: ADOPTION AND AMENDMENTS

Section 1: Bylaws Review

1.1 Senators and the Academic Senate Steering Committee, on an annual basis, shall review the Academic Senate bylaws with members of their departments and bring to the Academic Senate suggestions for changes.

Section 2: Bylaws Amendment

2.1 These bylaws may be amended by a two-thirds vote of the Academic Senate. Proposed amendments shall be distributed to all faculty for informational purposes at least seven days prior to Academic Senate action.

APPENDIX 1

ORGANIZATIONAL GROUPS

There are a variety of groups and committees that provide pathways for participation in college governance and processes. These include the ongoing groups and committees listed below and ad hoc groups that are formed to address specific issues and then dissolved.

Types of Groups

Many terms are used to define a group or committee. Often these terms delineate the type of work a group is asked to accomplish.

Group

This is defined as several persons gathered to form a recognizable unit, aggregation or band. At the college, this term is generally used to describe several persons who are part of an organization based on affiliation or the selection of others of a similar affiliation (e.g. Constituency Group)

Committee

This is defined as a group of people chosen to consider some matter or function in a certain capacity. At the college, committees normally have an ongoing purpose and a formal structure. Sometimes this purpose is to coordinate the actions of a number of other committees.

Council

This is defined as:

1. A group that is called together for consultation, discussion advice, etc.; or
2. A group of people chosen as an administrative, advisory, or legislative assembly.

At the college, councils normally have an ongoing purpose, a formal structure, and an area or college-wide coordinating function (e.g. Administrative Council or The Learning Council)

Division (may not relate to our bylaws)

This is defined as the group of people who report to a particular reporting chief administrator. For example, the people reporting to the Vice President of Student Services work in the Student Services Division.

Team (may not relate to our bylaws)

This is defined as a group of people working or playing together especially as one side in a contest. Teams are based on teamwork which is the subordination of individual interests to the unity and efficiency of the group. At the college, teams can be formed for an ongoing or temporary purpose and tend to be flexible, oriented on the task to be achieved, and less formal than a committee.

Task Force

This is several people called together to complete a temporary task that involves area or college-wide coordination.

Groups may also be assigned a particular role in the shared governance process or operations of the college. Some are formal and some are less formal. (Do we want to define a "Work Group" specifically?)

Work Group

A group appointed to study and report on a particular question and make recommendations based on its findings. Work Groups are disbanded after the assigned task has been accomplished. A Work Group may be established for:

- creation of an informational document
 - creation of a standard
 - resolution of problems related to a system or network
 - continuous improvement
 - research
- (e.g. Senate bylaws Work Group)

APPENDIX 2

REPORTING AND ACCOUNTABILITY GUIDELINES FOR SENATE COMMITTEES AND CHAIRPERSONS

1. Each senate committee (i.e., Faculty Professional Learning, Curriculum, Distance Education, Equivalency) needs a clear statement of purpose, structure and bylaws.
2. Faculty members must be tenured to serve as committee chair.
3. Senate Committee Chairs will meet with the Senate Steering Committee twice each semester.
4. In addition, they need to give at least one oral report to the Senate per semester and a written year-end report to the Senate.
5. Senate committees make decisions autonomously within the scope of their statement of purpose (which is approved by the Senate) but must seek Senate approval for policy changes or changes related to the composition of the committee or selection procedures of committee members or chair/coordinator.

9. Faculty Accreditation Coordinator has the same reporting responsibilities as Senate Committee Chairs.

11. The Program Review Chairperson is accountable to the Senate and Administration for following the Program Review policy and procedures.

APPENDIX 3

RESOLUTION GUIDELINES AND WRITING

RESOLUTION GUIDELINES

Academic Senate resolutions are designed to recommend policy or action to the Board of Trustees, the Superintendent/President of the College, the Academic Senate, and/or Faculty.

Resolutions may be drafted in committee or by individual Senators.

Resolutions should be submitted for a first reading and then designated as an Action Item at a following Academic Senate meeting.

Resolutions must be made available three days prior to the general Academic Senate meeting by email.

A resolution which contradicts a motion or resolution already passed by the Academic Senate during the same meeting is out of order.

If a motion or resolution contradicts a motion or resolution passed at a previous meeting the latter motion or resolution shall take precedence.

Discussions, debate, and voting shall be conducted according to *Robert's Rules of Order*, Revised.

Discussion on Resolutions or any amendments to Resolutions shall have a pre-set time.

The Academic Senate President may institute a pro/con style of debate. When there is no speaker on the side to be heard next, debate on the resolution is closed.

Any attendee at the Academic Senate meeting may engage in the debate; however, only Academic Senators may vote on the resolution.

Approved Resolutions shall be forwarded to the President/Superintendent and to the Board of Trustees and/or any other appropriate parties by email within ten days.

Operating within the criteria of the Delegation of Authority passed by the Board of Trustees, the Academic Senate will expect the Board of Trustees to “primarily rely upon” the advice of the Academic Senate or to reach “mutual agreement” with the Academic Senate before deciding the issue.

Resolutions which the Superintendent/President does not forward to the Board of Trustees must be addressed by email to the Academic Senate.

WHAT IS A RESOLUTION?

A resolution is a formal motion that is presented in writing. It must be moved and seconded by senators before being considered. This is the first reading. Proposed resolutions must be sent to the senate president at least seven (7) days prior to a first reading so that they can be placed on the agenda and formatted properly.

RESOLUTION WRITING

Since the resolution process guides the work of the Gavilan College Academic Senate, care should be taken in developing the resolutions. The following are some guidelines for resolutions as well as recommendations for proper resolution writing. When in doubt, consult with the Senate President.

Four is the Limit: Resolutions should not contain more than four “whereas” or “resolved” statements.

Homework: The Gavilan College Academic Senate has previous resolutions. It is possible that a resolution already exists for the position you wish to take. Please review the existing resolutions first so that duplication can be avoided.

An Introduction: Consider using the first “whereas” as an introduction, outlining the situation in general or providing background and indicating the people or groups involved before justifying your resolutions in the other “whereas” statements.

Punctuation: Each clause is written as a separate paragraph punctuated by a semicolon. The only period appears at the end. The first word of each clause is capitalized.

Acronyms: Write out the names of groups or organizations in your first reference to them in your resolution. The full name may be followed by a parenthetical abbreviation, which you may then use for future references.

Make the Point: Be as direct and to the point as possible. Cleverness that makes a resolution less clear will likely cause that resolution to be defeated, amended, or referred.

Avoid Lumping: Limit yourself to one reason in support of or in defense of your resolution per “whereas” statement. Lumping too much into one statement causes confusion and is likely to provoke calls for revision.

Professionalism Preferred: Avoid personal attacks or insults of any person or group, even subtle ones. No matter how justified the statement or how offensive the target, such attacks will almost inevitably draw opposition from some members of the voting body.

Only Senate Action: Remember that resolutions can only direct the Gavilan College Academic Senate to act. The Gavilan Academic Senate does not have the authority to direct or require action from any other group or individual. Your resolution can do such things as request or recommend actions from others, or it can endorse or support a position, but it can only direct action from the Gavilan College Academic Senate itself.

Reality Check: If your resolution directs an action by the Senate, be certain that the action is possible for the Senate to accomplish. Specifically, remember that the Senate cannot absolutely ensure or prevent the actions of any other body. Some qualifying or alternative terms, such as “work with [other body] to ensure” rather than “ensure,” or “oppose” rather than “prevent,” may help to produce a more realistic resolution.

Word Choice: Judiciously use words such as “any,” “every,” “all,” “never,” “none,” or other qualifiers that make sweeping generalizations.

Models: You may benefit from reading some past examples of resolutions for ideas about structuring and phrasing your resolution.

Resolution Title: Be sure that the title of the resolution accurately reflects the content of the resolution.

Citing Legislation: Cite the dates on stated legislation or regulations included in the resolution, i.e. AB 1725 (1988)

Facts: Resolutions are best received when the focus is on facts versus rhetoric.

ADVICE ON WORDING OF RESOLUTIONS

The wording of a Gavilan College Academic Senate resolution is an important matter that can sometimes prove tricky or confusing. A resolution with controversial, unclear, or offensive wording can lead to prolonged debate on the session floor and can ultimately cause a resolution to be delayed and rejected, even when its ideas are worth approving. In order to help resolution writers avoid such frustrating experiences, here’s some advice to help you avoid wording and issues that may raise objections:

Recommend:

If using the word “recommend” within your resolution, be very clear and cautious about what you are recommending and to whom. Make certain that any recommendation is directed to a specific body with authority over the issue in question and make certain that the Gavilan College Academic Senate has standing to make such a recommendation. (Ensure: If using this term, be certain that the Senate has the power to fulfill the goal of your resolution. The Senate may not have the power to ensure many outcomes, especially on its own. In many cases, better phrasing might ask the Senate to work in cooperation with another group to ensure or to accomplish the outcome. Assert or Affirm: Academic Senate has standing to make such a recommendation.

Ensure:

If using this term, be certain that the Senate has the power to fulfill the goal of your resolution. The Senate may not have the power to ensure many outcomes, especially on its own. In many cases, better phrasing might ask the Senate to work in cooperation with another group to ensure or to accomplish the outcome.

Assert or Affirm:

“Assert” and “affirm” imply that the Senate is taking a specific position on an issue, and these terms have often been used in resolutions relating to matters on which the Senate has not yet researched and developed a clear position. Be cautious about what stand you ask the Senate to take without proper discussion and foundation. ^[§§]It may also be the case that the Senate has taken a contrary position to one you now expect to affirm. Please take some time to review the old resolutions to see if a prior position on your issue has been determined. After such a review, you then can decide if you want the Senate to take a new position on the issue because evidence or recent developments now indicate a need to reconsider. It is not necessary or recommended to affirm a previously stated position that remains valid.

Reaffirm:

If you ask the Senate to reassert or reaffirm a position, make certain that it is indeed a position that has been established previously and not an interpretation of or extrapolation from a previous Senate statement or document. In addition, make certain that such a reaffirmation is indeed necessary rather than repetitious. In general, reaffirming previous positions is discouraged due to the conflict that will arise if the body votes it down.

Require:

Is discouraged due to the conflict that will arise if the body votes it down. Make certain that the Senate has the authority to require the action in question. In many cases, the Senate may not have the power to fulfill the action requested.

Support:

Directions to support other local organizations, documents, and more, are acceptable as desired actions of the Senate. It is worth noting that the Senate does not have the wherewithal to financially support individuals or organizations, but resolutions may direct the Senate to support funding from the state or other source for colleges, programs, etc.

Work with:

When directing the Senate to work with another official body, be certain that the body in question has appropriate involvement in or authority regarding the issue at hand. Often, the action “work with” is followed by another direction to accomplish something. Consider which is more important to the intent of your resolution: that the Senate work with another group or that the action is accomplished? Then word your resolution in the manner that best emphasizes the goal you most wish to accomplish.

APPENDIX 4

ADDITIONAL DUTIES OF ACADEMIC SENATE REPRESENTATIVES

In addition to the primary responsibilities outlined in the main document, Academic Senate representatives may be called upon to perform various other duties as assigned by the Academic Senate President. These additional responsibilities typically align with the Senate's role in academic and professional matters. The following list, while not exhaustive, represents common additional duties that may be assigned:

Representation and Liaison Duties

- Represent the Senate at statewide committees and meetings
- Serve as the Academic Senate President's designee for meetings with the administration or Board of Trustees
- Participate in regional or state academic senate events as an institutional delegate

Special Projects and Initiatives

- Lead or participate in special task forces addressing specific or time-sensitive academic issues
- Coordinate ad hoc committees for time-sensitive academic matters
- Contribute to strategic planning initiatives affecting instruction and student services

Faculty Support and Development

- Assist with faculty hiring committees or evaluation processes
- Mentor new faculty members on governance and academic matters

Communication and Documentation

- Draft official communications reports, presentations, or recommendations on behalf of the Senate
- Prepare reports or presentations for various stakeholder groups
- Document discussions and decisions from governance meetings or workgroups to share with the Senate
- Create informational materials about Senate activities and initiatives

Research and Assessment

- Research best practices from other academic institutions

- Review and assess institutional effectiveness measures

Event Planning and Coordination

- Organize Senate-sponsored forums, workshops, or conferences
- Facilitate campus dialogues on academic issues

APPENDIX 5

STUDENT ORIENTATION

Provide orientation for students serving on the Academic Senate that includes:

- Senate Basics: Purpose of Academic Senate as faculty voice in governance, overview of "10+1" faculty purview areas, how student perspectives enhance decision-making
- Student Role: Voting rights and participation expectations, how student input influences academic policies, examples of successful student contributions
- Meeting Procedures: Parliamentary procedure basics, agenda structure, effective participation tips, Brown Act requirements
- Key Relationships: Connection to Student Government (the 9+1), interaction with administration and Board, Title 5 (§ 51023) and Education Code (§70901, §70902) provisions on student participation
- Support Resources: Glossary of terminology, Senate leadership contacts, mentorship opportunities