

El Camino College
Academic Senate
Constitution

CONSTITUTION OF THE ACADEMIC SENATE EL CAMINO COLLEGE

PREAMBLE

In order to have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, we, the faculty of the El Camino Community College District, do hereby establish a representative organization, known as the Academic Senate of El Camino College. The Academic Senate shall be fully empowered to act as the representative and executive arm of the faculty, acting for all the members of the faculty on an elected basis.

ARTICLE I Name and Definitions

Section 1. Name

1.1 The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate.

Section 2. Definitions

- 2.1 The term “days,” when used in this constitution, shall mean weekdays when classes are in session at the college.
- 2.2 The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement.
- 2.3 The term “adjunct faculty” shall mean part-time faculty members.
- 2.4 The term “senator” shall mean any member of the faculty elected to the Senate.
- 2.5 The term “division senator” is the individual who is elected by the full-time faculty of a division to represent such division.
- 2.6 The term “senior senator” shall mean the division senator with the longest continuous service on the Senate.
- 2.7 The term “FTEF” shall mean Full-Time Equivalent Faculty.
- 2.8 The term “ex-officio member” shall mean a non-voting member of the Senate who serves as a resource person, advisor, and/or communication link with other campus decision-making bodies.

ARTICLE II Purposes

Section 1. Purpose

Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)
Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws
Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee
Final: Proposed Spring 2004

- 1.1 To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the “Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
- (1) Curriculum, including establishing prerequisites and placing courses within disciplines
 - (2) Degree and certificate requirements
 - (3) Grading policies
 - (4) Educational program development
 - (5) Standards and policies regarding student preparation and success
 - (6) District and college governance structures, as related to faculty roles
 - (7) Faculty roles and involvement in accreditation process, including self-study and annual reports
 - (8) Policies for faculty professional development activities
 - (9) Processes for program review
 - (10) Processes for institutional planning and budget development, and
 - (11) Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”
- 1.2 To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

ARTICLE III Senate Membership

Section 1. Senators

- 1.1 The senators shall be elected from the faculty in each division. The Learning Resources Unit shall be treated as a division.
- 1.2 The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Adjunct faculty shall have two members-at-large on the Senate, to be elected by the adjunct faculty.
- 1.3 Divisions having FTEF shall be entitled to senate members on the following basis:

1 through 24	-	two	(2)	members
25 through 36	-	three	(3)	members
37 through 48	-	four	(4)	members
49 or more	-	five	(5)	members

1.4 The computation of the number of faculty members in each division in any given year shall be based on the total FTEF for each division as determined by averaging division FTEF data from the Spring and Fall semesters of the current calendar year.

1.5 Eligibility of Senators

1.5.1 Voting members of the Senate shall be the elected senators.

1.5.2 The tenure of office for a senator shall cease when the senator no longer is a faculty member at El Camino College, or has been recalled or removed (see Bylaws Article III, Sections 4-5). In the event that a division decreases in size, each senator serves out the remainder of his or her term. No further division elections will be held until the number of division senators is in line with the current division FTEF figures.

1.6 Election of Full-Time Senators – See Bylaws Article III, Section 1.

1.7 Election of Adjunct Senators – See Bylaws Article III, Section 2.

1.8 Full-Time Senator – Term of Office

1.8.1 Full-time senators shall be elected for a term of three years. Also, see Bylaws Article III.

1.8.2 The division represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

1.8.3 If a full-time senator cannot or does not choose to complete the term of office, the Senate president may, after consultation with the remaining senators from that division, appoint a replacement or hold a special election under the procedures of Article III, Section 1 of the Bylaws.

1.8.4 The appointment shall be made within one month of the vacancy, or a special election shall be held as soon as possible after notification of the vacancy, and the term of office for the replacement shall be for the remainder of the vacating senator's term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

1.9 Adjunct Senator – Term of Office

Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)

Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws

Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

Final: Proposed Spring 2004

1.9.1 The term of office for adjunct senators shall be one year unless the senator no longer meets the requirements of Article III, Sections 1.5.

1.9.2 If an adjunct senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the term.

1.10 A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

Section 2. Ex-Officio Senate Members

2.1 Designation of Ex-Officio Members of the Senate

2.1.1 One member of the El Camino College Board of Trustees, to be designated by the Board, shall be an ex-officio member of the Senate.

2.1.2 The college president and Vice President of Academic Affairs (or designees) shall be ex-officio members of the Senate.

2.1.3 The ECCFT president (or designee) shall be an ex-officio member of the Senate.

2.1.4 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate.

ARTICLE IV Officers

Section 1. Officers. The Senate shall elect from among its members:

1.1 President;

1.2 President-Elect, who may also hold another senate office, until beginning his or her term as president;

1.3 Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, and Vice President of Faculty Development;

1.4 Secretary;

1.5 Other Officers, as deemed necessary.

- 1.6 Parliamentarian. The president may appoint people to serve in positions such as parliamentarian, sergeant-at-arms, and newsletter editor or others as deemed necessary;
- 1.7 Elected Officers. The elected officers shall be members of the Senate Executive Committee.

Section 2. Election of Officers – See Bylaws Article IV.

Section 3. Terms of Officers

- 3.1 The term of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president.
- 3.2 An officer may be removed from office if there is a violation of the standards of Article XI, Section 2, and a motion to impeach is passed by a two-thirds majority of the Senate.
- 3.3 If an officer, other than the president, cannot or does not complete the term of office, the Senate president may appoint a replacement for the remainder of the term.
- 3.4 If the president cannot or does not complete the term of office, the president-elect shall serve as president. If there is no president-elect, the Executive Committee shall elect from its members a replacement for the remainder of the term.

Section 4. Duties of Officers and Other. It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

- 4.1 Senate President: The president shall preside over meetings of the Senate, as outlined in *Robert's Rules of Order*; chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the State Academic Senate for the California Community Colleges (ASCCC); and appoint a parliamentarian, newsletter editor and sergeant-at-arms, as deemed necessary.
- 4.2 President-Elect: The president-elect shall become familiar with the duties of the Senate president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend College Council, ASCCC Area C meetings and the plenary sessions, and the El Camino College Academic Senate Executive Committee.

Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)

Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws

Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

Final: Proposed Spring 2004

- 4.3 Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.
- 4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation.
- 4.3.2 Vice President of Legislative Action shall investigate, monitor and propose matters concerning district and college governance structures as related to faculty roles and disseminate state legislative action matters to the Senate.
- 4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budget Development Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and, handle special projects as assigned by the Senate president.
- 4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.
- 4.4 Secretary: Keep a record (minutes) of all proceedings of the Senate; keep a record of the membership of the Senate and all committees of the Senate; maintain the attendance records of senators; transmit the meeting minutes to the president for publication; communicate with college administration the results of resolutions and other senate matters; and maintain the list all committees members, and see that the Senate website is updated.
- 4.5 Newsletter Editor: Edit and publish the Senate newsletter and maintain the Senate website.
- 4.6 Parliamentarian: Advise the president, officers, committees and members on matters of parliamentary procedure.
- 4.7 Sergeant-at-Arms: Assist in preserving order as the president may direct.

ARTICLE V Meetings

- Section 1. Regular Meetings. The Senate shall hold regular meetings throughout the academic year.
- Section 2. Additional Meetings. With the consent of the Senate, the Senate president may call additional meetings.
- Section 3. Faculty Meetings. Meetings of the faculty may be called by either a majority vote of the Senate or by a petition signed by one-fourth of the faculty. The Senate president shall notify the faculty at least five days in advance of a faculty meeting.
- Section 4. Executive Session
- 4.1 In personnel matters, the Senate shall have the right to hold executive sessions at which only senators shall be present in accordance with the Brown Act.
- 4.2 Executive sessions may be called by the Senate president or by a majority vote of the Senate.
- 4.3 Any decision made by executive session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.

ARTICLE VI Executive Committee

- Section 1. Voting Members: president, vice-presidents and secretary.
- Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.
- Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.

ARTICLE VII Committees

- Section 1. Committees
- 1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)
- a) College Curriculum

Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)

Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws

Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

Final: Proposed Spring 2004

- b) Educational Policies
 - c) Faculty Development
 - d) Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budget Committee) [PBC]
 - e) Legislative Action
- 1.2 Special Committees: Short-term in nature and dealing with topical issues. Member appointed and charge determined by Senate president.
- 1.3 Election Committee: This committee conducts elections of Senate officers in compliance with the Constitution and Bylaws. The president shall appoint the chair. No member of the Election Committee may be a candidate for an elected office.
- 1.4 Campus-wide Committees: The Senate president shall appoint, with the approval of the college president, delegates to represent the Academic Senate on various campus-wide committees. Each representative shall report back to the Senate. Typical committees may include:
- a) Academic Technology
 - b) Calendar
 - c) Program Review

ARTICLE VIII College Curriculum Committee

Sections 1.3, 2.1, 2.4, 2.5, 5.2.2 (b), 5.2.3 and any Senate Bylaw referring to these same sections are subject to mutual agreement between the Senate and the Board of Trustees or its designee.

Section 1. College Curriculum Committee

- 1.1 Operating Policy: The CCC will operate under its Bylaws, relevant Board policies, and this Constitution and its Bylaws.
- 1.2 CCC Operational Procedures: All operational procedures not addressed in this Constitution are to be specified in the CCC Bylaws. Operational procedures do not include curriculum procedures addressed in Sections 5.2 of this Article.
- 1.3 Approval of CCC Bylaws: CCC Bylaws are subject to approval by the Academic Senate, according to standards of Article XI, Section 2.

Section 2. Chair of College Curriculum Committee

Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)

Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws

Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

Final: Proposed Spring 2004

- 2.1 Chair: The CCC shall elect the Chair of the CCC from its membership, subject to approval by the Senate, according to Article XI, Section 2.
- 2.2 Chair as Member of the Senate: In the event the Chair of the CCC is not a member of the Senate, the Chair of the CCC shall be an ex-officio member of the Senate.
- 2.3 Term of office: Term of office for the Chair of the CCC shall be two (2) years.
- 2.4 Duties of Chair: The Chair of the CCC shall preside at all meetings of the CCC and attend all meetings of the Senate to report all actions of the CCC, as well as perform all the duties specified in the Bylaws of the CCC.
- 2.5 Removal of the Chair: Following a simple majority vote of the CCC membership, the Senate may remove the CCC Chair following the same process for removing Senate officers. See Article IV, Section 3.2.

Section 3. CCC Representatives

3.1 Membership

3.1.1 Faculty – The faculty shall elect the representatives to the CCC. The senior senator or designee in consultation with the appropriate dean or director shall initiate an election process for division representation in accordance with the CCC Bylaws.

3.1.2 Other Voting members – The Vice-President of Academic Affairs or a designee shall be a member of the CCC. The Council of Academic Deans and Directors may select representation to the CCC in accordance with CCC Bylaws.

3.1.3 Ex-officio Members – The CCC may designate others as ex-officio members.

- 3.2 Term of Office: The term of office for CCC representatives shall be set in the CCC Bylaws.

Section 4. Responsibility of the College Curriculum Committee

- 4.1 Curriculum Review: The CCC shall review all curriculum proposals to assure compliance with all Board policy requirements and Title 5 regulations. Approved proposals shall be sent to the college president via the Vice President of Academic Affairs for submission to the Board as specified in Board Policy 6123. Aspects of curriculum falling under the authority of the CCC include the establishment and revision of course outlines of record, conditions of enrollment,

Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)

Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws

Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

Final: Proposed Spring 2004

programs, degree and certificate requirements, CSU or UC transfer and articulation agreements; the inactivation of courses, certificates, and programs; and other areas of curriculum as mutually agreed upon by the Senate and the Board or its designee. Other areas of CCC responsibility include scheduling the periodic review of both courses and conditions of enrollment. These areas of responsibility will be subject to the oversight provisions of Section 5 of this Article.

- 4.2 Review Procedures: The CCC shall develop curriculum review procedures, subject to the oversight provisions of Section 5 of this Article.

Section 5. Curriculum Responsibility and Authority of the Senate

- 5.1 Oversight Responsibilities: As per Title 5 and Board Policy 2510, the Senate has primary responsibility for reviewing and recommending to the Board curriculum policies and procedures.

5.2 Review of Curriculum Procedures:

5.2.1 Any curriculum procedure is subject to immediate review upon the filing of a written request by a member of the student body, faculty, administration, staff or the community.

5.2.2 Review requests shall, at a minimum:

- (a) Describe the procedure(s) to be reviewed and any associated form(s), and
- (b) Provide written documentation that the procedure violates one of the standards of Article XI, Section 2 or infringes on other areas, as defined in the Senate Bylaws and agreed to by the Board or its designee

5.2.3 A Senate committee together with the Vice President of Academic Affairs or designee and the Chair of the CCC or designee shall determine, in a timely manner, whether the review request is valid under Section 5.2.2, and

- (a) If found invalid, the request shall be denied in writing, or
- (b) If found valid, the committee shall consult with the CCC, the filer and other appropriate parties in order to eliminate the objection documented under Section 5.2.2. (b) and, if that is not possible, the procedure shall be rescinded.

- 5.3 Review of Curriculum Decisions: Any curriculum decision of the CCC may be referred to the Senate for review, in accordance with the procedures in the CCC Bylaws. Following a review, the Senate may make recommendations to the CCC. However, only the CCC can approve curriculum proposals for recommendation to the Board.

Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)

Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws

Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

Final: Proposed Spring 2004

ARTICLE IX By-Laws and Rules of Order

Section 1. By-Laws and Rules of Order

- 1.1 The Senate may adopt by-laws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.
- 1.2 Bylaws drawn up by the Senate shall be approved by majority vote of the Senate.

Section 2. Rules of Order

- 2.1 Unless otherwise provided in this Constitution, in the Bylaws, or standing rules, the rules contained in the current edition of *Robert's Rules of Order*, shall govern the proceedings and the conduct of meetings of the Senate and its committees.

ARTICLE X Amendments to the Constitution

Section 1. Amendments to the Constitution

- 1.1 Amendments to the Constitution may be proposed by:
 - a) A motion approved by a majority vote of the Senate, or
 - b) A petition signed by one-quarter of the faculty.The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.
- 1.2 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.
- 1.3 If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail.
- 1.4 Proposed amendments to the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

Section 2. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

ARTICLE XI Professional Standards and Ethics

Section 1. Professional Standards and Ethics

1.1 The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns. The Senate may also consider such other matters that concern the academic well-being and management of the institution.

1.2 The Senate may, upon its findings, pass:
a) Resolutions of Commendation,
b) Resolutions of Confidence,
c) Resolutions of No Confidence, or
d) Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

Section 2. Standards of Operation and Conduct of the Senate, its Committees and its Officers

The operation and conduct of the Senate, its committees and its officers may not
a) violate state law, or
b) violate ECC Board of Trustees policies, or
c) violate the ECCFT agreement, or
e) subject the district to serious legal or fiscal liability, or
f) overzealous interpretation of state regulations, and/or ECC Board of Trustees policies, or
g) violate any provision of this Constitution or its Bylaws.

ARTICLE XII Delegate to Academic Senate for California Community Colleges

Section 1. Delegate

1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.

1.2 The delegate shall be the president of the Senate. If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

AMENDMENTS:

- | | | | |
|----------|----------------|-----------|-----------------|
| Revised: | June, 1982 | Revised: | December 1992 |
| Revised: | June, 1988 | Revised: | March 22, 1993 |
| Revised: | April, 1989 | Revised: | August 29, 1998 |
| Revised: | March 16, 1990 | Revised: | May 1, 2000 |
| | | Ratified: | July 1, 2002 |
| | | Ratified: | |

- Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)
- Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26By-Laws
- Academic Senate Packet: Mar 16, 2004 – Pages B1-B2 College Curriculum Committee
- Final: Proposed Spring 2004