

Constitution of the El Camino College Academic Senate

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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 “part-time faculty” shall mean faculty members employed by the District with an instructional or non-instructional load of 67% or less of a full-time load.
- 2.4 The term “senator” shall mean any member of the faculty elected to the Senate.
- 2.5 The term “full-time senator” shall mean any individual who is elected by the full-time faculty of a division or unit to represent such unit.
- 2.6 The term “part-time senator” shall mean any individual who is elected by the part-time faculty of a division or unit to represent that unit.
- 2.7 The term “senior senator” shall mean the full-time senator with the longest continuous service on the Senate.
- 2.8 The term “FTEF” shall mean Full-Time Equivalent Faculty.
- 2.9 The term “ex-officio member” shall mean a non-voting faculty member of the Senate who may be invited by the Senate president to serve as a resource person, advisor, and/or communication link with other campus decision-making bodies.

ARTICLE II Purposes

Section 1. Purpose

- 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 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. For purposes of Academic Senate representation, the following are considered to be Divisions: Arts, Media, and Entertainment; Behavioral and Social Sciences; Business; Counseling; Design and Applied Technology; Healthcare Sciences; Humanities; Kinesiology, Athletics, and Public Safety; Library, Academic Support, and Noncredit; Mathematical Sciences; Natural Sciences; Student Support Services.
- 1.2 The composition of the Senate shall be at least one full-time senator for each division and an additional senator for each eight full-time faculty members in the division, to a maximum of 7 full-time senators per division, to be elected by full-time faculty. Additionally, each division shall have one part-time senator elected by the part-time faculty of the division. Divisions may also elect one full-time and one part-time alternate to serve as a proxy in the event that a senator cannot be present for one or more meetings.
- 1.3 The computation of the number of full-time faculty members in each division in any given academic year shall be based on the total number of full-time faculty in that division as of the first day of the fall semester.
- 1.4 Eligibility of Senators

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

1.4.2 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 their term. No further full-time senator elections will be held until the number of division senators is in line with the current number of full-time faculty.

1.5 Election of Full-Time Senators- See Bylaws Article III Section 1.

1.6 Election of Part-Time Senators- See Bylaws Article III Section 2.

1.7 Full-Time Senator- Term of Office

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

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

1.7.3 If a full-time senator cannot or does not choose to complete the term of office, the alternate full-time senator shall assume the role for the remainder of the original term. If the alternate full-time senator is unable to serve, the division shall hold a special election under the procedures of Article III, Section 1 of the Bylaws. The special election shall be held as soon as possible, within one month of 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.

1.7.4 A senator on official leave for a period exceeding two months shall be replaced by the alternate full-time senator or if the alternate is unable to serve, they shall be replaced in accordance with the provisions of Section 1.7.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

1.8 Part-Time Senator – Term of Office

1.8.1 The term of office for part-time senators shall be three years unless the senator no longer meets the requirements of Article III, Section 1.5. Also, see Bylaws Article III.

1.8.2 If a part-time senator is unable to complete the term of office, the alternate part-time senator shall assume the role. If the alternate part-time senator is unable to serve, the division shall hold a special election under the procedures of Article III, Section 1 of the Bylaws.

- 1.9 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 ECCFT president (or designee) shall be an ex-officio member of the Senate.
- 2.1.3 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate.
- 2.1.4 The chair of the Assessment of Learning Committee shall be an ex-officio member of the senate if not otherwise a member of the Senate.
- 2.1.5 Members of the Executive Board/Senate Officers and College Council Representatives who are not re-elected to new senator terms by their division shall be ex-officio members of the senate until the end of their term as an officer or until re-elected by their division.
- ARTICLE IV Resource Advisors to the Academic Senate
- Section 1 Resource Advisors to the Academic Senate
- 1.1 The College president, Vice President of Academic Affairs, and Vice President for Student Services (or designees) shall be advisors to the Senate.
- 1.2 The president of the Associated Student Organization, or designee, shall be an advisor to the Senate.
- ARTICLE V **Officers**
- Section 1 Officers. The faculty shall elect from among the senate membership:
- 1.1 President;
- 1.2 President-elect, who may also hold another office until the beginning of their term as president;
- 1.3 Vice Presidents: Vice President of Educational Policies, Vice President of Diversity, Equity, Inclusion, and Accessibility, Vice President of Finance and Special Projects, Vice President of Faculty Development, Vice President of Academic Technology; and Vice President of Logistics and Communications;

- 1.4 Liaisons: Distance Education Liaison; Noncredit Liaison; Legislative Liaison;
- 1.5 Other Officers: The president may appoint senators to serve as parliamentarian and /sergeant-at-arms as deemed necessary.
- 1.6 Senate Executive Board. The elected President, Vice Presidents, and the Curriculum Chair and Assessment of Learning Committee Chair (see 2.1.3-4) shall be members of the Senate Executive Board.
- Section 2. Election of Officers- See Bylaws Article IV.
- Section 3. Terms of Office
- 3.1 The term of a senate officer shall be for two years, except the office of president-elect, which shall be for a term of one year, or until serving as president. In addition, a maximum of 2 co-officers may be nominated and elected by the Senate and may serve either jointly for 2 years or in staggered terms.
- 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 will hold a special election to select 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 Senate shall elect from its members a replacement for the remainder of the term.
- Section 4. Duties of Officers: 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 chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Committee, and campus committees; in consultation with Executive Committee, set agendas and prepare and post meeting materials in accordance with the Brown Act; preside over meetings of the Senate as outlined in *Robert's Rules of Order*; oversee the Senate's responsibilities as a collegial consultation committee as outlined in Making Decisions at El Camino College; and appoint a legislative liaison, parliamentarian, 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, relevant ASCCC meetings (such as Area C meetings, plenary sessions, and Faculty Leadership Institute), and the El Camino College Academic Senate Executive Committee meetings.
- 4.3 Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules of Order*, 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 and standards, policies regarding student preparation and success, and minimum qualifications. Chair Educational Policies Committee. Coordinate with Senate President to present changes to Board Policies and Academic Procedures that fall within Senate purview to Senate for approval. Represent the Senate on matters related to policy at College Council as needed. Coordinate with Vice President of Academic Affairs and President's Office to ensure all revisions to Board Policies and Academic Procedures approved by the Senate are placed on College Council and Board of Trustees meeting agendas.
- 4.3.2 Vice President of Diversity, Equity, Inclusion, and Access: shall represent the Academic Senate and lead faculty on issues related to DEIA, collaborate with the Vice President of Faculty Development to develop professional development related to DEIA, review external anti-racist equity related professional development submitted by faculty for Flex credit, develop DEIA goals that advance the academic community and help to close equity gaps in faculty hiring and support student learning, cultivate relationships across the ECC community by consulting and collaborating with affinity groups and other stakeholders to engage in DEIA work, represent the senate on the Student Equity and Achievement advisory committee, and chair the DEIA committee.
- 4.3.3 Vice President of Finance and Special Projects: shall be the Senate's voting member of the Planning and Budgeting Committee (PBC); report on the proposed actions of the PBC; coordinate faculty input on Planning and Budget matters and 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, the Professional Development Advisory Committee, and the Professional Development and Learning Department, shall investigate, monitor, and propose policies and programs for faculty professional development. Additionally, coordinates reviewing proposed professional development activities and/or external training requests by partnering with the Diversity, Equity, Inclusion, and Accessibility Committee; the Online and Digital Education Advisory Committee; and the Professional Development and Learning Department. Coordinates the facilitator(s) for New Faculty Learning Academy. In coordination with the Vice President of Human Resources, shall review and recommend approval/ denial of faculty coursework towards salary advancement. Chairs the Faculty Development Committee.

4.3.5 Vice President of Academic Technology: shall be the Senate's voting member in the College Technology Committee (CTC) and the Academic Technology Committee (ATC); report on the actions of the CTC and the ATC; represent the senate position; monitor and propose action for academic technology; update senate orientation course as needed; coordinate with new senators to ensure they complete senate orientation course; and handle special projects as assigned by the senate president. Co-chair Academic Technology Committee.

4.3.6 Vice President of Logistics and Communication: 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; coordinate and verify election of senators; maintain the attendance records of senators; transmit the meeting minutes to the Senate president for publication; communicate with college administration the results of resolutions and other Senate matters; see that the Senate website is updated; coordinate with senate meeting non-presenter guests to confirm attendance and obtain any necessary information.

4.4 Academic Senate Liaisons: The Liaisons shall be the official voting Academic Senate representatives to their committee(s) and shall regularly report back to the senate about the activities of their committee(s).

4.4.1 Distance Education Liaison: Monitor and report on the actions, represent the Senate on and be the Senate's voting member for the Online and Digital Education Committee.

4.4.2 Noncredit Liaison: Monitor and report on the actions, represent the senate on, and be the Senate's voting member of the Noncredit Committee.

- 4.4.3 Legislative Liaison: Monitor legislative issues and advise president, officers, committees, and members on matters of legislation relevant to the Senate purview.
- 4.4.4 College Council Representatives: Serve as the official Senate- elected faculty voting members of College Council. Attend all College Council meetings and report to the Senate at least once per month during primary terms concerning the business of College Council in months when College Council meets. Solicit input from the Senate on policies, procedures, and other agenda items that impact faculty and vote in accordance with the will of the Senate body on all matters.

ARTICLE VI Meetings

- Section 1. Regular Meetings. The Senate shall hold regular meetings throughout the academic year during primary academic terms only.
- 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. Closed Sessions.
- 4.1 The Senate shall have the right to hold closed sessions at which only senators shall be present in accordance with the Brown Act.
- 4.2 Closed sessions may be called by the Senate president or by a majority vote of the Senate.
- 4.3 Any decision that is reportable per the Brown Act made during a closed session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.

ARTICLE VII Executive Board

- Section 1. Voting Members: president, vice-presidents, College Curriculum Committee chair, and Assessment of Learning Committee chair.
- Section 2. Ex-Officio Members (invited at will): past president, president-elect, Senate liaisons, College Council representatives, parliamentarian/sergeant-at-arms, and others, as appointed.
- Section 3. Powers: The Executive Board 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. As per Robert's Rules of

Order, The Executive Committee may represent the senate on policy issues during non-primary terms when the senate does not meet or in emergency situations. Decisions made by the Executive Committee during these times shall be ratified by a vote of the full senate at the next senate meeting.

ARTICLE VIII Committees

Section 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)

- 1.1 Academic Program Review Committee
- 1.2 Academic Technology Committee
- 1.3 Assessments of Learning Committee
- 1.4 College Curriculum Committee
- 1.5 Diversity, Equity, Inclusion, and Accessibility Committee
- 1.6 Educational Policies Committee
- 1.7 Faculty Development Committee
- 1.8 Noncredit Committee
- 1.9 Online and Digital Education Committee

Section 2. Special Committees. Special Committees: Short-term in nature and dealing with topical issues. Members are appointed and charge is determined by the Senate Executive Board.

- 2.1 Election Committee: This committee, which shall be comprised of senators representing at least three divisions, conducts elections of Senate officers and Constitution and Bylaws ratification votes in compliance with the Constitution and Bylaws. The president shall appoint the chair. No member of the Election Committee may be a current candidate for an elected office.

Section 3. Campus-wide Committees.

- 3.1 College Council: The Senate president shall serve as a voting member and tri-chair of College Council. Additionally, the Senate shall elect, from its membership, two additional faculty to serve as voting members of College Council. See Bylaws Article V.
- 3.2 Other Campus-wide Committees: The Senate president shall appoint delegates to represent the Academic Senate on various campus-wide committees. Each representative shall report back to the Senate at least twice per semester. Typical committees may include: Calendar Committee,

Accreditation Committee, Facilities Steering Committee, Student Success Committee, Institutional Effectiveness Committee, and administrative and full-time faculty hiring committees.

ARTICLE IX Bylaws and Rules of Order

Section 1. Bylaws.

1.1 The Senate may adopt bylaws consistent with the policies set forth in 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 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 of the Constitution

1.1 Amendments to the Constitution may be proposed by:

- A motion approved by a majority vote of the Senate, or
- A petition signed by one-quarter of the faculty

1.2 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.

1.3 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading, discussion, and debate. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.

1.4 If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Elections Committee shall conduct the vote electronically.

1.5 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:

- Resolutions of Commendation
- Resolutions of Confidence
- Resolutions of No Confidence, or
- 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

2.1 The operation and conduct of the Senate, its committees and its officers may not:

- Violate state law; or
- Violate ECC Board of Trustees policies; or
- Violate ECCFT agreement; or
- Subject the district to legal or fiscal liability; or
- Overzealously interpret state regulations and/or ECC Board of Trustees policies; or
- Violate any provision of this Constitution or its Bylaws.

ARTICLE XII Delegate to the Academic Senate for California Community Colleges

Section 1. Delegate.

1.1 The delegate shall have 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, they may appoint another member of the Executive Board to serve as their designee and represent El Camino College at the state level. If no members of the Executive Board are able to attend, the Executive Board may appoint a voting Senator as the designee to represent El Camino College at the state level.

Amendments and Revisions

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Revised	April 1989
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