

# **BY-LAWS OF THE CONSTITUTION OF THE ACADEMIC SENATE OF CUESTA COLLEGE**

## Section 1. Terms and Duties of Officers; Council members; and Council appointees

### A) Terms of Office

1. The President:
  - a. Shall serve for a term of two years.
  - b. May not serve for more than three consecutive terms, but may serve again after a one-term vacancy.
  - c. Shall assume the term of office on July 1.
2. The Vice-President:
  - a. Shall serve for a term of two years.
  - b. May not serve for more than three consecutive terms, but may serve again after a one-term vacancy.
  - c. Shall assume the term of office on July 1.
3. Senators of the Academic Senate Council who are not officers or appointees:
  - a. Shall serve for a term of two years.
  - b. Shall assume the term of office at the beginning of the fall semester.
4. The Curriculum Committee Chair
  - a. Shall serve for a term of two years
  - b. May not serve for more than three consecutive terms unless the Academic Senate Council by consensus or a three-fourths majority vote of the members present agrees to grant the appointee another term.
  - c. Shall assume the term of office on July 1.
5. Faculty Professional Development Committee Chair and the Equivalency Committee Chair:
  - a. Shall serve for a term of two years
  - b. May not serve for more than three consecutive terms unless the Academic Senate Council by consensus or a three-fourths majority vote of the members present agrees to grant the appointee another term.
6. Elected Senator representatives (Full-time At-Large, Part-time At-Large, and North County At-Large):
  - a. Shall serve for a term of two years.
  - b. Shall assume the term at the beginning of the semester.
  - c. Shall assume a term that begins in alternate years to the term of office for Academic Senate officers.
7. Facilitators (two)
  - a. Shall be Senators or At-Large Senator Representatives
  - b. Shall serve for a term of one year
  - c. Shall assume the term of office at the beginning of the fall semester

8. Secretary
  - a. Shall serve for a term of one year
  - b. Shall assume the term of office at the beginning of the fall semester

B) Duties, appointments, and selections

1. The President:
  - a. Shall be a regular tenured faculty member
  - b. Shall facilitate the inter-campus communication of faculty issues.
  - c. Shall plan and chair meetings of the Academic Senate Council and general faculty meetings when convened using the consensus decision-making process (see Appendix A).
  - d. Shall assist in the development of faculty positions on academic issues as listed in Board Policy 2510.
  - e. Shall represent the Academic Senate Council and the faculty regarding academic issues as listed in Board Policy 2510.
  - f. Shall advocate faculty interests to relevant campus groups (see Empowering Local Senates posted on the website ASCCC.org).
  - g. Shall execute the decisions of the Academic Senate Council and the faculty.
  - h. Shall attend (or designate a representative to attend) and report business of the Academic Senate Council at the meetings of the Board of Trustees.
  - i. Shall attend (or designate a representative to attend) and report business of the Academic Senate Council at the Cuesta College Federation of Teachers Executive Board meetings.
  - j. Shall attend (or designate a proxy to attend) Planning and Budget Committee meetings.
  - k. Shall attend (or designate a proxy to attend) College Council meetings.
  - l. Shall attend (or designate a proxy to attend) Accreditation Steering Committee meetings.
  - m. Shall attend (or designate a representative to attend) with the Academic Senate Vice President or designee, and report business of the Academic Senate Council at Summit meetings, which are bi-monthly meetings with the President/Superintendent and the Vice President of Academic Affairs.
  - n. Shall attend (or designate a representative to attend) the statewide Academic Senate's Fall and Spring plenary sessions.
  - o. Shall serve as (or designate a representative to serve as) the Cuesta College voting delegate at the statewide Academic Senate's Fall and Spring Plenary sessions.
  - p. Shall attend (or designate a representative(s) to attend) regular, informal Senate-Union Joint Issues (SUJI) meetings.
  - q. Shall appoint faculty to regular and special committees in consultation with interested faculty and relevant faculty bodies and in consultation with the Superintendent/President to represent the faculty body to conduct the business of the Academic Senate Council and the Faculty.
  - r. Shall facilitate the dissemination of Academic Senate Council agendas and minutes and other relevant documents to the faculty and community in accordance with the Brown Act.
  - s. Shall understand the statutory context in which the Academic Senate operates (see Empowering Local Senates, posted on the website ASCCC.org.).
  - t. Shall understand and advocate for faculty the academic and professional matters as listed in Board Policy 2510.
  - u. Shall attend Academic Senate Council meetings after being elected and before assuming office.
  - v. Shall perform such other duties as pertain to the office of the President.

- w. Will receive reassigned time.
  - x. Shall apply “Best Practice Recommendations” (see Empowering Local Senates, posted on the website ASCCC.org).
  - y. Shall review annually the Academic Senate bylaws and constitution.
  - z. Shall be responsible for paying bills approved by the Academic Senate Council.
  - aa. For approval of expenditures requested by the Academic Senate President, a co-signature from the Academic Senate Vice-president is required.
  - bb. Shall keep an account of receipts and expenditures.
  - cc. Shall present an annual budget at the September meeting of the Academic Senate Council.
  - dd. Shall present regular reports to the Academic Senate Council on the status of the organization's finances.
  - ee. Shall help to recruit and mentor new Academic Senate leaders.
2. The Vice-President:
- a. Shall assume the office and duties of President in the event of absence, resignation or vacating of the office by the President.
  - b. May attend the statewide Academic Senate’s Fall and Spring plenary sessions.
  - c. Shall attend (or designate a representative to attend) with the Academic Senate President, and report business of the Academic Senate Council at Summit meetings, which are bi-monthly meetings with the President/Superintendent and the Vice President of Academic Affairs.
  - d. Shall attend (or designate a representative(s) to attend) regular, informal Senate-Union Joint Issues (SUJI) meetings.
  - e. Shall facilitate the selection processes for all awards under Academic Senate auspices.
  - f. Shall facilitate the inter-campus communication of faculty issues.
  - g. Shall facilitate the dissemination of Statewide Academic Senate information, issues, and resolutions to the faculty.
  - h. Shall assist in the development of faculty positions on academic issues as listed in Board Policy 2510.
  - i. Shall disseminate Academic Senate Council agendas and minutes and other relevant documents to the faculty and community in accordance with the Brown Act.
  - j. Shall take minutes or designate a minute taker at Academic Senate Council meetings if the secretary is unable to attend or if there is not a secretary.
  - k. Shall maintain, or in consultation with the President, delegate the maintenance of all electronic communication and information sharing resources approved by the Academic Senate Council for use by the Academic Senate.
  - l. Shall facilitate the dissemination of Academic Senate Subcommittee annual initiatives, minutes, and annual reports.
  - m. Shall understand the statutory context in which the Academic Senate operates (see Empowering Local Senates, posted on the website ASCCC.org).
  - n. Shall understand and advocate for faculty the academic and professional matters listed in Board Policy 2510.
  - o. Shall attend Academic Senate Council meetings after being elected and before assuming office.
  - p. Shall perform such other duties as pertain to the office of the Vice President.
  - q. Will receive reassigned time.
  - r. Shall apply “Best Practice Recommendations” (see Empowering Local Senates, posted on the website ASCCC.org).

- s. Shall review annually and propose any needed updates to the Academic Senate bylaws and constitution.
  - t. Shall help to recruit and mentor new Academic Senate leaders.
3. Senators of the Academic Senate Council:
- a. Shall be selected by divisional faculty to represent the interests of their constituent division,
  - b. Shall report Academic Senate Council business to their constituent divisions.
  - c. Shall seek input on Academic Senate issues from division faculty and represent their divisional perspectives to the Academic Senate Council.
  - d. Shall understand and advocate for faculty the academic and professional matters listed in Board Policy 2510.
  - e. Shall attend Academic Senate Council meetings and arrange for a substitute, when possible, if unable to attend.
  - f. Shall serve, as needed, on task forces, committees or sub-committees of the Academic Senate Council and perform such other duties as pertain to being a Senator of the Academic Senate Council.
  - g. May be removed from office during their term for just cause upon majority vote of their division faculty. In such cases, divisions may select a replacement senator to fulfill a term.
  - h. Shall review annually the Academic Senate bylaws and constitution.
4. At-Large Senator representatives of the Academic Senate Council:
- a. Shall present faculty information from their representative groups/areas to the Academic Senate Council and seek input on Academic Senate issues from faculty in their representative groups/areas.
  - b. Shall report Academic Senate Council business to their representative groups/areas.
  - c. Shall understand and advocate for faculty the academic and professional matters listed in Board Policy 2510.
  - d. Shall attend Academic Senate Council meetings and arrange for a substitute, when possible, if unable to attend.
  - e. Shall serve, as needed, on committees, sub-committees, or task forces of the Academic Senate Council and perform such other duties as pertain to being an elected representative of the Academic Senate.
  - f. May be removed from office during their term for just cause upon majority vote of their constituent group.
  - g. Shall review annually the Academic Senate bylaws and constitution.
5. Facilitators (two)
- a. Shall be appointed by the Academic Senate President.
  - b. Shall be Senators and/or at-large Senator representatives currently serving on the Academic Senate Council.
  - c. Shall be responsible for facilitating discussions and decisions at each Academic Senate Council meeting based on the Consensus Model for Decision-Making (Appendix A).
  - d. Shall attend Academic Senate Council meetings and arrange for a substitute if unable to attend.
  - e. Shall review the Use of the Consensus Model for Decision-Making (Appendix A) at the beginning and midpoint of every semester.

- f. The two facilitators shall alternate facilitating at every other Academic Senate Council meeting according to the procedures in Appendix A, Consensus Model for Decision-Making.
  - g. Shall monitor and provide rulings on proper course of action during discussion and decisions during the course of each Academic Senate Council meeting.
6. Secretary
- a. Shall be appointed by the Academic Senate President.
  - b. Is selected from the faculty at large (not from Academic Senate Council membership) or a non-faculty member if funding and/or mechanism for identifying a non-faculty member is identified.
  - c. Is a non-voting member of the Academic Senate Council.
  - d. Shall receive credit for committee membership.
  - e. Shall take minutes at Academic Senate Council meetings.
7. The Curriculum Committee (CC) Chair:
- a. Shall be appointed by the Academic Senate President and Vice President subject to the approval of the Academic Senate Council.
  - b. Shall plan, chair, and facilitate meetings of the CC.
  - c. Shall report the CC activities, decisions, and approvals to the Cuesta College Board of Trustees at its monthly meetings or have the Academic Senate President, or designee, give the report should the Chair be unable to do so.
  - d. Must consult with the Academic Senate President and Vice President on any curricular policies or issues that are controversial or involve college-wide interests.
  - e. Shall report decisions and relevant issues of the CC meetings to the Academic Senate Council at least once a month or when requested to do so by the Academic Senate President.
  - f. Will attend at least one statewide Academic Senate Summer Curriculum institute prior to or during the first term of service when possible.
  - g. Shall perform such other duties as appropriate to the appointment.
  - h. Shall become familiar with the statewide Academic Senate publications and policies on curriculum.
  - i. Shall attend at least one statewide Academic Senate Fall or Spring Plenary sessions when possible.
  - j. Will receive reassigned time
  - k. Shall review annually the Academic Senate bylaws and constitution.
8. The Faculty Professional Development Committee (FPDC) Chair:
- a. Shall be appointed by the Academic Senate President after consultation with the FPDC committee.
  - b. Shall plan, chair, and facilitate meetings of the FPDC.
  - c. Shall report FPDC activities and decisions to the Academic Senate Council at least once a month or when requested to do so by the Academic Senate President.
  - d. Shall consult with the Academic Senate President on proposals and activities of the FPDC.
  - e. Shall perform such other duties as appropriate to the appointment.
  - f. Shall become familiar with statewide Academic Senate publications and policies on Faculty Professional Development.
  - g. Shall determine in consultation with the FPDC the amount of annual state professional development funds that will be allocated to each faculty member.

- h. Shall determine in consultation with the FPDC the criteria for approval of faculty requests for state professional development funds and give authority to the Director of Professional Development to process these requests.
  - i. Shall review annually the Academic Senate bylaws and constitution.
9. The Equivalency Committee Chair:
- a. Shall be appointed by the Senate President or elected by members of the Equivalency Committee.
  - b. Shall chair and facilitate meetings of the Equivalency Committee.
  - c. Shall report activities, decisions, and relevant issues of the Equivalency Committee meetings to the Academic Senate Council at least once a month or when requested to do so by the Senate President.
  - d. Shall review annually the Academic Senate bylaws and constitution.

## Section 2. Academic Senate Committee Descriptions and Appointments

### A) Academic Senate Committees

#### 1. Curriculum Committee

- a. Description: This is a joint Academic Senate/Administrative committee, which reviews and recommends to the Board of Trustees new and revised course proposals, degree and certificate changes, and general education and graduation requirement patterns. This committee also discusses and makes decisions, when appropriate, on issues related to curricular processes, policies, and procedures.
- b. Purpose: To recommend to the Board of Trustees new and revised course proposals, degree and certificate changes, and general education and graduation requirement patterns. This committee will also discuss and make decisions, when appropriate, on issues related to curricular processes, policies, and procedures. When necessary, this committee will make recommendations concerning curriculum to the Academic Senate Council for discussion and decisions.
- c. Appointments:
  - i. The Curriculum Committee Chair is appointed by the Academic Senate President and Academic Senate Vice President subject to approval of the Academic Senate Council (see Bylaws, Section I.B.7.a).
  - ii. Voting members of this committee are faculty members selected by their division or area of discipline or area representing: each instructional division, library, academic support/DSPS, counseling, leadership, non-credit, and the Academic Senate (Curriculum Chair).
  - iii. Divisions or areas must forward the names of all representative faculty members to the Academic Senate President for appointment to the Curriculum Committee.
  - iv. Ex-officio non-faculty members of this committee include the Vice President of Academic Affairs, the Director of Learning Resources, the Coordinator of DSPS, the Director of Non-Credit, an Articulation/Transfer Officer, an Evaluations staff member, a CCFT representative, and an ASCC representative.
  - v. The Vice President of Academic Affairs will be the administrative liaison to Cabinet.
- d. Terms: The Curriculum Chair shall serve for a renewable term of two-years (see Bylaws, Section I.A.4). Faculty representatives shall serve a renewable term of one year, subject to the discretion of their division or area of discipline or area representing.
- e. Subcommittees: The Curriculum Committee has the following sub-committees to address specific curricular issues: General Education and Liberal Arts (GELA), Distance

Education, Diversity Requirement, Health Requirement, Course Caps, Technical Review, and Minimum Qualification Discipline Designation (MQDD). Other subcommittees may be created and/or eliminated when necessary.

2. Faculty Professional Development Committee
  - a. Description: This is a faculty subcommittee of the Academic Senate, which considers, plans, delivers, and recommends programs and services that will contribute to the professional development of members of the faculty.
  - b. Purpose: This committee will design and direct all faculty professional development policies and processes; this includes, but is not limited to, the Professional Development Center, faculty mentoring program, faculty resource center, conferences, pedagogical workshops, training seminars, campus climate, and faculty orientations.
  - c. Appointments: The Academic Senate President shall appoint all faculty members as interested to this committee, one of whom will be appointed the chair of the committee by the Academic Senate President after consultation with the Faculty Professional Development Committee.
  - d. Terms: Members shall serve for a renewable term of two years.
  - e. Subcommittees: The Faculty Professional Development Committee has one subcommittee to address specific faculty development issues: Faculty Mentoring.
  
3. Equivalency Committee
  - a. Description: This is a faculty subcommittee of the Academic Senate.
  - b. Purpose: This committee will determine equivalency of minimum qualifications for candidates for hire when such an evaluation is warranted or requested by a job applicant.
  - c. Appointments: The Academic Senate President shall appoint five faculty members to this committee, one of whom will be appointed or elected chair of the committee by members of the committee.
  - d. Terms: Members shall serve for a renewable term of two years.
  
4. Student Learning Outcomes and Assessment Committee
  - a. Description: This is a faculty subcommittee of the Academic Senate.
  - b. Purpose: This committee will research and evaluate various SLOA “best practices” with the goal of making recommendations for the development and assessment of program and course level outcomes. This committee will work collaboratively with the Faculty Professional Development Committee to bring speakers and workshops to educate the college community about SLOA matters.
  - c. Appointments:
    - i. The Academic Senate President shall appoint a minimum of five faculty members to this committee.
    - ii. The Chair of the Curriculum Committee or designee will be one of the faculty members on this committee.
    - iii. The Chair of the Program Planning and Review Committee or designee will be one of the faculty members on this committee.
    - iv. The Academic Senate President, in consultation with the CCFT President, shall appoint one member to this committee.
  - d. Chair:
    - i. The Student Learning Outcomes and Assessment Coordinator(s) will serve as chair (or co-chairs if more than one). If there is no Student Learning Outcomes and Assessment Coordinator the chair will be selected by the members of the committee.

- ii. The Student Learning Outcomes and Assessment Coordinator will give regular reports to the Academic Senate Council and the Vice President of Academic Affairs.
  - e. Term: Members shall serve for a renewable term of two years.
5. Sabbatical Leave Committee
- a. Description: This is a committee of the Academic Senate that reviews sabbatical leave applications and makes recommendations for sabbatical leaves to the Vice President of Academic Affairs and presents committee-approved sabbaticals to the Board of Trustees for approval.
  - b. Purpose: This committee will evaluate all sabbatical leave applications based on the policies and processes explained in Board Policy.
  - c. Appointments:
    - i. The Sabbatical Leave Committee Chair is appointed or elected by members of the committee.
    - ii. The Academic Senate President and the CCFT President shall each appoint two faculty members to this committee.
    - iii. The Academic Senate President, in consultation with the CCFT, shall appoint one additional member of this committee.
    - iv. The Vice President of Academic Affairs will act as an ex-officio or non-voting member of this committee and serve as a liaison to Cabinet.
  - d. Terms: Faculty members shall serve for a renewable term of one year, and the chair will serve a renewable term of two years.
6. Book of the Year Committee
- a. Description: This is a subcommittee of the Academic Senate.
  - b. Purpose: This committee will coordinate the choice of book and activities related to the Cuesta Book of the Year event.
  - c. Appointments:
    - i. The Academic Senate President shall appoint a minimum of five faculty members to this committee.
    - ii. One faculty member will be appointed or elected chair of the committee by members of the committee.
    - iii. The committee also includes 3 classified staff (maximum), 1 manager, 1 ASCC representative, and 1 community member.
  - d. Terms: Members shall serve for a renewable term of one year.
7. Faculty Lecture Series Committee
- a. Description: This is a subcommittee of the Academic Senate.
  - b. Purpose: The committee coordinate the choice of presenters for the Faculty Lecture Series. The committee will also schedule, reserve rooms, advertise, and perform any other duties as necessary for the Faculty Lecture Series.
  - c. Appointments
    - i. The Academic Senate President shall appoint faculty as interested, at least 1 from each academic cluster and at least 1 from student services, preferred
8. Summit
- a. Description: This non-voting committee of the Academic Senate is a bimonthly discussion between the Senate, the President/Superintendent, and the Vice President of Academic Affairs.



- b. Purpose: The purpose of this non-voting committee is to foster a free exchange of information between and to resolve issues germane to both the leadership of the Academic Senate and the District.
- c. Composition:
  - i. The Academic Senate President is a member of this committee.
  - ii. The Academic Senate Vice President or designee is a member of this committee.
  - iii. The Vice President of Academic Affairs is a member of this committee.
  - iv. The President/Superintendent is a member of this committee.
- d. Terms: Members shall serve only during the term of their campus leadership position.

## B) Central Committees

1. Institutional Program Planning and Review Committee
  - a. Description: The Institutional Program Planning & Review Committee (IPPRC) is a campus-wide committee. The IPPRC will serve the following overall purpose: ensure cohesive development of the instructional and institutional program plan and review processes with the understanding that any change to the instructional program plan and review process must initially be approved by the Academic Senate, and any change to the institutional program plan and review process must be initially approved by Management Senate.
  - b. Purpose: This committee will provide the following:
    - i. Technical assistance and guidance to college constituents when they are completing the Institutional Program Plan and Review Templates.
    - ii. Quality assurance by reviewing submitted Institutional Program Plan and Review Templates for completeness and by forwarding to appropriate Deans and Managers.
    - iii. Make recommendations regarding the refinement of linkage between the Institutional Program Plan and Review process and the budget allocation process.
  - c. Composition:
    - i. The Academic Senate President will appoint the faculty co-chair of this committee.
    - ii. The Vice President of Student Services will appoint the administrative co-chair of this committee.
    - iii. Additional members (5), include representatives from each of the following areas: (1) Administrative Services, (1) Academic Director, (1) Classified representative appointed by CCCUE, (1) Academic Affairs Dean, and (1) Student Services representative.
  - d. Term: Members shall serve for a renewable term of one year.
2. Planning and Budget Committee
  - a. Description: This is a campus-wide committee of representatives from various constituent campus groups.
  - b. Purpose: Following general direction from the Board of Trustees, the Planning and Budget Committee coordinates annual planning activities ensuring broad participation from the College community and monitors the implementation of the Educational and Facilities Master Plan. In addition, the Planning and Budget Committee oversees the development and review of the annual operating budget.
  - c. Role: The Planning and Budget Committee is advisory to the Superintendent/President. Recommendations requiring Board action are presented to the Board of Trustees through the Superintendent/President. Specific to the budget development and review process, the committee will review and recommend the following:
    - i. Potential additions to the College goals and priorities established by the Board of Trustees

- ii. The budget income and expenditure assumptions while they are being developed;
  - iii. Expenditure options given increased funding and contingency reduction plans for addressing shortfalls;
  - iv. The proposed final budget including any modifications that were made based on funding changes;
  - v. Augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs;
  - vi. Levels of funding for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, College Council, or other designated groups.
- d. Appointments:
- i. The Academic Senate President shall be a member of this committee.
  - ii. The Academic Senate President shall appoint seven additional faculty members to serve on this committee.
  - iii. The Chair of the Chairs will serve on this committee as faculty co-chair.
  - iv. A liaison between Budget and Planning and the Academic Senate may be designated by the Academic Senate President. This liaison designee may be responsible for reporting Budget and Planning information/minutes to the Academic Senate.
3. College Council
- a. Description: This is a campus-wide committee of representatives from various constituent campus groups.
  - b. Purpose: The Council will consider college-wide matters related to instruction and student support. These matters include, but may not be limited to, prioritization of new faculty hires, educational program development, shared governance regarding programs and services, Title V Regulations, program review, operational problems, and student, instructional, and institutional policy development and revision.
  - c. Appointments: The Academic Senate President shall serve on this committee, and additionally, in consultation with the College President, shall annually appoint five other faculty members, including one division chair from each cluster, one service faculty member, and one North County Campus faculty member.
  - d. Terms: Members shall serve only during the term of their campus leadership position.
4. Institutional Tenure Review Committee
- a. Description: This is a faculty subcommittee of the Academic Senate.
  - b. Purpose: This committee will evaluate all tenure recommendations submitted by District Tenure Committees based on the policies and processes explained in Board Policy.
  - c. Appointments:
    - i. The Institutional Tenure Review Committee Chair is appointed or elected by members of the committee.
    - ii. The Academic Senate President shall appoint three to five tenured faculty members to this committee.
    - iii. The Academic Senate President, in consultation with the Cuesta College President/Superintendent, shall name the chair of this committee.
  - d. Terms: Members shall serve for a renewable term of one year, and the chair will serve a renewable term of two years.

5. Accreditation Steering Committee
  - a. Description: This is a campus-wide committee of representatives from various constituent campus groups that plans the process and timeline for Accreditation self studies and maintains an annual record of accreditation standard progress reports.
  - b. Purpose: This committee develops templates, processes, and timelines for each of the standard committees and sub-committees; coordinates and conducts employee satisfaction surveys; reviews drafts prepared by each standard committee and sub-committees; assists in the development and implementation of planning agendas; and assesses the institutional progress on addressing each standard.
  - c. Appointments:
    - i. During an active self-study cycle the Academic Senate President shall appoint the accreditation faculty co-chair of the committee, who will be responsible for identifying faculty to serve on standard committees and sub-committees.
    - ii. During academic years when the institution is not actively preparing a self-study, the Academic Senate President will appoint faculty to serve on this committee.
  - d. Terms: Members shall serve for a renewable term of two years.

### C) Administrative Committees

1. Enrollment Management Committee
  - a. Description: This is a campus-wide committee of representatives from various constituent campus groups, which develops a comprehensive calendar of events that integrates assessment, orientation, registration, schedule development, student recruitment, marketing, and data review.
  - b. Purpose: This committee will make recommendations to the Cabinet regarding enrollment goals and procedures, processes, and services required to meet these goals.
  - c. Appointment:
    - i. The Academic Senate President, in consultation with the CCFT, shall appoint one member to this committee who will act as a liaison to the Academic Senate.
    - ii. The Curriculum Committee Chair or designee shall also serve as a member of the committee.
  - d. Term: Member shall serve for a renewable term of one year.
2. Student Support and Success Committee
  - a. Description: The Student Support and Success Committee addresses the district's mission to achieve student success by aligning academic excellence and retention efforts with institutional planning, ensuring that the various efforts are well connected to each other and embedded in the college's structure.
  - b. Purpose: The committee oversees the Basic Skills Initiative activities, Student Equity activities, and recommends and promotes student support strategies and services. The committee also serves as the District Advisory Committee for the Credit and Non-credit Student Success and Support Programs (3SP), BSI, SEqP, and AB86, reviewing documents and providing feedback to the district's work groups.
  - c. Appointment: The Academic Senate President shall appoint the following faculty members:
    - i. Representative from the Division Chairs
    - ii. Counseling Faculty Representatives (2)
    - iii. Math Faculty Representative
    - iv. ESL Faculty Representative

- v. English Faculty Representative
  - vi. College Success Studies Faculty Representative
  - vii. DSPS Faculty Representative
- d. Chairs: The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

D) Additional Academic Senate Appointments:

1. Committees:

- a. Outreach Committee
- b. Equity Action Committee
- c. Distance Education Committee
- d. Employee Wellness Committee
- e. Cuesta Scholarship Committee
- f. Foundation Board of Directors
- g. Institutional Effectiveness Committee
- h. Nursing Selection Committee
- i. Program for Assisting Student-Athlete Success (PASS) Committee
- j. Reentry Program Committee
- k. Strategic Planning Committee
- l. Technology Committee
- m. Web Committee

2. Appointments:

- a. The Academic Senate President will appoint, as necessary and in consultation with the College President or designee, faculty members to all college committees.
- b. The Academic Senate President will appoint, as necessary and in consultation with the College President or designee, faculty members to task forces.

E) CCFT Committees: In addition to Senate, Campus-wide, and Administrative committees, there are committees with faculty membership that are under the purview of CCFT exclusively.

- 1. Executive Board: This body directs the actions of the CCFT committees and oversees negotiations and union membership. The Academic Senate President or designee will be an ex officio member of this CCFT Committee.

Section 3. Nominations, Elections, and Appointments

- A) Nominations for officers and at-large Senator representatives of the Academic Senate council shall be made from among eligible Academic Senate members.
- B) Elections for officers shall occur during the fall semester prior to beginning of the term of office.
- C) Elections for at-large Senator representatives shall occur at least one semester prior to the beginning of the term of office in alternate years to the term of office for Academic Senate officers.

- D) The persons receiving a majority of votes for, respectively, the President, Vice President, and at-large Senator representative positions shall be elected to those positions. In the event of no person receiving a majority for a particular office, a run-off election between the top two vote recipients shall be conducted within 30 days.
- E) Vacancies in the Officers and the at-large Senator representatives of the Academic Senate council may be filled by appointment by the Academic Senate Council from eligible members to serve the duration of the unfulfilled term, or the Officers shall be elected by the faculty in a general election conducted by the Academic Senate Council to fill the unexpired term.

#### Section 4. Order of Business

- A) All regular meetings shall follow a proposal-driven agenda prepared by the Academic Senate President in consultation with the Academic Senate Vice President, and/or others as necessary.
- B) Any faculty member, staff or administrator may make a request to the Academic Senate President to place a proposal on the agenda and if so, the proposer must provide a written background for the proposal including a draft proposal itself.
  - 1. The Academic Senate President has the authority to determine if the proposal is in the purview of the Academic Senate and merits placement on the agenda.
  - 2. The Academic Senate President is responsible for communicating to the proposer the final decision and, if applicable, the reasons why the proposal does not merit agenda placement.
  - 3. The proposer and the Academic Senate President must reach a mutual agreement about the proposal and background material before it can be placed on the agenda.
- C) The Academic Senate Council will utilize a consensus model for decision-making. In the event that consensus cannot be reached and a decision is necessary, a standard voting procedure will be employed.
- D) All meetings are open to all members of the Faculty and the public.

#### Section 5. Meetings and Quorums

- A) Regular meetings of the Academic Senate Council will occur on the 2nd and 4th Friday of the month unless otherwise specified by the Academic Senate President with approved from the Academic Senate Council.
- B) A quorum of the Academic Senate Council shall consist of a simple majority of 50% plus one of the membership being present.
- C) Special meetings of the Academic Senate Council or of the faculty shall be announced at least five working days in advance of the meeting.
- D) A quorum of the faculty shall consist of one-eighth of the membership being present.

## Section 6. Orientation

- A) Description: In the first month of each academic year, the Academic Senate Officers and other appointed designees should conduct an orientation for Senators of the upcoming academic year.
- B) Orientation shall include the following:
  - 1. Academic and Professional Matters, 10+1, authority of the Academic Senate.
  - 2. Constitution and Bylaws of the Academic Senate of Cuesta College
  - 3. Statewide Academic Senate information (if applicable)
  - 4. Local/state legislative issues concerning the Academic Senate
  - 5. Explain/review the ideals and practice of consensus decision-making
  - 6. Other relevant issues

## Section 7. Amendments

- A) These by-laws may be amended by the Academic Senate Council by consensus or a three quarters majority vote of the Council members present.
- B) Amendments must be introduced in writing for a first reading at a regular Academic Senate Council meeting and approved after a second reading during a subsequent regular Academic Senate Council meeting.
- C) Amendments may be suggested by any member of the Faculty.

## **Appendix A: Consensus Decision-Making**

### **Philosophy of Consensus**

Groups often make the best decisions when they are cooperating/collaborating together, when each individual holds power for their constituents (rather than the majority), when members feel heard, when all are involved in the discussion (rather than a few who dominate), and when there aren't "winners" and "losers." The consensus model reflects a collaborative approach to communication/discussion rather than an adversarial (for or against) competitive approach. Too often, unusual or creative solutions are overlooked when a Roberts Rules approach polarizes discussion into "debate." Consensus does not mean unanimity; strong disagreements often lead to creative solutions. In *limited circumstances* (See Vote as Back-up Decision Method) when consensus is blocked, the Senate uses a 2/3 vote.

### **Philosophy of Colored Card Consensus Model**

The particular colored card model used for discussion and decision-making in the Senate leads to a greater understanding of the proposal through its prioritizing of questions for clarification AND largely prevents domination, cross-talk, and interruptions. The process of proposal modification resulting from expressed reservations/concerns often leads to even better proposals and consequently, better decisions.

The facilitator, who is any Senate Council member *except the President or Vice President and* who understands the cards, facilitates each meeting (recognizes who may speak and when, depending on cards held up). Leaders in any group already yield more power/influence by virtue of their position; they should be part of the discussion, but should **never** hold facilitative power. The facilitator is recognized by the group as the sole person who decides who will speak when. This person keeps track of who speaks in what order, prioritizing questions above comments and allowing those who have not been heard from to speak before others who have been more vocal. The facilitator should maintain three lists of names (yellow, blue, and green) to keep track of the order in which people will be recognized. Participants in the meeting should not start to speak until they are recognized by the facilitator.

### **Proposal Driven Agendas**

Specific proposals make it easier to focus discussion. Proposals are submitted to Senate leadership for inclusion in the agenda. Often, Proposals create a solution to a problem or suggest a course of action so discussion at meetings is more productive than it would be with only a topic or question as an agenda item. During discussion, proposals can be withdrawn, the initiator can give permission for modification, or a proposal can be non-consensitized (it fails) and a new one offered.

### **Discussion and Decision Cards**

#### **Discussion**

Yellow: (1<sup>st</sup> priority-except red, see below) I have a question. This card is used for questions of clarification to better understand the proposal or to obtain information needed to make a more informed decision regarding the proposal. Therefore, these cards have priority over the others. *Comments disguised as questions are still comments-not questions!* (You know what these are-"why don't we...? shouldn't we ...? Wouldn't it make more sense to ...?").

Green (2<sup>nd</sup> priority): I can answer that question. This card is used to answer someone's question. It can also be used to clarify a comment made by someone with a blue card or to provide further information on the same topic.

Blue (3<sup>rd</sup> priority): I have a comment. Use this card to express your opinion, suggestions, information you have etc ...

Orange (should be recognized as soon as possible and then prioritized according to the purpose): Someone has not been heard; I've noticed the facilitator has missed their card for some time now. This card can also be used to recognize an audience member who is not part of the Academic Senate Council. The facilitator will ask the person wishing to speak for the purpose of their comment (question, answer, comment) and will then prioritize that person accordingly. The person does not necessarily get to speak immediately.

Red (must be recognized immediately): STOP; something is wrong; we are off track, out of time, or the discussion is becoming too emotional/heated. Anyone can use this card at any time.

Calling for Consensus-Anyone can call for consensus by holding up a blue card and waiting to be acknowledged by the facilitator. At this point, the facilitator will determine whether anyone else would like to speak.

- a) If there are no other people wishing to speak, the facilitator will call for consensus,
- b) If there are others wishing the speak, the facilitator state that there are others wishing to speak and discussion will continue.

Decision-a proposal has passed when each member is showing a green, blue, or orange card. A proposal is blocked if one or more members display a red card. See flowchart on the last page.

Yellow: I still have a question that needs answering before I can make a decision.

Green: I agree.

Blue: I'm neutral.

Orange: I have some reservations, but I will not block consensus. The orange card allows members to "stand aside." That is, they do not wish to prevent the group from moving forward, but want their reservations to be known. Most of the time, an orange card allows an individual to be heard regarding their concerns or results in a modified proposal to address the concerns. Individuals feel heard and valued. This process often results in better decisions and a more cohesive, cooperative relationship.

Red: I am blocking consensus. You must explain your reasons for blocking consensus. If you refuse the red card is invalid. Red cards should only be used when an individual strongly believes there will be serious consequences for her/his constituents if the group moves forward with the proposal.



PERIOD OF REFLECTION: After a member has communicated their concerns or their reasons for blocking, a brief period of reflection ensues and members are asked if anyone will change their card to reflect a different decision.

### **Vote as Backup Decision Method**

The Senate allows for a 2/3 vote to be held *in some circumstances* when a proposal is blocked/has failed. If a vote is used *every time* someone blocks consensus, individuals, in effect, no longer have power. The power is with the majority over the minority. Consequently, a group is not as motivated to try and meet the concerns of the blocker because they know it will go to a vote anyway, and he/she will "lose."

Senate leadership (President and vice president) can determine if a proposal that has been blocked is subject to a 2/3 vote. Voting as backup method for consensus is only included as a component in the decision making process for the following two reasons:

1. To prevent an individual from abusing his/her individual power to block proposals. Abuse includes someone who uses the red card indiscriminately, uses it for nearly every proposal, uses it for personal reasons (e.g., a personal agenda directed towards another), or refuses to offer an explanation for its use.
2. When the group must make a decision about a particular issue and cannot render no judgment.

## Appendix B: Consensus Cards for Discussion Quick Guide

The aim of consensus is to weave together individuals' best ideas and key concerns into a proposal that the group can support. All hold equal power rather than the majority (as in voting).

**Spirit of Consensus:** All voices are provided an opportunity to be heard, especially those who have not already spoken multiple times on a particular issue ♦ Dissent is embraced as a way to spark creativity in modifying or creating a proposal that addresses the needs of the various constituencies represented by the members of the group ♦ A facilitator who is not a leader facilitates the meeting and holds authority granted by the group to recognize who speaks in what order by use of the cards and is the final determiner of appropriate use of cards in discussion and in decisions (Because the leaders already hold a greater degree of power) ♦ No member of the group may recognize her/himself to speak, including the leaders; only the facilitator regulates the discussion.

Cards for Discussion in priority order; anyone can use any card:



**RED** (Highest priority): **Stops** discussion immediately.

**Used for:** (A) Time for this item has expired; (B) discussion is off track from the issues directly centered on the agenda proposal; (C) the group is not following the correct discussion or decision process; (D) the interaction between one or more individuals is getting too heated, significantly raising the tension of the discussion.

**Not used for:** Anything other than above, including disagreement or correction of another's statement(s).



**ORANGE** (Next highest priority)

**Used for:** (A) The facilitator has missed someone who wants to be heard; (B) I want to hear from someone who hasn't spoken—facilitator determines the order in which that person can speak. (C) I want to recognize an audience member to speak—the facilitator determines the purpose of their participation (question, clarification, comment) and the order of their turn to speak.



**YELLOW** : (Highest priority when no red or orange card is held)

**Used for:** (A) I have a question of clarification or information needed to better understand the proposal or the issues that pertain to the proposal.

**Not used for:** comments/suggestions disguised as questions (e.g., *Why don't we...; what if we...; what do you think about...*)



**GREEN** : (2<sup>nd</sup> highest priority when no red or orange card is held)

**Used for:** (A) I can answer that question; (B) I can clarify another's comment or provide information important to better understand the topic/issue.

**Not used for:** commenting, agreeing, or disagreeing with another's comment



**BLUE** : (3<sup>rd</sup> priority when no red or orange card is held)

**Used for:** (A) I have a comment, including suggestions or opinions. Identify whether on same topic thread as previous remarks. If on same topic thread, facilitator places you in speaking order for that topic thread. If not, facilitator keeps track of new topic thread for that agenda item/issue and writes down your order of speaking for the separate thread.

## Appendix C: Consensus Decision-Making Flowchart

