

CONSTITUTION AND BY-LAWS OF THE
MISSION COLLEGE ACADEMIC SENATE

Revised May 2023
Amended
October 5, 2023, May 16, 2024

ARTICLE I

Name

A. Name

The name of this organization shall be Mission College Academic Senate, herein referred to as the Senate.

B. Definition

Section 53203 of Title 5 states that “Academic Senate” means an organization whose primary function is to make recommendations with respect to academic and professional matters. Academic and professional matters include the following:

1. Curriculum (including establishing prerequisites and placing courses within disciplines),
2. Degree and certificate requirements,
3. Grading policies,
4. Educational program development,
5. Standards or policies regarding student preparation and success,
6. College governance structures, as related to faculty roles,
7. Faculty roles and involvement in accreditation processes,
8. Policies for faculty professional development activities,
9. Processes for program review,
10. Processes for institutional planning and budget development,
11. Other academic and professional matters as mutually agreed upon.

In compliance with Section 53203 of Title 5, it shall be the policy of the West Valley Mission Community College District Board of Trustees to rely primarily upon the advice and judgment of the Academic Senate in all eleven areas identified above (see WVMCCD Administrative Procedures: Chapter 2: Board of Trustees: AP2510: Participation in Local Decision making. Adopted 1/18/2012)

ARTICLE II

Section 1: Membership

A. The Senate shall consist of voting members herein referred to as Senators.

B. The Senate shall be composed of:

1. Faculty representatives from each Division. The faculty representatives shall be elected according to the following schema:
 - a. Divisions with less than 10 full-time faculty elect 1 representative (Senator) from the Division

- b. Divisions with 10-25 full-time faculty elect 2 representatives (Senators) from the Division
 - c. Divisions with more than 25 full-time faculty elect 3 representatives (Senators) from the Division
 - d. Whenever possible, divisions shall elect representatives from different departments within their division to maximize representation of faculty.
 - e. Each division may select a single faculty to serve as a designated alternate with full voting rights. Alternates will be selected on an annual basis.
2. Two Associate Faculty Representatives elected by the Associate Faculty or appointed by the Senate. If there are no candidates for the Associate Faculty representative positions, or if the election is uncontested (two or fewer candidates) then the Academic Senate may appoint up to two Associate Faculty representatives. The Senate will work with the College to secure sufficient funding to compensate Associate Faculty representatives via stipend for attendance at all Senate meetings and for participation in other Senate projects to the extent feasible within the Senate budget.

Section 2: Term of Office

Senators shall serve for two years. Wherever possible, term lengths for Senators elected from within the same Division shall be staggered in such a way that no division shall have all senators leaving office in the same year. When necessary to accomplish this, a division may elect a Senator to serve for a single year.

The Senate shall declare vacant and by such action terminate the office and term of office of any Senator who shall resign, be terminated, or who shall be absent from three consecutive regular meetings of the Senate without such prior excuse as shall be deemed reasonable by the majority of the Senate.

Vacancies will be filled immediately by special election within represented areas.

The term of officers other than the President shall be for one academic year beginning the first day of the fall semester. The President shall serve for two years, beginning June 1 of the calendar year following the President's election and ending May 30 two years hence.

If the President of the Academic Senate is unable to complete the President's term of office, the Vice-President shall assume the presidential responsibilities until another election by faculty can be held. If one full year or more remains on a President's term of office, an election will be held for a new full two-year term.

If a Senator no longer has an assignment during the Senator's term of office, an election will be held for a replacement to complete the term.

An Associate Faculty as defined by the WVMFT-AFT Contract, serving as Senator, who loses all teaching assignments during the Senator's term shall be allowed to complete the semester in which the assignment(s) was/were cancelled. If they do not receive an assignment for subsequent semesters, the seat will be declared vacant and an election/appointment will take place for an Associate Faculty representative.

ARTICLE III

OFFICERS

Section 1: Officers and Duties

A. President

The President of the Academic Senate shall be elected from those full-time tenured faculty members who have served at least one year as a Senator at Mission College, and who are willing to serve in this capacity, by a vote of a simple majority of all Mission College full-time and associate faculty members who vote. The Senate President and/or Academic Senate Secretary shall be responsible for this election.

1. The President of the Academic Senate shall make committee appointments and otherwise represent faculty in months where the Senate does not regularly meet (i.e. January, June-August).
2. The President or designee shall attend and represent the Mission College Academic Senate at the District Board of Trustees' meetings.
3. The President or an appointed designee shall attend all District and College shared governance meetings. The President or designee is responsible for reporting back to the Academic Senate on these meetings.
4. The President shall be responsible for calling Senate elections.
5. The President shall approve faculty members on Hiring Committees in accordance with the WVM-AFT Contract and form Tenure Review Teams in consultation with the Office of Instruction in accordance with the WVM-AFT Contract.
6. The MCAS President shall not serve simultaneously as a division Senator.

B. Vice-President

1. The Academic Senate will elect one of its own members to the office of Vice-President no later than the third Senate meeting of the Fall semester.
2. The Vice-President shall substitute for the President in the President's absence and assist in the duties/responsibilities of the President.
3. The term of the Vice-President shall be for one academic year commencing upon election and ending on the last day of that academic year.

C. President-Elect

For the purpose of continuity, the President-Elect takes office upon election in the Spring semester preceding the President-Elect's term of office. If the President-Elect is a sitting Senator, the President-Elect may complete the academic year as Senator. If not a Senator, then the President-Elect attends Senate meetings as a non-voting, ex-officio member.

D. Vacancy

In the event that the President is unable to fulfill the President's term of office, the Vice-President will assume the responsibility of the President for the remainder of the President's term or until an election of a replacement can be held in compliance with Article II. Section 2.E of these By-Laws.

Section 2. Secretary

The Senate shall have a paid secretary who is responsible for maintaining the office, the taking of

minutes, their publication and distribution, and for maintaining the archives of previous Senates and other duties as outlined in the job description.

Section 3: Elections

- A. The election for Academic Senate President shall take place before the end of the fall semester of an election year.
- B. All Mission College faculty, both full-time and associate, are eligible to vote. All faculty votes will be counted as a full vote.

ARTICLE IV

Meetings

- A. The Senate shall hold regular meetings, not less than once a month on a fixed day and time, from the beginning of the academic year until the end of the academic year.
 - 1. A special meeting may be called at any time, including during instructional breaks, by either the President or by written request of three or more Senators.
 - 2. All regular or special meetings must follow the Brown Act or other legal requirements for notification of that meeting.
- B. The Senate is hereby empowered to make rules governing its own internal organization and procedure, subject to the following:
 - 1. Quorum consists of a simple majority of the Senate (50% plus 1) including the President.
 - 2. All actions or recommendations shall be made by a majority of the members present and voting.
 - 3. Proxy votes shall not be honored.
 - 4. The President votes only in the event of a tie or in the presence of a unanimous vote.
 - 5. Matters for the Agenda shall be submitted to the President and/or Senate Secretary who shall consult with the President on the agenda.
 - 6. Senate meetings shall be open to the public in accordance with the Brown Act.

ARTICLE V

COMMITTEES & DUTIES

Section 1: Academic Senate

- A. The Senate shall act as the coordinating body for the formation of goals and tasks for all Senate subcommittees. The Senate shall establish and appoint members to all such committees.
- B. The Senate shall establish such standing, special or ad hoc committees it deems necessary to adequately participate in the formation of college policies on academic and professional matters.
- C. The Senate shall have the duty to appoint and/or approve the appointment of all faculty members serving on any College or District committee requiring faculty participation.

Section 2: Standing Committees

- A. All standing and *ad hoc* committees are responsible to the Senate and will provide periodic

reports to the Senate, at least once per academic year. Minutes of all meetings shall be posted on the College website.

B. Committee Chairs

1. Each standing committee shall select its own chair from faculty members on the committee.
2. Appointment of the chair shall be confirmed by the Academic Senate.
3. The chair or designee will make regular reports to the Academic Senate.
4. Chairs receiving reassigned time or other compensation for their work shall abide by all requirements associated with such compensation. For those subcommittees of the Academic Senate where the chair receives compensation directly from any administrative unit other than the Academic Senate, via stipend or reassigned time, any job description for that chair's position shall be developed with the collaboration and mutual consent of both the Senate and the Office of Instruction or other administrative unit overseeing that committee.

C. Each standing committee shall have one representative from each of the divisions represented on the Senate and up to two at large representatives, unless the membership is otherwise specified in this document.

D. Term of office is for a staggered two years.

E. The charges of the standing committees are listed in Appendix One. The Senate has the ultimate responsibility of assigning work to the committees. The channel of communication for all actions of the committees shall be through the Senate to the College President or to the Board of Trustees, or both. Committees listed in Appendix One may be changed on an *ad hoc* basis with a simple majority vote of the Senate.

ARTICLE VI

ACADEMIC FREEDOM & RESPONSIBILITY

This Constitution hereby incorporates by reference the District policy on Academic Freedom and Academic Responsibility (see WVMCCD Administrative Procedures Manual. Chapter 4: Academic Affairs; AP 4030: Academic Freedom. adopted 1/18/2012.)

ARTICLE VII

AUTHORITY

A. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

B. Legislative Authority

The Mission College Academic Senate shall be subject to all applicable laws of the State of California, including, but not limited to the Ralph M. Brown Act.

ARTICLE VIII

ADOPTION AND AMENDMENT

A. Adoption

This Constitution and Bylaws shall become effective upon a simple majority of the senators who vote.

B. Amendments

Isolated amendments may be proposed by any faculty member to the Academic Senate. The proposed amendment will be placed on a Senate agenda for discussion and possible action at the next regular meeting of the Academic Senate. Any isolated amendment to the document must be approved by a 2/3 vote of the Academic Senate. The list of standing committees in Appendix One will be reviewed by the Senate each academic year and any changes may be approved as an isolated amendment (see Article V, Section 2.E above).

Article IX STIPULATIONS

ON CONDUCT OF MEETINGS

- A. Senators will agree to make their best effort to arrive at meetings on time so that quorum can be established. Absences should be reported to the Senate Secretary in advance of the meeting so that the President can be alerted if it appears that quorum may not be achieved.
- B. The Academic Senate must conduct two, distinct reviews of any major proposal prior to final approval. This ensures that Senators have ample time to elicit input from constituents prior to the Senate taking a final vote. The Senate may decide to waive this requirement only by formal motion with 2/3 vote.
- C. Senators shall adhere to the Brown Act in all matters that have been placed on a Senate agenda. Senators may elicit feedback from constituents on an agenda item. A majority of the members of the Senate shall not, amongst each other, use communication of any kind, directly or through intermediaries, to discuss, deliberate or take action on any item of business within the purview of the Senate outside of Senate meetings. (as amended 2023.10.05)

APPENDIX ONE

Standing Subcommittees of the Mission College Academic Senate

Effective May 2023

- Academic Directions Committee (ADC)
- Associate Faculty Committee (AFC)
- Career and Technical Education Committee (CTEC)
- Curriculum Review Committee (CRC)
- Distance Education Committee (DEC)
- Faculty Professional Development Committee (FPDC)
- Noncredit Committee (NCC)
- Program Review and Assessment Committee (PRAC)

Academic Directions Committee

(approved 5/21/11; revised 5/20/21; updated (no substantive changes made) May 2023)

CHARGE

The Academic Directions Committee serves as a standing subcommittee of the Academic Senate to provide support to the Senate and the College for the examination and the maintenance of college goals that meet the needs of the students at Mission College, including the following:

- A. Review ideas for new programs to determine whether they meet college goals and student needs and make recommendations to the Senate regarding whether the program should be allowed to go forward through the full approval process.
- B. Provide guidance and support for new program development once the program has passed through Senate pre-approval.
- C. Provide guidance and assistance to departments seeking to improve, strengthen, or augment their programs.
- D. Assist existing programs that have identified as needing revitalization and track their progress through the Program Revitalization process.
- E. Make recommendations to the Senate to move forward with Program Discontinuance for programs that cannot be successful, as shown by a failure to benefit from the Program Revitalization process.
- F. Work with other constituent groups to forge consensus on matters pertaining to the balance of curriculum and make recommendations to the Academic Senate and the College on matters pertaining to balance of curriculum.

MEMBERSHIP

- A. The Academic Directions Committee shall be comprised of the following members:
 - a. 1-2 faculty representatives from each of the four discipline areas: CTE, Transfer/GE, Student Services, and noncredit and developmental/support courses
 - b. 1 Representative from Division Council
 - c. 1 representative from Associated Student Government
 - d. 1 representative from Classified Senate
 - e. 2 administrators

- f. Associate faculty are encouraged to serve
- B. The committee shall include the following as ex-officio, non-voting members:
 - a. Mission College Academic Senate President
 - b. Program Review Coordinator, Curriculum Committee Chair, the Director of the Office of Research and Institutional Planning, and the Vice President of Instruction.
 - c. For each program in Revitalization, a task force shall be designated consisting of the Department Chair, the Division/Area Dean, and two faculty members of the ADC.
 - d. Proxy members may be appointed for the purposes of voting on motions related to a program for which the member is department chair, dean, or faculty.

MEETINGS

- A. Business meetings will be held each month during the academic year.
- B. Work Group meetings will be held as needed during the academic year but at least once per semester, and scheduled by the individual Work Group.
- C. Work Groups shall report the results of these meetings to the ADC at its regular business meetings.
- D. The full committee may convene additional meetings as needed.

VOTING/QUORUM

- A. Voting shall be done by regular members and shall exclude the chair except in the event of a tie.
- B. The voting quorum shall be one more than half of the sitting committee members.
- C. Only committee members have voting rights, except in the circumstance where a proxy member has been appointed to serve in the stead of a member where there may be a perceived conflict of interest.

CALENDAR OF ACTIVITIES

A report shall be provided to the Academic Senate at periodic intervals throughout the year, but at least once per semester.

Associate Faculty Committee (approved by MCAS on 12/01/16)

The Mission College Part-time Faculty Committee serves as a standing subcommittee of the Academic Senate to provide support to the Senate and the College as a whole on all academic issues pertaining to part-time faculty. This includes the following:

- Increase part-time faculty participation in department work and representation on key shared governance committees
- Encourage part-time faculty to join, collaborate, and interact with the statewide Academic Senate and other part-time advocacy organizations
- Improve communication mechanisms for keeping part-time faculty informed of the work of the Senate
- Advocate for college policies that promote inclusiveness and social justice for part-time faculty and for college climate where full-time faculty support and advocate for part-time faculty
- Provide guidance and support for the part-time faculty in regards to timely evaluations, maintenance of rehiring preference rights, and assignment of classes according to seniority
- Ensure that part-time faculty have access to professional development opportunities and funds

- Collaborate and maintain communication with the MCAS, ACE AFT and other colleagues

Career and Technical Education Committee

(approved 5/26/16; revised March 2023)

- A. The Career and Technical Education (CTE) Committee serves as a standing subcommittee of the Academic Senate to lead the College in reviewing, refining and developing innovative CTE programs and initiatives by executing the following:
- A. Provide guidance and support to CTE programs and departments by monitoring and sharing knowledge of state policies, opportunities, and guidelines regarding CTE career pathways, programs, and initiatives
 - B. Develop and support relationships with industry partners across all CTE areas
 - C. Provide direction and vision for the College to develop CTE courses and programs that meet student needs and align with the College's strategic plan, equity framework, and institutional effectiveness priorities
 - D. Make recommendations to the Academic Directions Committee on developing CTE programs and collaborate with other appropriate College committees and initiatives
 - E. Establish and continually improve the College's process for soliciting and selecting projects for CTE funding (Perkins, SWP) and evaluating the outcomes of the funded projects.
 - F. Make recommendations for projects to fund, which will be reviewed by CBAC and College Council and be subject to approval from the College President

Curriculum Review Committee (revised 11/08/17)

The Curriculum Review Committee (CRC) serves as a standing subcommittee of the Academic Senate to perform the following:

- a. Review proposals for new and revised courses and programs for accuracy and completeness and to ensure their compliance with local and state regulations.
 - b. Review and make recommendations to the Academic Senate concerning policies regarding credit and noncredit curriculum, general education requirements, certificate and degree program requirements, and requirements for graduation from the college.
 - c. Conduct a regular review of the entire college curriculum approval process and make recommendations to the Academic Senate.
 - d. Collaborate with the Academic Directions Committee to review program changes, additions, and deletions to determine the impact on the total curriculum and make recommendations to the Academic Senate.
- B. Membership
- a. Voting Members
 - Curriculum Committee Chair
 - Tech Review Chair
 - One faculty representative from each division with less than 40 course outlines of record
 - Two faculty representatives from each division with 40 or more course

outlines of record

- b. Nonvoting, Ex-Officio Members
 - Dean of Academic Services
 - Faculty Articulation Officer
 - Instructional Designer
 - Curriculum Analyst
 - Curriculum Administrative Specialist
 - Admissions and Records Representative

Distance Education Committee

(approved 2003; revised 2019; revised 2023)

As a designee of the Academic Senate, the Distance Education Committee will:

1. Recommend policies and guidelines for distance learning courses and courses with online components.
2. Coordinate with the Curriculum Review Committee on distance learning, hybrid, and hybrid course development for rigor and compliance with applicable Title 5 regulations;
3. Recommend training and support for faculty teaching distance learning and courses with online components.
4. Provide training and support for evaluating distance learning courses
5. Encourage and promote innovation and best practices for emerging technologies.
6. Originate budget requests related to distance learning

Faculty Professional Development Committee

(approved 2013)

As a designee of the Academic Senate, the Faculty Professional Development Committee will:

- a. plan, implement, oversee and review faculty professional development activities.
- b. make recommendations to the MCAS on policies and procedures for faculty professional development.
- c. interface with the MC Organizational and Professional Development Committee as the Flex Day Ad Hoc Committee.

Noncredit Committee

(approved March 23, 2016)

The Mission College Non-Credit Committee serves as a standing subcommittee of the Academic Senate to provide support to the Senate and the College as a whole and research the implementation of non-credit programs and courses at Mission College. This includes the following:

- A. Research models for non-credit programs and courses that currently exist.
- B. Examine, evaluate, and recommend logistics for implementation at Mission College, including but not limited to:

- a. Administrative structure and processes
- b. Curriculum development process
- c. Coordination with ACE/AFT 6554 with regard to HR matters
- C. Provide guidance and support for non-credit program development.
- D. Advise the CRC on non-credit courses and programs for compliance with applicable Title V regulations.
- E. Collaborate and maintain communication with the MCAS, DAS, and ACE-AFT as well as colleagues.

Program Review and Assessment Committee (PRAC) **(Created November 2022)**

Committee Charge

The Program Review and Assessment Committee (PRAC) supports ongoing improvements in teaching, learning, and institutional effectiveness by coordinating processes relating to program review and outcomes assessment across the college.

Authority

PRAC is a subcommittee of the Academic Senate; however, the processes it guides occur college-wide, thus committee membership is representative of all constituent groups and the committee reports out to instructional, student services, and college committees.

- Recommendations for academic program review and learning outcome assessment at the course and program levels are proposed to Academic Senate.
- Recommendations for program review and learning outcome assessment within student service programs are proposed to Student Services Council.
- Recommendations for operations or administrative program review and assessment are proposed to College Council.

Responsibilities

- Make recommendations to establish and improve processes for program review and outcomes assessment.
- Support faculty, classified professionals, and administrators in the preparation of program review materials.
- Support faculty, classified professionals, and administrators in the process of outcome assessment.
- Align the program review and outcomes assessment processes with the College's strategic plan, equity framework, and institutional effectiveness priorities.
- Work with the College Budget Advisory Committee to ensure a transparent and systematic process that links the program review process with resource allocations.
- Ensure the College meets the ACCJC Accreditation Standards relating to program review and assessment.

Meeting Frequency

The committee will meet twice a month during the academic year. Additional committee meetings and workgroup sessions may be scheduled as needed.

Membership

- 2 Faculty Co-chairs
 - Outcome Assessment Coordinator
 - Program Review Coordinator
- 3 – Administrators
 - Instructional Dean
 - Student Services Dean or Director
 - Dean of Institutional Effectiveness and Research
- 6 – Faculty Representatives (one from each division; additional faculty may serve on the committee as nonvoting members and be alternates who act in place of absent voting members)
- 1 – ASG Representative
- 3 – Classified representatives appointed by the Classified Senate
- 2 - Technical Support Classified Representatives (Nonvoting members)
 - Instructional Technology Analyst (eLumen support)
 - Research Analyst