

**GLENDALE COMMUNITY COLLEGE
ACADEMIC SENATE
BY-LAWS**

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ARTICLE I: GENERAL COMMITTEE PROVISIONS

Section 1. Committee and Taskforce. For the purpose of the Academic Senate, the terms committee shall mean permanent long standing committees and task force shall mean temporary work groups who report to the 2nd Vice President.

Section 2. Selection of Committee Members. Members and chairs of Senate committees and Senate representatives on college governance and other committees shall be appointed by the Senate Executive Committee, unless otherwise specified in the Constitution or By-laws. The Senate, however, can at any time decide to make any of these appointments itself.

Section 3. Terms of Committee Members. The term of office of any committee member appointed in Section 1 is one year or the duration of the committee itself, whichever is shorter. Any such appointment may be renewed without restrictions.

Section 4. Meetings of Senate Committees.

A. Meetings shall be called by the chairperson of each committee.

B. Should the chairperson fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by a majority of committee members provided that all members, including the chairperson, are given sufficient notice.

Section 5. Quorum. A majority of members shall constitute a quorum for any Senate committee.

ARTICLE II OPERATIONS COMMITTEES

Section 1. The Executive Committee

A. Duties. It shall be the duty of the Senate Executive Committee:

1. To consider such matters as fall within the purview of the Senate (10+1)¹, to formulate recommendations and opinions on these matters

¹ See Appendix for 10+1
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and to forward such recommendations and opinions to the Senate or the appropriate committees.

2. To schedule meetings of the Senate and Senate Electorate and prepare the agenda.
 3. To request the presence of any individual(s) who may be needed to facilitate the business of the meeting(s).
 4. To propose to the Senate amendments to the Constitution, By-laws, and Rules of the Senate.
 5. To secure nominations for elective officers of the Senate.
 6. To act as liaison committee between the Senate and the College Administration and the Board of Trustees, and between the Senate and relevant statewide agencies.
 7. To appoint members and/or chairs of Senate committees, governance committees and other committees, as needed.
 8. To appoint the Budget Committee Representative.
- B. Meetings. The Executive Committee shall meet at least one week prior to each regular meeting of the Senate and at other times when called by the President.

Section 2.

The Elections Committee

- A. Composition. The Elections Committee shall consist of the Secretary of the Senate, who will be its chair and at least two other members, one of whom must be a Senator. Members of the committee, other than the chair, shall be appointed by the Senate Executive Committee.
- B. Duties. It shall be the duty of the Elections Committee:
1. To devise procedures for election of members to the Senate and the election of Senate Officers.
 2. To supervise and, when appropriate, administer all elections of members to the Senate and officers of the Senate in compliance with the Senate Constitution, the Election Code of the Senate By-Laws and the Senate Rules.
 3. To prepare and publish all election documents and all other communications between the Senate and the Electorate regarding elections, including:
 - a. an annual Senate Roster which shows the Rotation Schedule
 - b. announcements
 - c. forms for nomination by petition for faculty not nominated by a Division
 - d. forms for self-nominations to elect the Senator Adjunct at large
 - e. ballots for election of Senate representatives
 - f. announcements of election results
 4. To assume the responsibility for filling vacancies in the Senate in accordance with the Election Code of the Senate By-Laws, Article III.
 5. To conduct all opinion polls as directed by the Senate.
 6. To collect and count the ballots, for Senate Elections and to report the results to the Senate Electorate.
 7. To resolve cases of doubt as to eligibility for election to any office, for membership in the Senate, or for membership status in the Electorate.

Section 3.

Budget Advisory Committee.

- A. Composition. The Budget Advisory Committee shall consist of the President of the Senate, or his/her designee, the Senate representative to the Budget Committee, three senators selected by the Senate Executive and approved by the Senate, and two additional faculty members selected by the Senate Executive and approved by the Senate.
- B. Duties. The Budget Advisory Committee shall have the following duties:
 - 1. Define and implement the Academic Senate's role in the college's budget process.
 - 2. Make recommendations regarding the GCC budget.
 - 3. Solicit Senate Innovation Grant (SIG) applications and allocate available SIG funds. Communicate with Foundation Office regarding available SIG funds.
 - 4. Develop budget recommendations for initiatives approved by the Academic Senate, or referred by the Senate Executive.

Section 4.

Disciplines' List Committee.

- A. Composition. The Disciplines' List Committee shall consist of the 1st Vice-president of the Senate, the chair of the Curriculum and Instruction committee, and two other faculty members to be nominated by the Senate Executive committee and approved by the Senate. To the extent possible, the membership on the committee shall reflect divisional diversity.
- B. Duties. The Disciplines' List committee shall have the following duties:
 - 1. Monitor disciplines' list changes made by the Senate and at the state level in order to maintain the College's disciplines' list
 - 2. Recommend to the Senate placement of courses within disciplines.
 - 3. Recommend action to the Senate in the case of disputes about the discipline of a course.
 - 4. Approve appropriate equivalencies for faculty.

Section 5.

Scholarship Committee.

- A. Composition: The Senate Scholarship Committee shall consist of the Treasurer of the Academic Senate and at least two other faculty members as approved by the Senate Executive. If possible, one faculty member should be from CTE.
- B. Duties: The Senate Scholarship Committee shall have the following duties:
 - 1. Review the Scholarship Applications
 - 2. Rank the Scholarship Applications
 - 3. Submit the rankings to the Senate Exec for approval
 - 4. Arrange for the Scholarship Award presentation at the May faculty meeting.

Section 6.

Learning Outcomes and Assessments Committee.

A. Composition: The Student Learning Outcomes committee shall consist of the Student Learning Outcomes coordinator and representatives from all divisions, a member of the Library, a member of Research & Planning and a member from Student Services. The committee may also consult with non-voting resource personnel.

B. Mission:

The primary mission of the Learning Outcomes Committee is to provide coordination and leadership for outcomes-based assessment.

These key goals have been established to enhance student learning and support best practices in assessment.

1. Develop policies and provide comprehensive training materials and professional development opportunities on outcomes-based assessment for administrators, faculty and classified staff.
2. Support college implementation of assessment management system.
3. Collaborate in the development of institutional efforts for academic program learning outcome assessment (e.g. assessment plan)
4. Support and encourage dialogue of assessment activities and results across the College.
5. Develop a systematic plan for assessing General Education areas.
6. Review and help align the reporting cycles with institutional planning, program review and budget allocation.

Section 7.

Curriculum & Instruction Committee (C & I).

A. Composition: The Curriculum & Instruction committee shall consist of a faculty co-chair appointed by the Senate and an administrative co-chair appointed by the Vice President, Instructional Services. The voting membership of C & I consists of its co-chairs: the Vice President of Instruction and the C & I Faculty Coordinator, a faculty member from each division, a faculty librarian, the Articulation Officer, and a student representative. Voting members of C & I from each academic division are appointed by their division for a term of three years which may be renewed. Instructional Deans serve as resources only. Other resource members also include the Curriculum & Scheduling Systems Manager, a representative from the catalog, the Dean of Research, Planning, and Grants or his designee, and the LO committee chair/committee designee, and student representative (pending) to attend meetings on an as-needed basis.

B. Mission: The Curriculum & Instruction committee is a senate committee. The Curriculum & Instruction committee's charge is to recommend actions upon all curricular matters and to ensure the integrity of the institutions educational programs. Specifically, the Committee reviews and recommends:

1. All new and revised courses proposed by divisions

2. All new hours and units for credit courses
3. New and revised Associate Degrees
4. New and revised certificates
5. Prerequisites, corequisites, recommended preparations
6. Course repetition, credit by exam, credit/no credit
7. Associate Degree degree/non-degree applicable and/or transferable coursework
8. Courses appropriate for specific Associate degree requirements, CSU breadth requirements, and IGETC requirements
9. All curriculum changes for the catalog
10. All course and program deletions for the catalog and the dictionary; and it ensures that proposed new and revised courses are in the approved format and in compliance with community college standards and regulations

Section 8.

Open Educational Resources Committee (OER)

- A. Composition: The OER Committee shall consist of the OER coordinator appointed by the Senate, two faculty appointed by the Senate, two faculty appointed by the Guild, one representative appointed by CSEA and one administrator appointed by administration. The Senate appointments will be nominated by the Senate Executive and approved by the Senate.

- B. Mission: The purpose of the Open Educational Resources (OER) Committee is to leverage our engagement with OER at Glendale Community College. Our goals are: to encourage the awareness, adoption, adaptation, and creation of OER materials across the college; to recommend institutional policies surrounding OER procedures and responsibilities, training and professional development, licensing and formatting, and quality assurance; and to develop Z-Degree (Zero Textbook Cost Degree) Pathways for our students.

OER success requires the inclusion of all stakeholders, including but not limited to: faculty, staff, administration, students, the Board of Trustees, and the Foundation. It is vital that members from the GCC Community: Library, Counseling, DSPS, the Bookstore, ITS, Financial Aid, and ASGCC, are involved with this campus-wide mission to encourage the success of OER.

This mission statement and broad vision was informed by the [College and University Open Educational Resources \(OER\) Policy Development Tool](#) (2016).

Section 9.

Committee on Distance Education (CoDE)

- A. Composition: The CoDE Committee shall consist of the CoDE Coordinator, also known as the Distance Education Coordinator, appointed by the Senate. The voting membership of CoDE consists of its chair, a faculty member from each division, a faculty librarian, ACGCC, and adjunct representative. Resource members include Dean of Library, C & I Chair, Guild, DE Faculty Development Coordinator, Equity Counselor, Senate, OER, DSPS, and ITS.

- B. **Mission:** The mission on the Committee of Distance on Education (CoDE) is to cultivate policies and promote practices that contribute to the quality and growth of distance education at Glendale Community College. In support of the institution's Mission and Vision, the Glendale Community College's Committee on Distance Education (CoDE) will work with the Distance Education Coordinator, Distance Education Faculty Development Coordinator, Academic Senate, and Division Chairs as instructional program leaders to facilitate and improve online teaching, learning, and technology.

With the understanding that faculty should have the primary responsibility for developing policies and promoting distance education practices, CoDE will support a learner-centered program designed to further student success by making recommendations to the Academic Senate. Each CoDE member will represent his/her division and act as a resource to all faculty members within their division regarding exploration, development, and implementation of strong pedagogical online strategies in the distance education environment.

Section 10.

Diversity, Equity, and Inclusion Committee (DEI)

- A. **Composition:**
- a. Faculty reps from each division
 - b. Cultural Diversity Coordinator or designee
 - c. Student Representatives from each Learning Community
 - d. AS representative
 - e. 2 representatives from student clubs (to be advertised by AS during IOC meetings)
 - f. Library representative

Support:

The work of the committee will be supported by the Diversity, Equity and Inclusion Faculty Chair, a 40% faculty release time position whose assignment objectives, description, supervision, tasks, and qualifications are outlined in the RT/EP Assignment Description approved by the College Executive Committee.

- B. **Mission:**
The Diversity, Equity and Inclusion (DEI) Committee will involve students, alumni, faculty and staff, as well as external communities, in the development of recommendations to the Academic Senate regarding robust research, symposia, lectures, and curricular expansion on issues of diversity, equity, and inclusion in all disciplines.

Diversity includes gender, age, ethnicity and race, and internationalism. It also includes geographic origins such as urbanism and ruralism; socioeconomic background; first generation in college; reentry students, non-traditional students, sexual orientation, gender identity; religious beliefs; and political points of view.

Duties:

1. Student Success

- a. Make recommendations to the Academic Senate on how funds from the Student Equity and Achievement Committee can be prioritized to meet the mission and goals of this committee.
- b. Review and make recommendations to the Academic Senate on changes to existing methods for reporting student complaints pertaining to curriculum
- c. Review and make recommendations to the Academic Senate on changes to pre-existing programs pertaining to diversity, inclusion, equity and curriculum.

2. Educational Innovation

- a. Advocate and collaborate with the Curriculum and Instruction Committee (C&I) for actionable measures taken for the decolonization of curriculum and classrooms across disciplines at GCC.
- b. Make recommendations to the Academic Senate for revised evaluation criteria of faculty for the purpose of decolonizing the institution to be presented to the Guild and District for changes, as appropriate, in the Collective Bargaining Agreement.
- c. Develop recommendations for the Academic Senate regarding a diversity and inclusion self-assessment for faculty to reflect on their own teaching practices.
- d. Make recommendations to the Academic Senate regarding professional development for faculty on diversity, equity and inclusion as well as discipline-specific workshops for the development of inclusive and decolonized curriculum.
- e. Make recommendations to the Academic Senate for events that are funded to support equity and innovation within Academia (such as):
 - i. Annual conference/symposium on BIPOC Scholarship and curriculum development
 - ii. High caliber guest speakers with curriculum pairing and ancillary programming for students, faculty and staff college-wide.
 - iii. Incoming student book program
 - iv. Alternative programs for student scholarship domestically and abroad via conferences, workshops and residencies.

3. Strategic Infrastructure

- a. Review hiring procedures - recruitment, intake process, retention, and make recommendations to the Academic Senate for improvement to be presented to appropriate college governance committees.
- b. Review and make recommendations to the Academic Senate on pre-existing programs aimed at diversity, inclusion and equity
- c. Develop a rubric/metric to measure and maintain institutional change to assist the Academic Senate in evaluating progress and in proposing recommendations for action within the college governance processes.

- d. Assess the value, and Develop if appropriate, a procedure to recommend to the Academic Senate to receive complaints related to discriminatory actions in the classroom and what's being taught
- e. Review and make recommendations to the Academic Senate on existing educational programs pertaining to diversity, inclusion, equity and curriculum

ARTICLE III

ELECTION CODE

Section 1.

Voting Units

Voting units shall consist of recognized divisions, adjuncts, the library and Senators At-Large, to provide a broad and varied basis for representation in the Senate.

A. Each of the following shall have independent Senate representation:

- 1. Health Sciences
- 2. Biology
- 3. Business
- 4. Business and Life Skills, Non-credit
- 5. Student Services
- 6. English
- 7. English as a Second Language, Credit
- 8. English as a Second Language, Non-credit
- 9. Kinesiology
- 10. Language Arts
- 11. Mathematics
- 12. Physical Science
- 13. Social Sciences
- 14. Technology/Aviation
- 15. Visual and Performing Arts

B. The following service area of the college shall be considered a voting unit and shall have independent Senate representation:

- 1. Academic Adjunct – 3 (Motion 2019-12)
- 2. Librarian (Motion 2019-13)

Section 2.

Division Unit Affiliation and Election.

A Regular member of the Electorate shall be considered, for election purposes, to be in that division voting unit in which the majority of his/her professional time is spent, unless in the judgment of the minor division and the Academic Senate the best interest of the College will be otherwise served. Regular Electorate members whose professional time is equally divided between two divisions must officially declare their exclusive affiliation through the Elections Committee.

Section 3.

Service Area Affiliation.

Adjunct faculty shall be considered, for election purposes, to be in the Adjunct Academic Unit.

Section 4.

At-Large Senators.

A. The required number of At-Large Senators shall be determined by dividing the total number of Division and Service Area Senators by two and rounding up in the event of a fraction.

B. All members of the electorate are eligible to serve as At-Large Senators. Candidates for At-Large Senate positions may self-nominate or be nominated by Division Voting Units or another member of the voting body. Accepted nominations must be submitted to the Senate Elections Committee at least 15 days prior to distribution of the Senate ballot.

Section 5.

Voting.

Voting shall be in accordance with the Senate Constitution and By-Laws, and by procedures established by the Elections Committee. Voting shall be under the supervision of the Elections Committee or its appointed representative(s).

Only Regular faculty may vote for Division representatives to the Academic Senate; only Adjunct faculty may vote for the Adjunct Academic representative to the Academic Senate. All faculty may vote for Senators-at-Large.

Section 6.

Rotation of Membership.

An annual Senate Rotation Schedule shall be prepared and published by the Elections Committee, distributed to the Senate, and posted on the Academic Senate web site at the beginning of each academic year. In addition, information about elections and the rotation schedule will be advertised via email, faculty meetings and Chaparral.

Section 7.

Time.

The Elections Committee shall submit the election results to the Senate Executive committee at least one week prior to the first regularly scheduled Senate meeting in May. Within one week after the close of all special elections, the Elections Committee shall submit to the Senate Executive Committee the election results. Newly elected Senators are strongly encouraged to attend the final meeting of the Academic Senate.

Section 8.

Vacancies

- A. The Senate seat of an elected member shall be declared vacant when a Senator:
1. Resigns from the Senate;
 2. is absent without proxy from three regular or special Senate meetings during one academic year;
 3. no longer meets eligibility requirements;
 4. accepts a leave of absence of any kind for one semester or longer;
 5. is expelled from the Senate;
 6. is recalled by area of representation.
- B. Senators-At-Large. If additional At-Large Senators are required according to the Senate By-Laws, those positions will be filled through the procedures

established in the Senate By-Laws. If fewer At-Large Senators are required according to the Senate By-Laws, that number will be decreased at the next general election. Senate terms of less than three years may be necessary to maintain the Senate Rotation Schedule which require approximately 1/3 of the terms to expire each year. In the event of a vacancy of a Senator-at-large, the runner-up candidate in the most recent past at-large election will be appointed to serve out the remainder of the term. (Motion 2008-59)

- C. Division Senators. In the event of a vacancy of a Division's Senator, the Division shall elect a replacement Senator who shall serve for the remainder of the term. (Motion 2008-59)

ARTICLE IV

SENATE FUNDS

Section 1.

Senate Budget

- A. The treasurer of the Academic Senate shall submit a proposed budget no later than the second Senate meeting of the Fall semester, and monthly reports thereafter as needed.
- B. Senate books are to be subjected to audit by an outside examiner no earlier than October 15th at the request of the President or Senate Executive Committee.

Section 2.

Expenditures

- A. The President may authorize expenditures from Senate funds up to the amount of \$150.00.
- B. Expenditures of more than \$150.00 but less than \$300.00 may be authorized by the Senate Executive Committee.
- C. Expenditures of more than \$300.00 shall require approval by majority vote of a quorum of the Senate in advance of the expenditure.
- D. After appropriate approval, requests for reimbursement of any expenses incurred in the interests of the Academic Senate for conference attendance, retreats, or participation in Senate sponsored off-campus activities, shall be submitted to the Treasurer of the Academic Senate on the Standard College Conference Request Form, no fewer than ten (10) working days in advance of the expenditure. Either a copy of the Standard Form or an "Absent from Campus" form shall be forwarded to the Vice President of Instruction prior to the event, so that persons representing the Senate at conferences and retreats are protected by college insurance.
- E. Requests for reimbursement for expenses incurred in the interest of the Academic Senate shall be submitted to the Treasurer of the Academic Senate accompanied by proof of prior approval of the appropriate body of the Academic Senate and documentation of expenses, including receipts.

Section 3. Access to Senate Funds.

All requests for withdrawals, including those for scholarships, shall be submitted to the Treasurer. In the absence of the Treasurer, vouchers may be signed by the President.

END

APPENDIX

10+1

Title 5 §53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. Section 53200 (c) "Academic and professional matter" means the following policy development and implementation matters:

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, 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
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

Approved Fall 1997

Adopted Revisions:

Revised April 1999

Revised October 2003

Revised October 2009

Revised Spring 2020

Revised Fall 2020