

ACADEMIC SENATE HANDBOOK

2025-2026

Academic Senate for California Community College

10+1

The function of the CR Academic Senate is to represent the faculty in making recommendations to the administration and the board of trustees regarding academic and professional matters (Title 5 53200 b). Those with a * are ones where the Board will rely primarily on the advisement of the Senate.

***01** Curriculum including establishing prerequisites and placing courses within disciplines

***02** Degree and certificate requirements

***03** Grading policies

04 Educational program development

***05** Standards or policies regarding student preparation and success

06 District and college governance structures, as related to faculty roles

07 Faculty roles and involvement in accreditation processes, including self-study and annual reports

***08** Policies for faculty professional development activities

09 Processes for program review

10 Processes for institutional planning and budget development

+1 Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Brown Act

The Brown Act is the most important open-meetings law for local governments in California. Compliance with the Brown Act is a critical role for the governing body. *Note: This is only a summary of key provisions of the Act, rather than a detailed overview of all its requirements.

APPLICATION

The Brown Act applies to all “legislative bodies.” “Legislative body” means:

□ Governing Bodies: The governing body of a local agency or any other local body created by state or federal statute.

□ Subcommittees and Commissions: All subcommittees and commissions created by formal action of the legislative body, whether temporary, decision making, or advisory. There is one exception for ad hoc advisory committees consisting solely of less than a quorum of the legislative body.

MEETINGS

Definition

A meeting is any congregation of a majority of the legislative body that meets at the same time and place to hear, discuss, or deliberate upon any item within the body’s subject matter jurisdiction. A “meeting” includes any use of direct communication, intermediaries, or technological devices such as e-mail.

Types of Meetings

A regular meeting is the fixed formal meeting of the legislative body. Agendas must be posted at least 72 hours in advance of the meeting.

A special meeting may be called at any time either by the presiding officer or a majority of the legislative body by delivering a written notice to each member and to each local newspaper of general circulation and radio or television station requesting such notice. The notice must be delivered and the agenda posted at least 24 hours before the meeting.

□ Public comments at special meetings are allowed concerning any item listed on the agenda prior to the body’s consideration of that item. (Section 54954.3) There are no public comments allowed on non-agenda matters.

Teleconferencing

Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

- Each teleconference location from which a member will be participating must be specifically identified in the meeting notice and agenda, including full address and room number. Agendas must be posted at teleconference locations specifying all teleconference locations 72 hours before the meeting.
- Each teleconference location must be physically accessible to the public. There must also be opportunity to speak at each teleconference location.
- At least a quorum of the legislative body must participate from locations within the local agency’s jurisdiction.
- All votes must be audible and taken by roll call.

Brown Act

Serial Meetings

- “A majority of the members of a legislative body shall not...use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.” - GC Section 54952.2(b)(1)

AGENDAS

Agendas must contain a brief general description of each item of business to be transacted or discussed at the meeting. All agendas must be posted in a location at the agency offices that is freely accessible to the public, and also on the agency's website. School districts must allow members of the public to place matters directly related to school district business on the agenda. The school district can reasonably control when and how the item is placed on the agenda.

Action

A legislative body may not take action on an item not appearing on the agenda, except:

- ☐ To respond to statements made or questions posed by the public during the public comment section;
- ☐ To ask questions of staff or the public for clarification;
- ☐ To ask staff to report back on an item not appearing on the agenda at a subsequent meeting; or
- ☐ To make a brief announcement.

Public Comment

Each regular meeting agenda must provide an opportunity for public comment on any agenda item and on any item of interest to the public within the subject matter jurisdiction of the legislative body. For special meetings, the agenda must provide an opportunity for members of the public directly to address the legislative body concerning any item on the agenda; comments on items not on the agenda need not be allowed.

Inspection

Writings distributed to all or to a majority of the legislative body by any person for consideration at a public meeting are public records. Documents distributed to all or a majority of the legislative body less than 72 hours before a regular meeting must be made publicly available without delay. Writings given to the legislative body at the meeting by staff must be available at the meeting, and writings distributed at the meeting by others must be available after the meeting. The terms “writing” and “document” include electronic records such as e-mail.

In addition, every agenda must state the location of an office at the agency where members of the public may inspect these documents. The agency may also post the documents on the agency's Internet Web site in a position and manner that makes it clear that the documents relate to an agenda item for an upcoming meeting.

Brown Act

CLOSED SESSIONS

Closed sessions are meetings conducted in private without the attendance of the public. They are permitted for specific purposes; courts construe the statutory basis for closed sessions narrowly. Generally, to preserve the confidentiality of closed sessions, only essential staff should attend a closed session.

Primary Types of Closed Sessions

- To instruct negotiators on real property transactions
- To instruct labor negotiators
- To discuss “pending litigation” with agency attorneys
- To consider the appointment, employment, evaluation, discipline, or dismissal of a public employee
- Employee Complaints or Charges

Before holding a closed session to hear complaints or charges brought against an employee, the employee must be delivered written notice of his or her right to have the complaints or charges heard in open session at least 24 hours before the meeting.

- Meetings regarding threats to security of public buildings or essential public services
- Meetings among Joint Powers Agencies formed for insurance pooling and local agency Self-Insurance Authorities to consider liability issues
- Student matters such as discipline or records challenges

Announcements from Closed Session

- After each closed session, the legislative body must report in open session certain actions taken in closed session, and the vote of each member, including:
- Approval of an agreement concluding real estate negotiations
- Approval for legal counsel to defend, initiate, or settle litigation
- Disposition of claims
- Action to appoint, employ, dismiss, release, accept resignation of, or affect the status of any employee
- Approval of labor negotiation agreements reporting out may be deferred under certain circumstances, usually because it is contingent upon approval by another party.

Closed Session Confidentiality

No person may disclose confidential information that has been acquired by being present in an authorized closed session to unauthorized persons, unless the legislative body formally authorizes disclosure of confidential information. “Confidential information” means a communication made in a closed session that is specifically related to the basis for the closed session.

Penalties and Enforcement

A member who attends a meeting where action is taken in violation of the Brown Act, and where the member intends to deprive the public of information which the member knows or has reason to know the public is entitled, is guilty of a misdemeanor

CR Rules of Order

For Everyone:

Public Comment – anyone can approach the microphone and be recognized by the chair for up to 2 minutes of public comment about anything related to Academic Senate business. Since the Academic Senate is a Brown Act committee, we are unable to respond on items not on the agenda.

Discussion of Agenda Items – anyone can approach the microphone and be recognized by the chair to provide public comment on any item as it comes up on the agenda.

For the purpose of clarifying acronyms, interruptions are invited at any time (Excuse me, ...)

We encourage nonverbal communication such as thumbs up in the room and on Zoom to indicate agreement with a speaker.

Motions:

To allow an orderly, democratic meeting process that is efficient and flexible, the Academic Senate has agreed that all motions need to be moved and seconded. Formal votes will be taken for Consent Agenda, Action Items and when a member calls for a vote on a motion that has been seconded.

- Consider each agenda item.
- Close discussion and vote (call the question) or summarize depending on the type of agenda item. To be used when there appears to be a lot of rehashing and agreement, and/or when there is concern regarding the time the agenda item is consuming. This requires a 2/3 vote to pass.
- To table or postpone.
- To adjourn.
- Point of order – objection to procedure or a matter is introduced that is not germane to the current agenda item.
- Amendments to the constitution and bylaws requires a 2/3 vote to pass.
- A senator may motion to revert to using full-fledged Roberts rules of order for the remainder of an item. This motion shall be subject to a simple majority vote.

Chair:

- Begin by reading our values and reminding those on the committee and the public that the CR Rules of Order are in use and the senate is unable to respond to public comments not listed on that agenda. These rules are attached to the agenda and posted on the Academic Senate Website.
- Recognizes speakers.
- Requests motions to move through the agenda.
- When an item closes, the chair summarizes and gives members a chance to amend the summary and asks if there is anything else we should consider before moving on to either the next item or to a vote, pausing briefly before continuing.

Senate Community Norms

The Academic Senate values:

- Welcoming all faculty and associate faculty to the Senate
- Honoring a diversity of opinions and recognizing dissenting opinions are a part of the discussion and make for a better decision-making process.
- Creating a space that is safe and respectful
- Empowering all senate voices.
- Respecting everyone's time and the agenda

Therefore, the Academic Senate has adopted the following actions and practices for all to support our values:

For Everyone (Committee Members & Guests)

Audio checks for folks both in the room and on Zoom for clear audible communication.

- Avoid crosstalk.
- Honor an orderly speaking queue.
- Zoom chat is available with Rachel for technical issues. These are a part of the public record.
- Everyone thinks about the amount of time they are speaking on a topic, so everyone has a chance to be heard.
- We remain aware of our nonverbal communication (eye-rolling, heavy sighing, etc).
- We do not disparage or assume the ill intent of others in the meeting or the larger college community.
- We give everyone the benefit of the doubt and some level of grace. We are all human and will make mistakes.
- We are as transparent as possible in our communication.
- We clarify acronyms and accept an interruption (Excuse me, ...) for clarification of an acronym from anyone.

For Senators

- Name cards for members for all meetings, so everyone can be acknowledged by name.
- Questions and concerns with a member will be communicated directly to the person or member in question through real-time communication (in-person, Zoom, or telephone). A heads-up via email about discussing something is appreciated.
- We give positive feedback when someone does speak on behalf of their constituents, especially with having associate faculty and so many new faculty.
- We communicate with the constituents we represent, bringing up items on the agenda in advance so we can represent them accurately. This can be done by emailing your personal summary or sharing this at a meeting.
- Ad Hoc meetings are task based.
- Every member can point out that we are drifting off the agenda. Our chair (President) needs our help.
- Every member can point out when we are rehashing or there appears to be a lot of agreement.
- When you agree with someone nonverbals such as a thumbs up in the room or in Zoom are appreciated.

Senate President (Chair):

- The meeting begins by stating that different ideas and opinions are welcomed into our discussions. This makes for a better decision-making process.
- Summarizes the opinion of the Senate when relating feedback to outside bodies, allowing Senators to correct/amend the record.
- Restates what we are voting on and then pauses for reflection prior to a vote.
- Asks for dissenting opinions before the vote.
- When looking to end a discussion and there appears to be a lot of agreement, say something like, "There appears to be a lot of agreement. Is there anything else we should consider?"
- Has time allotted for items on the agenda to help everyone be able to keep the meeting on track.

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

- Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

- Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

- Move to postpone to a definite time or date.

You are tired of the current discussion.

- Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

- Move to close the debate. Also referred to as calling the question. This cuts off discussion and
- brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

- Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
“Call for orders of the day.”

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting
for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Unanimous Consent :

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

• You may INTERRUPT a speaker for these reasons only:

- o to get information about business –point of information to get information about rules– parliamentary inquiry
- o if you can't hear, safety reasons, comfort, etc. –question of privilege
- o if you see a breach of the rules –point of order
- o if you disagree with the president of the board's ruling –appeal
- o if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3rds	✓
Close Discussion	✓			2/3rds	✓
Recess	✓		✓	Majority	
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓		✓	Majority	
Postpone Indefinitely	✓	✓		Majority	✓

SENATE COMMITTEE CALENDAR 2025

SUN	MON	TUE	WED	THU	FRI	SAT
WEEK 1				1:30- BYLAWS	9:00- ELEVATE 10:35- ASPC 1:15- SENATE	
WEEK 2		12:00AF		2:00- DEC	9:00- FQC 10:00- EXEC 1:00- CURRICULUM	
WEEK 3				1:30- BYLAWS	9:00- ELEVATE 10:35- ASPC 1:15- SENATE	
WEEK 4				2:00- DEC	9:00- FQC 10:00- EXEC 1:00- CURRICULUM	
WEEK 5- NO MEETINGS						

AGENDA DEADLINES

Agendas need to be posted 72 hours prior to the meeting time. However, the deadline for submissions of addresses, agenda items and attachments are set to ensure time for admin support to make changes and post by the deadline.

SUN	MON	TUE	WED	THU	FRI	SAT
WEEK 1	5:00 PM ELE & ASPC DUE	9:00AM SENATE DUE		5:00PM AF DUE		
WEEK 2	9:00AM DEC 5:00PM FQC & EXEC DUE	9:00 CURR DUE				
WEEK 3	5:00 PM ELE & ASPC DUE					
WEEK 4	9:00AM DEC 5:00PM FQC & EXEC DUE	9:00 CURR DUE				
WEEK 5- NO MEETINGS						

Academic Senate

Meeting Time
1st & 3rd Fridays
1:15pm- Boardroom

Membership

Term	Name	Constituency Group
2025-2026	Bernadette Johnson	President
2025-2026	Wendy Riggs	Vice President
2025-2027	Dr. Michael Dennis	Career Education
2024-2026	Erik Kramer	Science
2023-2025	Jasmine Iniguez	Career Education
2025-2027	Kendra Guimares	English
2025-2027	Chris Lancaster	Humanities
2024-2026	Patricia Harris	SHAPE
2025-2027	Trevor Hartman	Career Education
2024-2026	Dr. Karen Reiss	Science
2024-2026	Jennifer Burlison	Student Services
2024-2026	Dana Maher/Deanna Herrera	Social Science
2025-2027	Karyn-Lynn Fisette	Del Norte
2023-2025	Stuart Altschuler	Associate Faculty
2025-2027	Laurel Jean	Associate Faculty
2025-2026	Mario Prudencio-Nunez	ASCR

Senator Duties

- Read through documents prior to the meeting so you are informed and ready to discuss.
- Attend senate meetings
- Actively participate in senate meetings
- Report location of meeting attendance 80 hours prior to the meeting if you will not be in person.
 - If you are attending remotely you must post the agenda outside of the location 72 hours prior to the meeting.
 - You will not count for quorum if you are not attending within the boundaries of the district. Which are Humboldt County to Trinity County to Del Norte County.
- Report absence as soon as you know you will be absent so we know if we have quorum.
 - If you have a pre-planned absent you should find a substitutions within your department.
 - Two unreported absence may result in removal of your position.
- Report Back to your division what is discussed in the senate meetings.

CONSTITUTION OF THE ACADEMIC SENATE OF THE COLLEGE OF THE REDWOODS

PREAMBLE

Fulfilling the Mission of College of the Redwoods (College) is the joint responsibility of its Faculty, Associate Faculty, Administration, Classified Employees, and Board of Trustees. The Faculty and Associate Faculty, who perform the primary tasks for which the College is organized, recognize and accept this responsibility as essential participants in making and implementing decisions that affect and enhance educational policy and process. If circumstances arise that are not explicitly addressed in the constitution or bylaws, the Senate may make a good faith effort to adapt, following the spirit of the constitution and bylaws. To discharge fully and effectively this responsibility, the following Constitution is adopted.

ARTICLE I. Name

The organization's name is Academic Senate of the College of the Redwoods (Senate).

ARTICLE II. Purpose

Section 1

The Senate's primary purpose is to provide the Faculty and Associate Faculty of the College with a representative body that addresses, in a timely manner, academic and professional matters.

Section 2

To carry out its primary purpose, the Senate:

- a. promotes communication and understanding among the Faculty, Associate Faculty, Administrators, Classified Employees, Board, and Students;
- b. makes appropriate recommendations to and forwards resolutions, as appropriate, to one or more of the following: College of the Redwoods Board of Trustees (Board), College administration, classified employees, or state and national organizations.

ARTICLE III. Electorate

The Senate electorate is composed only of Faculty and Associate Faculty of the Redwoods Community College District (District) where over half of their salary is paid from either the full-time or associate salary scales.

ARTICLE IV. Membership

Section 1. Eligibility

All full-time Faculty and Associate Faculty of the Redwoods Community College District (District) are eligible for election to the Senate where over half of their salary is paid from either full-time or associate salary scales.

Section 2. Representation

For the purposes of the Academic Senate, eight Divisions are defined as follows:

- English
- Humanities (ART, COMM, PHIL, SPAN)
- Social Science (ANTH, HIST, POLYSC, PSYCH, SOC, SJ, ES, ADCT, SWHS)
- Science (MATH, ASTRO, BIO, CHEM, GEOL, PHYS)
- Health & Safety Occupations (AJ, DA, HE/PE, NURS)
- Student Services (Counseling, Library, SASS)
- Career Education (AG, AJ, AQUA, AUTO, BUS, CIS, CT, ECE, ECON, FNR, IT, MT, WT, AQUA, FT, DT, IT, CET)

For the purpose of Senate representation, Faculty who teach in the Adult and Community Education area shall also be permitted, should they feel under-represented in the above areas, to elect and seat a single Senator.

For the purpose of Senate representation, Faculty who teach at the Klamath-Trinity site shall also be permitted, should they feel under-represented in the above areas, to elect and seat a single Senator.

For the purpose of Senate representation, Associate Faculty shall elect two Senators to represent Associate Faculty.

Section 3. Elections

Each area shall receive one Senator for every five Faculty in that area. Faculty can only be counted in one area. Only full-time Faculty in an area are eligible to vote for senators in their area. Only Associate Faculty are eligible to vote for Associate Faculty Senators. An exception to this rule shall be the election of Senators to represent Adult and Community Education and Klamath-Trinity. In those cases, all Faculty currently teaching in the relevant area shall be eligible to vote for Senate elections. Each area shall have at least one Senator, shall not exceed one Senator for every five Faculty, and shall not exceed three total Senators.

Allowable Senate seats are based upon the number of Faculty in each area. Available Senate seats based on Senate retirements shall be determined each spring on the second Friday in March of the current academic year for the following academic year. The Academic Senate office will announce open Senate seats in each area and candidates shall be invited to apply with a deadline of the last Friday in March. There will be a consistent voting

process for all areas. Faculty in each area will receive an online tool for voting that shall remain open for at least a week and elections will close on the second Friday in April. Senators for the subsequent year will be announced by the last Friday in April.

Section 4. Terms

Senators are expected to serve a minimum of one two-year term. All terms end upon leaving College employment, and successor Senators may be elected to serve the unexpired terms.

Newly elected Senators assume their duties effective July 1 following their election.

Section 5. Temporary Vacancies

In the event of a temporary vacancy, the affected area shall elect a substitute Senator who serves until the originally elected Senator resumes their duties.

Section 6. Ex Officio Members

The Chief Instructional Officer/Chief Student Services Officer (CIO/CSSO) may serve as ex officio, non-voting member of the Senate.

The Associated Students of College of the Redwoods Senate may appoint one student representative to serve as ex officio, non-voting member to serve for one academic year and may serve for no more than two years. The Senate President will provide the Student Representative with training prior to participating on the Senate.

ARTICLE V. Senate Officers and Election of Officers

Section 1. Officers

The officers of the Senate are President, Vice President, and Past- President. The Vice President is elected annually by a majority of the members eligible to vote, excluding the current President, Vice President and any ex officio, non-voting members.

If the office of President becomes vacant before July 1, the Vice President shall immediately assume the office of President for the unexpired term and then for the full term commencing on July 1. In the event of a vacancy in the office of Vice President, a new one shall be selected as provided for in the Bylaws and take office immediately upon election by the Senate.

In the event where both the office of President and Vice President are vacant at the same time, the Past President shall assume the office of President for the remainder of the term of that President.

- a. The Senate Vice President is elected from among tenured Senators and Senate Subcommittee Chairs who have served past or present for one year or more. The full Senate shall vote for the Vice President at the first Senate meeting in April. The Vice President shall assume the office of President on July 1 of the year after their election unless the Presidency be vacated before that time. After the current President has

- served a one-year term of office, they shall assume the office of Past President.
- b. CRFO President, Vice President, Chief Negotiating Officer, and Division Deans will be ineligible for nomination due to possible conflicts of interest.
 - c. In a process described in the Academic Senate Bylaws, the Senate and Senate Executive Committees may nominate eligible faculty as Vice President. At the end of the process the Senate shall vote to elect the Vice President, who shall become President July 1 of the year following their election as Vice President.
 - d. Nomination of Vice President
 - 1. The nomination process with eligible candidates will be announced and described at the first Senate meeting in spring to all senators and Senate Executive Committee Members.
 - 2. All nominations will be forwarded to the Academic Senate Office by no later than the third Friday of March.
 - 3. All nominations will include a brief description of the candidate including, but not limited to, years of Senate service and which capacities they served in. Candidates may self-nominate.
 - 4. Executive Committee may nominate a candidate that will be provided to the Senate and will be compiled with nominations provided directly to the Senate Office.
 - 5. Once nominations are forwarded on the date specified all candidates will be announced and included on the Senate agenda no later than the first meeting of April. The Vice President shall be elected at this meeting by a majority vote cast by senators through an open ballot process.
 - 6. If no nominations are received or a majority vote cannot be reached, the Senate shall elect one of its own members to fill the Vice President vacancy until a nomination is put forth and approved by the Senate per the process described above.

Section 2: Election of the Vice President

We have an annual leadership selection process where we elect a Succession Vice President every year who will normally move into the Presidency the next year and serve as the Past President for a subsequent year.

We recognize that at times we may have difficulty finding faculty willing to be nominated and to serve as the Succession Vice President and then President. Should this occur, with a majority vote, the Senate can elect a Vice President who will not succeed the President or alternatively confirm the current Vice President and President in respective positions for another academic year.

The Vice President is elected annually by a majority of voting members, excluding the current President and Vice President.

Term

The Vice President will normally assume the office of the President on July 1 of the year of their election unless the Presidency be vacated before that time.

Vacancy

In the event of a vacancy in the office of Vice President, a new one shall be selected and take office immediately upon election by the Senate.

Eligibility

The Vice President is elected from among Senators and Senate Subcommittee Chairs with tenure and at least one year of Senate experience.

CRFO President, Vice President, and Chief Negotiating Officer, will be ineligible for nomination due to possible conflicts of interest.

Nomination Process

Any faculty member may nominate eligible faculty as Vice President. The nomination process will be announced and described at the first Senate meeting in spring to all Senators, Senate Executive Committee members, and all faculty. All nominations will include a brief description of the candidate including, but not limited to, years of Senate service and which capacities they served in. Candidates may self-nominate. All nominations will be forwarded to the Academic Senate Office by no later than the third Friday of March. Once nominations are forwarded on the date specified all candidates will be announced and included on the Senate agenda no later than the first meeting of April. The Vice President shall be elected at this meeting by a majority vote cast by Senators through an open ballot process.

At the end of the process the Senate shall vote to elect the Vice President, who shall become President July 1 of the year following their election as Vice President.

Section 3: Absences and Removals

Extended Absences of President or Vice President

In the event of an unplanned emergency, such as an extended absence of the Academic Senate President or Vice President, the Academic Senate Executive Committee may propose a temporary restructuring of Senate leadership duties and submit this proposal to the full Senate for approval. The proposal shall not exceed one semester and will revert to the previous elected leadership structure as outlined in the Academic Senate Constitution. The proposed reassignment of duties must include consultation with the affected faculty's supervisor (Dean, Director or CIO/VP).

Removal from Office by Recall Election

The President or Vice President may be removed by a majority of the members eligible to vote, excluding the President and Vice President and ex officio, non-voting members. A recall vote is initiated by a recall petition signed by no less than one-fifth of the Senate membership. Upon removal, the President or Vice President is no longer a member of the Senate.

Section 4.

The President (or Vice President, if the latter is presiding), shall only vote to break a tie vote.

ARTICLE VI. Senate Duties and Responsibilities

Section 1.

The Senate is the primary voice of Faculty and Associate Faculty in academic and professional matters for the College, and is empowered to present its views, resolutions, and recommendations directly to the administration, classified employees, Board, state, and national organizations. According to California state law (Title 5), the Board and/or its designee must rely primarily upon the advice and judgment of the Senate or reach mutual agreement with the Senate when developing policies on the following academic and professional 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. 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. (+1) Other academic and professional matters as mutually agreed upon between the governing Board and the Senate

Section 2.

Requests for discussion of the issues set forth in Section 1 may be initiated by Senators, the College President, Administrators, Board members, Divisions, legitimate student organizations, Classified Employees, Associate Faculty, or any Faculty.

Section 3.

Senate resolutions, recommendations, views, and decisions are included in the appropriate Senate minutes. When the Senate forwards resolutions and recommendations to the Board, a response is expected within thirty (30) days of receipt.

The Senate expects a written communication explaining any rejection or amendment of Senate resolutions and recommendations.

Section 4.

The Senate expects that any resolution and/or recommendation not responded to within thirty (30) days of receipt by the Board be forwarded in a timely manner to a joint committee composed of three (3) Board members selected by the Board President and three (3) Senators selected by the Senate President for interest-based principled mediation of differences.

Section 5.

Documents supporting agenda items shall be submitted to the Senate at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate President, in consultation with the Vice President, subject to approval by the Senate Executive Committee.

Section 6.

The official minutes of Senate meetings will be posted and distributed as required by law.

ARTICLE VII. Senate Meetings

Section 1.

The Senate shall meet at times designated in the Bylaws or when called by the President, in consultation with the Vice President.

Section 2.

In compliance with the Brown Act, written notice of each Senate meeting and its agenda shall be posted and distributed at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. On those occasions where a Senator participates remotely and desires to vote via telephone or other telecommunication medium, an agenda shall be posted at that location at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. If a Senator desires to vote via telephone or other telecommunications medium, the votes shall be cast by roll call.

Section 3.

If a Senator realizes that they will be absent for a given Senate meeting, that Senator should seek a substitute from their division provided that the Senator notifies the Senate office of this substitution at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. Requirements placed upon Senators as stated in the Senate's Constitution and Bylaws (especially Constitution Article VII Section 2 above) shall apply to substitutes.

Section 4.

All meetings are open to the public except closed sessions as permitted by law for personnel matters.

Section 5.

Unless otherwise stated in this Constitution, a quorum consists of a majority of the Senate membership, excluding ex officio, non-voting members. No Senate meetings may be conducted without a quorum.

Section 6.

Non-members may speak when recognized by the President during the public comment section of the meeting on non-agenda matters or at the time an agenda item is taken up by the Senate.

Section 7.

Senate meetings shall be conducted pursuant to Roberts Rules of Order.

ARTICLE VIII. Senate Constitutional Amendments

Section 1.

Amendments to the Constitution of the Academic Senate of the College of the Redwoods may be proposed by any Senator.

Section 2.

A proposed amendment must be in writing and must be presented to the Senate at least one (1) week before a vote is scheduled on the amendment.

Section 3.

An amendment is adopted when approved by two thirds of the Senate membership eligible to vote, including the President and excluding ex officio, non-voting members. The adopted amendment shall take effect at the next Senate meeting.

APPENDIX I: DEFINITIONS

Ad Hoc Committee

A committee created for a specific task or purpose, whose existence ceases with the attainment of its goal.

Associate Faculty

The individual is paid on the Associate Faculty salary scale.

At Large

An election in which one or more candidates are chosen by all the voters.

Contract Responsibility in an Administrative Position

The individual is paid on the administrative salary scale.

Ex Officio

“by virtue of the office.”

Faculty

The individual is paid on the full-time Faculty salary scale.

Quorum

The number of members who must be in attendance to make valid the votes and other actions of the Academic Senate.

Senate Electorate

Faculty and Associate Faculty who elect the Senators.

Student

The individual meets the Associated Students of College of the Redwoods Senate Board’s criteria for an eligible student representative.

Temporary Vacancy

The absence of a Senator from one or more meetings.

Division

An organizational unit defined by the College Administration used by the Senate for purposes of Senate and Committee membership.

Senate Approval or sign-off

Normally used for 10 +1 plans or initiatives that require formal approval of the full Senate or when a signature of a Co-President is required. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes approved by the Senate.

Senate recommendation or endorsement

Normally used for plan or initiatives outside Senate’s 10 + 1 purview but a formal record of the position of the full Senate is desired. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes recommended or endorsed by the Senate.

Senate review or feedback

Normally used when feedback from the full Senate is needed or desired to gauge the level of support for a plan or initiative. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. In addition to verbal comments and questions, feedback may take the form of a show of hands, voice vote, or other informal means.

Academic Senate Constitution Approved April 5, 2002 Amended March 19, 2004
Amended May 2, 2008
Amended February 5, 2010
Amended September 20, 2013
Amended January 15, 2016
Amended April 15, 2016
Amended April 21, 2017

Amended February 7, 2020
Amended April 17, 2020
Amended April 2, 2021
Amended September 15, 2023

BYLAWS OF THE ACADEMIC SENATE OF THE COLLEGE OF THE REDWOODS

ARTICLE I. Officers

Section 1. Officers

The officers of the Academic Senate (Senate) shall consist of

1. A President
2. A Vice President
3. A Past President
4. A Parliamentarian

Section 2. Duties of the President

The duties of the President shall be as follows:

1. To preside at all full Senate meetings;
2. To preside at all Senate Executive Committee meetings;
3. To be non-voting, ex officio members of all Senate committees;
4. To appoint all faculty and associate faculty who serve as representatives of the faculty to District committees, Senate committees, and any other committees or task forces requiring faculty representation, with support from the Senate Executive Committee, and subject to confirmation by the full Senate when such is required per the Bylaws of specific Senate committees;
5. To represent the faculty at the following:
 - a. Board of Trustees (Board) meetings;
 - b. College Council meetings; and
 - c. Other District committee meetings as appropriate;
6. To maintain communication with the Vice President of Instruction and the Vice President of Student Services, and with the President/Superintendent on a regular basis;
7. To maintain communication with the Senate support staff and other District offices;
8. To prepare Senate meeting agendas as prescribed by law, subject to approval by the Senate Executive Committee;

9. To exercise signatory authority when such authority is granted by the full Senate;
10. To post and distribute Senate meeting documents as prescribed by law; and
11. To represent the Senate before statewide, regional, or other organizations which deal with matters of interest to the Senate as described in the [Academic Senate for California Community Colleges handbook](#).

Section 3. Duties of the Vice President

1. To preside over all meetings of the executive committee and Senate in the absence of the President.
2. To assume the office of President in the event of resignation, removal or expiration of term of the President.
3. To assist the President in the performance of their duties. Such assistance may include, but is not limited to service on Senate committees, appointing faculty to Senate committees, representing the Senate before various groups either in the absence of the President, or by agreement with the President.

Section 4. Duties of the Past President

1. To serve as a mentor to the President and members of the Senate Executive Committee.
2. The Past President shall be a non-voting member of the Executive Committee.

Section 5. Duties of the Parliamentarian

1. To serve as support for the President in the application of Roberts Rules of Order, the Senate Constitution, and Senate Bylaws during Senate meetings.

Approved by Senate 01/15/16

Approved by Senate 02/07/20

Approved by Senate 11/03/23

ARTICLE II: Committees

The Senate shall have the following standing committees: Executive Committee, Academic Standards and Policies Committee, Curriculum Committee, Faculty Development Committee, Faculty Qualifications Committee, CRFO/Academic Senate Liaison Committee, Associate Faculty Committee, Multicultural and Diversity Committee, and Distance Education Committee. For the purposes of committee representation, please refer to the Constitution of the Academic Senate, Article IV, Section 2 list of Areas.

Non-voting, ex officio committee members may make motions and participate in discussions but shall not count towards a quorum. Substitutions will not be allowed on any Senate committee.

Under the guidance of the Chair, each committee shall determine an attendance policy for its regularly scheduled meetings. Committee Chairs will have the right to drop committee members from membership based on noncompliance with the agreed-upon attendance policy and request that the Academic Senate Presidents appoint a replacement.

In cases when there are more faculty than committees to be assigned, the Senate President in consultation with the Vice President may add one member to each Senate Committee if deemed necessary in order to provide opportunities for faculty to fulfill their obligations under the Collective Bargaining Agreement. First year faculty may be appointed as non-voting members.

Executive Committee Revised 11/30/15; Approved by Senate 01/15/16

Executive Committee revised 04/12/18; Approved by Senate 05/4/18

Approved by Senate 02/07/20

Approved by Senate 11/03/23

Section 1. Executive Committee

Committee Membership

Four Senate members of the Executive Committee shall be nominated by the President and Vice President and confirmed by the Senate no later than the second regular meeting in the fall. In cases when changes in Bylaws occur, members may remain on the Senate Executive Committee until the end of their terms.

The Committee shall consist of the following members:

1. The Senate President, Past President, and Vice President; and
2. Four Senators, each from different Areas as defined by Article IV, section 2, of the Constitution.
 - a. After Senators are elected following the Senate Constitution, these members shall be appointed by the President and announced to the Senate.
 - b. Shall serve a term of one year.
3. One Parliamentarian nominated by the President and confirmed by the Senate.
 - a. The past Senate President may also serve as Parliamentarian.

Duties and Purposes

1. To assist the President in coordinating Senate activities and generating agendas for the full Senate;
2. To support the President by making recommendations regarding faculty and associate faculty to be appointed to committees and task forces, as needed;
3. To make recommendations to the full Senate regarding Senate business;
4. To assume other duties as designated from time to time by the Senate;
5. May nominate one of its members or a former Senate member who is tenured to be Senate Vice President according to the procedures outlined in this section, and
6. To make decisions on behalf of the full Senate at times other than the fall and spring semesters subject to the following:
 - a. The Executive Committee must inform the Senate of any decisions at the next scheduled Senate meeting.
 - a. The Senate may override any Executive Committee decisions.
 - b. The power of the Executive Committee in this capacity is intended to be a limited power exercised only when the Senate is not in session.

Section 2. Academic Standards and Policies Committee

Committee Membership

1. The Committee shall consist of the following members:
 - a. Seven full-time faculty members, including the chair, from different instructional and non-instructional areas.
 - b. The Vice President of Instruction (VPI) serving as a non-voting, ex officio member.
2. Optional Membership
 - a. One non-faculty representative from Student Services, appointed at the discretion of the Vice President of Student Services (VPSS) serving as a non-voting, ex officio member.
 - b. One associate faculty member, appointed at the discretion of the Chair if a full-time member is unavailable and/or if a majority of committee members deem it in the interest of the committee. In this case, the chair will seek a stipend through a SARTCO request for the associate faculty member.
 - c. A student participant, serving as a non-voting member appointed by the Chair in accordance with District policies or procedures.
3. Membership Selection
 - a. One month before the end of the academic year, the Chair will ask the Senate Office Administrator to communicate with full-time faculty to let them know about the upcoming vacancies on the committee and to ask for volunteers to serve. Two weeks before the end of the academic year, the Chair will select new members to fill those vacancies, considering the following criteria:
 - i. Interest in policy writing
 - ii. Availability to contribute to quorum.
 - iii. Committee representation in terms of instruction and non-instructional areas, geographical assignment with the district, and other factors contributing to group diversity, collegiality and heterodoxy.
 - iv. Faculty needing to fulfill contractual obligations regarding committee service, including new faculty hires who are starting the following semester.
4. Chair Selection
 - a. The ASPC Chair is appointed by the Senate President and confirmed by the Senate, generally at the last Senate meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.
5. Committee Terms and Term Limits:

- a. The term of each committee member shall be two years with staggered terms expiring July 1.
- b. If a committee member wishes to continue service, they may reapply for their seat, though reappointment is not automatic.

Duties and Purposes: Consultation

1. To accept policy writing and revision assignments from the Senate on issues regarding academic standards and policies within the scope of academic and professional matters covered by Title 5;
2. To research, discuss and make recommendations to the Senate regarding the resolution of the above assignments, consulting, as appropriate, with content experts, committees, and affected constituents.
3. Writing equitable, inclusive policies that reflect the diverse perspectives of all the communities within the District.
4. To bring standards and policy proposals to the Senate for consideration that, with approval, may be forwarded to College Council through the process outlined in BP 2410 AP 2410;
5. To make other recommendations to the Senate on standards and policies regarding faculty governance.

Approved by Senate 11/1/13

Approved by Senate 1/15/16

Approved by Senate 2/7/20

Approved by Senate 5/5/23

Section 3. Curriculum Committee

Committee Membership

Terms of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed from the Committee's members past or present by the President and confirmed by the Senate;
2. One faculty member from each Division as defined in the Constitution of the Academic Senate, Article IV, Section 2.
3. One faculty member with current knowledge of the regulatory requirements governing Alternative Instructional Methodologies, especially those regarding Distance and Correspondence Education separate course approval (Title 5, sections 55206 and 55263) to be appointed by the Curriculum Committee chair and confirmed by the Senate; and
4. One serving faculty member of the committee who will be the "mentee" who will assume the position of Committee Chair in the future. This person should be identified in the current chair's final year; and
5. The Curriculum Specialist, who shall serve as a non-voting member; and
6. The College Articulation Officer (AO), who shall serve as a regular, voting member if the AO is a faculty member; if the AO is not faculty, then the AO shall be a non-voting, ex officio member; and
7. The Chief Instructional Officer (CIO) or designee, who shall serve as a non-voting, ex-officio member; and

8. The Distance Education Administrator, who shall serve as a non-voting, ex officio member; and
9. The Assessment Committee chair, who shall serve as a non-voting, ex officio member unless that person already serves as a regular voting Curriculum Committee member; and
10. A student representative who shall serve as a non-voting liaison to the Curriculum Committee to be appointed in accordance with District policies or procedures.
11. The Curriculum Committee chair may request a MIS Admissions and Records representative, who shall serve as a non-voting, ex officio member.

Membership Selection Process

Usually about one month before the end of the academic year, or as needed, the Chair will ask the Senate Office Administrator to communicate with full-time faculty to let them know about upcoming vacancies on the committee and to ask for volunteers to serve. Usually in the last two weeks of the academic year, or as needed, the Chair, in collaboration with the Senate President, will select new members to fill those vacancies, considering the following criteria:

1. Interest in and experience with curriculum.
2. Availability to contribute to quorum.
3. Committee representation in terms of instructional and non-instructional areas and other factors contributing to group diversity, collegiality, and heterodoxy.
4. Faculty needing to fulfill contractual obligations regarding committee service, including new faculty hires who are starting the following semester.

Duties and Purposes

The Curriculum Committee is concerned with the development of and continual improvement of educational programs and the curriculum. The major functions of the Committee are the following:

1. To make recommendations to the Senate regarding additions, modifications, or deletions to the curriculum;
2. To advise the Senate and the administration on issues related to curriculum and educational programs;
3. To maintain an on-going evaluation of the college curriculum, including advising with respect to equity and the Course Outline of Record;
4. To assist in the development and long-range planning of the overall educational program of the college; and
5. To advise faculty who are developing groupings of classes into cohorts or other linked units.
6. The specific functions of the Curriculum Committee are to act on the following proposals:
 - a. Creation, modification or deletion of programs, courses, or certificates;
 - b. Revision of a catalog description to reflect changes in the nature of a course;
 - c. Changes in hours and/or units of a course;
 - d. Changes in the requirements of an existing certificate or degree program;
 - e. Changes in prerequisites, corequisites, and recommended preparation;
 - f. Assignment of courses to disciplines; and

- g. Significant changes in the course outline related to grading standards, method of evaluation, or instructional materials.

Approved by Senate 11/15/13

Approved by Senate 05/02/14

Curriculum Committee reviewed October 2015; Approved by Senate 02/07/20.

Approved by Senate 05/13/2022.

Approved by Senate 09/20/2024

Section 4. Faculty Development Committee

Membership

The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:

1. The chair appointed by the President and confirmed by the Senate;
2. Three faculty members from Eureka appointed by the committee Chair; and
3. One faculty member from CRDN appointed by the committee Chair.

Duties and Purposes

1. To oversee the distribution of faculty development funds to support the improvement of instructional skills or subject area expertise of faculty and associate faculty members;
2. To develop guidelines for funding requests;
3. To forward funding allocation recommendations to the Senate for approval;
4. To develop, implement, and coordinate the process for awarding funding; and
5. To evaluate faculty development activities district wide.

FDC Revised October, 2015; Approved by Senate 01/15/16

Approved by Senate 02/07/20

Section 5. Faculty Qualifications Committee

Membership

The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the President and confirmed by the Senate;
2. At least four faculty members from at least two different instructional and non-instructional areas appointed by the committee Chair;
3. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) who shall serve as a non-voting, ex officio member.

Optional Membership

One associate faculty member, appointed at the discretion of the Chair if a full-time member is unavailable and/or if a majority of committee members deem it in the interest of the committee.

Membership selection process

Usually about one month before the end of the academic year, or as needed, the Chair will ask the Senate Office Administrator to communicate with full-time faculty to let them know about upcoming vacancies on the committee and to ask for volunteers to serve.

Usually in the last two weeks of the academic year, or as needed, the Chair, in collaboration with the Senate President, will select new members to fill those vacancies, considering the following criteria:

1. Interest in the Faculty Qualifications process.
2. Availability to contribute to quorum by attending meetings consistently.
3. Faculty needing to fulfill contractual obligations regarding committee service, including new faculty hires who are starting the following semester.

Duties and Purposes

1. To review and recommend changes to the Senate on policies related to minimum qualifications or other issues of faculty qualification;
2. To consider and make recommendations to the Senate on all applications for equivalency, both full and associate; and
3. To make recommendations on minimum qualification applications referred by the CIO/CSSO.

FQC Revised October 25, 2013; Approved by Senate 11/15/13;

FQC reviewed October, 2015 Approved by Senate 02/07/20

FQC Revised November 22, 2024; Approved by Senate December 6, 2024

Section 6. CRFO/Academic Senate Liaison Committee

Membership

The Committee shall consist of the following members:

1. The Senate President;
2. CRFO President; and
3. CRFO Vice President.

Duties and Purposes

1. To provide a forum for the collegial discussion of faculty issues.
2. Composition, duties, and purposes are subject to change pursuant to the CRFO Collective Bargaining Agreement.

CRFO/AS Liaison Committee reviewed October, 2015; Approved by Senate 02/07/

Section 7. Associate Faculty Committee

Membership

Due to the nature of associate faculty employment, membership will vary year to year depending on funding and/or the availability of volunteers. The committee may consist of the following members:

1. The chair, appointed by the Academic Senate President from among the associate faculty and confirmed by the Academic Senate.
 - a. The Academic Senate President shall first choose from among the elected associate faculty senators, and only if no senator accepts the appointment, then choose another member of the associate faculty.
 - b. Shall serve a term of either one year or equal to their remaining term on the Senate, whichever is greater.
2. One full-time faculty member appointed by the Associate Faculty committee Chair.
 - a. Shall serve a term of two years.
3. Any associate faculty elected to the Senate or appointed to another Senate committee shall be invited to serve on the Associate Faculty Committee.
 - a. Shall serve a term equal to their remaining term on the Senate or other committee.
4. Up to three additional associate faculty may be appointed by the committee Chair.
 - a. Shall serve a term of one year.

Membership Selection

An invitation to the Associate Faculty Committee shall be included in the Senate election process and the membership selection processes for associate faculty on all Senate committees. Usually about one month before the end of the academic year, or as needed, the Chair will ask the Senate Office Administrator to communicate with associate faculty to solicit interest in service on the committee. If the tenure-track faculty membership is vacant, the Senate Office Administrator will also communicate with full-time faculty to solicit interest. Following the election of senators and the selection of associate faculty representatives on other committees, the Chair, in collaboration with the Senate President, will select additional committee members, as needed, considering the following criteria:

1. Availability to contribute to quorum.
2. Committee representation from multiple campus locations, including Eureka Campus, Eureka Downtown Instructional Site, Del Norte Education Center, Klamath-Trinity Instructional Site, Pelican Bay, and Online.
3. Committee representation in terms of instructional and non-instructional areas.
4. Committee representation in terms of career goals, such as tenure-track aspirational, those with primary employment outside higher education, emeritus full-time faculty, etc.
5. Prior Senate or Senate committee service, and/or current or prior service on a non-senate committee, or current or prior committee service at another college or university.

Every appointment to the committee must include disclosure of the compensation for the position, agreed upon by the College of the Redwoods Faculty Organization (CRFO) and the District prior to the appointment. If compensation is not equal for all committee members, this too must be disclosed prior to appointment and an explanation given. Volunteer service is permitted but must be offered freely and knowingly by the appointee, without pressure or coercion, direct or implied.

Duties and Purposes

1. To advise the Senate in developing practices that facilitate shared governance that is inclusive of associate faculty perspectives concerning 10+1 matters.
2. To support associate faculty who serve on the Senate and on Senate committees, and to prepare associate faculty for future service.
3. To inform the planning of activities to support the associate faculty in their work for the college, including the orientation of new associate faculty.
4. To create and maintain tools, such as surveys, for the dissemination of senate affairs to the associate faculty and for the solicitation of input from the associate faculty.
5. To discuss resolutions of the ASCCC that affect the Associate Faculty and advocate for Associate Faculty attendance at ASCCC Plenary.

AF Committee reviewed October 2015

AF Committee review February 2024

Approved by Senate 02/07/20

Approved by Senate 04/05/24

Section 8. Multicultural and Diversity Committee

Membership

The term of each faculty and associate faculty member, including the chair, shall be two years, with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the President and confirmed by the Senate;
2. At least three faculty appointed by the Chair; Faculty members of the MDC will also serve on another committee in order to represent topics, issues, and concerns related to the purview of the MDC. During MDC meetings, they will report on these items to other members, seeking advice and assistance when necessary. The MDC will meet at least once a month, but not more than twice a month in order to facilitate this communication. Such outside committees may include, but are not limited to the following committees: Curriculum Committee, Student Equity Committee, Facilities Planning Committee, Academic Standards and Policy Committee, Program Review Committee, Enrollment Management Committee, Instructional Council, Equal Employment Opportunity Advisory Committee (EEOAC), Technology Planning Committee, Educational Master Plan, Disabled Student Programs and Services Advisory Committee, Behavioral Intervention Team, and other committees whose scope impacts the duties and purposes of the Multicultural and Diversity Committee
3. At least one associate faculty appointed by the Chair;
4. The Director of Human Resources or their designee shall serve as a non-voting, ex officio member;
5. A liaison from Disabled Student Services who shall serve as a non-voting, ex officio member;
6. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) or designee, who shall serve as a non-voting, ex officio member;
7. The Director of the Multicultural and Diversity Center shall serve as a non-voting, ex officio member;
8. At the option of the Multicultural and Diversity Committee Chair, up to three non-voting, ex officio

advisors may be added to the Committee: one from the community, one from the student body, and one from the classified staff.

Duties and Purposes

1. To promote a rich variety of backgrounds and perspectives to the students and the District;
2. To support implementation of the Student Equity Plan on behalf of the Academic Senate;
3. To support implementation of the Work Force Equity in Hiring Plan on behalf of the Academic Senate;
4. To support multicultural events and diversity training for all faculty, staff, and students;
5. To promote the retention of students, faculty, and staff from underrepresented groups; and
6. To assist in the development of strategies that demonstrate inclusiveness as a District value.
7. The Chair or designee serves as liaison to the Equal Employment Opportunity Advisory Committee (EEOAC) and the Student Equity Plan Committee (SEPC).

NO HISTORICAL NOTES ON THIS COMMITTEE

Section 9. Distance Education Committee (DEC)

Membership

The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the Senate President and confirmed by the Senate.
2. Minimum of four full-time faculty members from different instructional and non-instructional areas. Additional members are by approval of the committee or at the request of the Senate President
3. One full-time faculty member from CRDN/PB.
4. One associate faculty member appointed by the Senate President.
5. One representative of instructional technology appointed by the Vice President of Instruction (VPI) in consultation with the Senate President who shall serve as a non-voting, ex officio member.
6. The Distance Education Administrator shall serve as a non-voting, ex officio member.

Membership selection process

Usually about one month before the end of the academic year, or as needed, the Chair will ask the Senate Office Administrator to communicate with full-time faculty to let them know about upcoming vacancies on the committee and to ask for volunteers to serve. Usually in the last two weeks of the academic year, or as needed, the Chair, in collaboration with the Senate President, will select new members to fill those vacancies, considering the following criteria:

1. Interest in and experience with distance education.
2. Availability to contribute to quorum.
3. Committee representation in terms of instructional and non-instructional areas and other factors contributing to group diversity, collegiality, and heterodoxy.

4. Faculty needing to fulfill contractual obligations regarding committee service, including new faculty hires who are starting the following semester.

Purpose and Duties

The Committee is charged with providing direction and leadership on matters pertaining to academic quality, faculty training and support, student learning, and institutional effectiveness in distance education.

1. To accept assignments from the Senate on issues of distance education;
2. To advise the Senate and the administration on issues related to distance education;
3. To participate in development of policies regarding distance education, including training and ongoing professional development of DE instructors, policies regarding training in the use of Canvas, and policies for ensuring that all courses and materials are accessible to all people with disabilities;
4. To support the DE program in matters related to the Chancellor's Office, regional and State-wide consortia (e.g., Online Education Initiative), ASCCC, and the ACCJC; and
5. To communicate and collaborate with the Curriculum Committee, Student Development, Counseling and Advising, Disability Services and Student Programs (DSPS), LRC, and other District stakeholders regarding distance education.

Approved by Senate 11/15/13

Approved by Senate 01/15/16

Approved by Senate 02/07/20

Approved by Senate 04/17/20

Approved by Senate 11/17/23

Last Amended 11/17/23

Section 10. Professional Relations Committee

Purpose

The Professional Relations Committee (PRC) serves as a peer venue for addressing conflicts that arise between faculty that have the potential to diminish collegiality or otherwise compromise the quality of the work environment College of the Redwoods faculty can reasonably expect. The PRC uses the Interest-Based Approach (IBA) to problem solving and provides a safe, fair, effective setting in which faculty can voluntarily seek resolution to conflicts at the lowest organizational level. The PRC does NOT replace or interfere with the complaint processes established by the Office of Human Resources or with complaint processes established by the CRFO (i.e. grievance), nor does it serve as a venue for addressing legal conflicts among faculty (e.g. harassment) or conflicts between faculty and the Redwoods Community College District.

Membership

The Academic Senate President or designee serves as chair of the Professional Relations Committee. All other committee members serve on an ad hoc basis and will be selected and appointed by the Senate Executive Committee. The committee shall consist of the following members:

1. Chair: Academic Senate President or designee.
2. If the President, or one of the disputants, feels that the President has a conflict of interest in mediating the dispute, then the President shall recuse themselves and the Senate Executive Committee shall designate a chair.

3. Process Facilitator: one full-time faculty member who is trained or will be trained in the Interest-Based Approach (IBA) to problem solving before the facilitated sessions occur.
4. One faculty member not in the same discipline as any of the faculty seeking assistance from the Professional Relations Committee.
5. The faculty members seeking assistance from the Professional Relations Committee.

Process

Any full-time or part-time faculty member can request the assistance of the PRC by contacting the Academic Senate President or the Academic Senate Administrative Support Staff Person. The following steps will then be followed:

1. The Senate President will determine if the problem is appropriate for the PRC.
2. If the President determines the problem is not appropriate for the PRC, then they will advise the faculty member who requested the assistance of the PRC about what venues are more appropriate to address the problem.
3. If the President determines the problem is appropriate for the PRC, then they will contact the other faculty member(s) who may be directly affected by the problem to determine whether or not the faculty member(s) is interested in using the PRC to assist in an effort to address the problem.
4. If the faculty members directly affected by the problem do not share interest in exploring resolution via the PRC, then the Academic Senate President will suggest possible alternative venues to address the problem and the process ends.
5. If the faculty members directly affected by the problem share interest in exploring resolution via the PRC, then the Academic Senate Administrative Support Staff Person will convene a meeting of the PRC.
6. The PRC will use an Interest-Based Approach (IBA) to problem solving and will be led by a trained peer faculty facilitator.
7. The PRC will attempt to create a mutually agreeable resolution to the problem.
8. At the conclusion of the IBA process, all records and notes of the PRC's activity and conversation will be destroyed.

All conversations of the PRC are strictly confidential and participation is voluntary.

Executive Committee Revised 10/31/14; Approved by Senate 11/07/14

Executive Committee Revised 11/30/15; Approved by Senate 01/15/16

Approved by Senate 02/07/20

Section 11. Bylaws Committee

Membership

A minimum of four faculty members, including:

1. One Associate Faculty member
2. One faculty member with Senate service experience, served in Senate leadership roles as Committee Chair or as Officer of the Senate, or served on the Senate for at least two years.

3. One faculty member with minimal Senate service experience
4. Chair appointed by the Senate President

Membership terms are two years.

Duties and Purposes

1. Reviewing and recommending changes to the Senate Committee Bylaws, the Constitution, and Bylaws of the Senate.
2. Making recommendations regarding roles and responsibilities of officers of the Senate.
3. Ensuring that all bylaws are consistent with the laws that govern Senate activities under 10+1 and that these follow the California Code of Regulations Title V.
4. Reviewing all formal recommendations and resolutions for proper format and language consistent with guidelines set for by ASCCC before these go before the Senate.

ARTICLE III. Senate Meetings

Section 1. Meeting Schedule

The Senate shall normally meet on the first and third Fridays of each month during the fall and spring semesters except when such days fall on all-college holidays or semester breaks.

Section 2. Order of Business

The following shall normally be the order of business for all regular meetings:

1. Call to order;
2. Call for public comments;
3. Approval of the minutes;
4. Action items;
5. Discussion items;
6. Reports;
7. Announcements and Open Forum; and
8. Adjournment.

Agendas for Senate meetings are the responsibility of the Senate President, subject to approval by the Senate Executive Committee.

Section 3. Attendance

The attendance policy for members of the Academic Senate shall be as follows: If a senator has missed two

regularly scheduled Senate meetings without notifying the president in advance of their absence and/or without securing a substitute, the president have the right to drop senators from the membership and to request that the Dean/Director of the impacted division, after consultation with division faculty, forward the name of a replacement member to the Academic Senate.

Executive Committee revised 11/30/15; Approved by Senate 01/15/16

Executive Committee revised 04/12/18; Approved by Senate 05/4/18

ARTICLE IV. Parliamentary Authority

All questions of parliamentary procedure in the conduct of meetings shall be resolved according to the latest edition of *Robert's Rules of Order* insofar as they do not conflict with the Constitution.

ARTICLE V. Amendments

These Bylaws may be adopted, repealed, altered, or amended, or new Bylaws may be adopted at any meeting of the Senate by a two-thirds vote of those present, provided such proposals have been presented in writing at a previous meeting.

Approved April 4, 2003

Amended April 16, 2004

Amended November 19, 2004

Amended May 2, 2008

Amended May 6, 2011

Amended May 4, 2012

Amended September 20, 2013

Amended November 15, 2013

Amended May 2, 2014

Amended November 7, 2014

Amended January 15, 2016

Amended April 15, 2016

Amended May 4, 2018

Amended February 7, 2020

Amended April 17, 2020

Amended November 6, 2020

Amended April 2, 2021

Amended May 5, 2023

Amended Nov 3, 2023

Amended May 6, 2025

Committees

Academic Standards and Policies 1

Associate Faculty 2

Bylaws 3

Curriculum 4

Distance Education 5

Executive 7

Faculty Development 8

Faculty Qualifications 9

ELEVATE 10

CRFO/Academic Senate Liaison 11

Academic Standards and Policies

Meeting Time
2nd & 4th Fridays
10:35am- Boardroom

Description

Under the direction of the Academic Senate, ASPC takes on policy writing and revision assignments related to academic and professional matters covered by Title 5. This committee meets twice a month on second and fourth Fridays from 3:00-5:00 pm. Service on this committee involves a significant amount of close and careful reading before and during the meeting. This committee is a good fit for individuals who like details and enjoy writing and thinking about the myriad policies that govern our institution. Members develop a wide knowledge of institutional practices through their service and enjoy collegial discussion and decision-making.

Membership

Term	Name	Constituency Group
2022-2024	Dr. Ruth Rhodes	Committee Chair
2024-2026	Dr. Dana Maher	Humanities
2025-2027	Kelly Carbone	Del Norte Campus
2024-2026	Philip Mancus	Humanities/DN
2025-2027	Erin Wall	Science
2023-2025	Nicole Bryant-Lescher	Non Ex Officio Member
Ongoing	Dr. Crystal Morse	Chief Instructional Officer

Associate Faculty

Meeting Time
2nd Tuesdays
12:00pm- Boardroom

Description

Associate faculty committee is for part-time faculty members to meet and discuss unique aspects of being part-time faculty members. There are discussions on senate meetings, instruction, general institution questions and topics unique to being a part-time faculty member.

Membership

Term	Name	Constituency Group
2024-2026	Stuart Altschuler	Committee Chair
2025-2027	Laurel Jean	Representative
2023-2025	Todd Olsen	Full-Time Faculty Liason

Bylaws

Meeting Time
2nd & 4th Thursday 1:30
- SS203D

Description

The Bylaws Committee is responsible for reviewing and recommending changes to the Senate Committee Bylaws, the Constitution and Bylaws of the Senate. Committee members are responsible for preparing for the meeting by reading appropriate documents and come to the meeting ready to discuss the agenda items.

Membership

Term	Name	Constituency Group
2024-2026	Michael Dennis	Committee Chair
2024-2026	Elyse Elizondo	Faculty with Minimal Senate Service Experience
2024-2026	Karen Reiss	Faculty with Senate Service Experience
2024-2026	Vacant	Associate Faculty

Curriculum

Meeting Time
2nd & 4th Fridays
1:00pm– Board Room

Description

Members of the Curriculum Committee are expected to read all of the curricular documents and provide constructive feedback to curriculum authors in advance of each meeting. Committee members gain a broad, interdisciplinary understanding of the college's degrees, certificates, and courses as well as the many Chancellor's Office and state guidelines and requirements. Members also gain a keen understanding of articulation processes, procedures and requirements. This is the kind of committee that requires regular work from members each week, outside of the committee meeting days and times, but exposes members to a broad picture of the entire institution.

Curriculum

Membership

Term	Name	Constituency Group
2022-2024	Dr. George Potamianos	Committee Chair
2025-2027	Susan Gehr	Social Science
2025-2027	Jonothan Pace	Math
2025-2027	Jasmine Iniquez	Career Education
2024-2026	Hillary Reed	Health and Safety
2025-2027	Erik Kramer	Science
2025-2027	Angela Stewart	Student Services
2025-2027	Ashley Knowlton	Alternative Instructional Methodologies
2025-2027	Kendra Guimaraes	English
2025-2027	Dr. Chris Lancaster	Humanities
Non-voting; Ongoing	Jonothan Pace	Assessment
Non-voting; Ongoing	Leigh Dooley	DE Administrator
Non-voting; Ongoing	Tatiana Robinson	Curriculum Specialist
Non-voting; Ongoing	Cameron Papp	Curriculum Specialist
Non-voting; Ongoing	Nicole Bryant Lescher	Articulation Officer
Non-voting; Ongoing	Dr. Crystal Morse	Chief Instructional Officer

Distance Education

Meeting Time
2nd & 4th Thursdays
2:30pm- CAC 407

Description

The Committee is charged with providing direction and leadership on matters pertaining to academic quality, faculty training and support, student learning, and institutional effectiveness in distance education. Committee members are responsible for preparing for the meeting by reading appropriate documents and come to the meeting ready to discuss the agenda items.

Membership

Term	Name	Constituency Group
2024-2026	Maggie White	Committee Chair
2024-2026	Natalia Margulis	Arts & Humanities
2025-2027	Vacant	Associate Faculty
2024-2026	Dr. Darius Kalvaitis	Career Education
2025-2027	Erik Kramer	Science
2025-2027	Wendy Riggs	Science
Ongoing	Leigh Dooley	DE Director-Ex Officio
Ongoing	Vacant	Instructional Technology-Ex Officio

Executive Committee

Meeting Time
2nd & 4th Fridays
10:00am- Boardroom

Description

The Executive committee is a smaller group of senators whos primary function is to approve the Senate meeting agendas.

Membership

Term	Name	Constituency Group
2025-2026	Bernadette Johnson	Senate President
2024-2025	Wendy Riggs	Senate Vice President
2025-2026	Erin Wall	Senate Past Preside
2024-2025	Dr. Michael Dennis	Career Education
2024-2025	Mike Haley	Science
2024-2025	Karyn Lynn Fisette	English
2024-2025	Jennifer Burlison	Student Services

Faculty Development

Meeting Time
As Needed

Description

Faculty development is responsible for reviewing faculty professional development funding requests and making decisions on which requests get funded. They meet three to four times in an academic year. Members are responsible for knowing the funding guidelines and reviewing requests prior to the meeting.

Membership

Term	Name	Constituency Group
2024-2026	Hillary Reed	Committee Chair
2023-2025	Laurrie McKendry	Del Norte Campus
2024-2026	Jason White	Eureka Campus
2024-2026	Ryan Emenaker	Eureka Campus
2024-2026	Dr. Jon Pedicino	Eureka Campus

Faculty Qualifications

Meeting Time
2nd & 4th Fridays
9:00am- FM 107

Description

The faculty qualifications committee is charged to review faculty equivalency applications to verify that the faculty meets the standards to instruct that subject area. They also review all minimum qualification applications.

Membership

Term	Name	Constituency Group
2023-2025	Michelle Haggerty	Committee Chair
2025-2027	Lisa Sayles	Arts & Humanities
2025-2027	Anibal Florez	Career Education
2025-2027	Jason White	Heath & Safety
2025-2027	Susan Gehr	Instruction & Student Dev.
2025-2027	Mike Peterson	Instruction & Student Dev.
2025-2027	Christopher Callahan	Science
2025-2027	Madeline Lopez	Career Education
2025-2027	Tony Sartori	Science
2025-2027	Phil Freneau	Del Norte
Ongoing	Dr. Crystal Morse	Chief Instructional Officer

ELEVATE COMMITTEE

Meeting Time
1st & 3rd Fridays
9:00am FM 107

Description

The Elevate committee is responsible for promoting a rich variety of backgrounds and perspectives to the students and to the District. The committee supports the implementation of the Student Equity Plan and Work Force Equity in Hiring Plan on behalf of the Academic Senate; and promotes the retention of students, faculty, and staff from underrepresented groups. The committee works assist in the development of strategies that demonstrate inclusiveness as a District value. Members of the committee are responsible to read through meeting documents prior to the meeting to be ready to discuss. Members of the committee are also encouraged to support multicultural events and diversity training for all faculty, staff, and students

Membership

Term	Name	Constituency Group
2023-2025	Carolyn Perkins	Committee Chair
2024-2026	Lupe Galvan	Art
2023-2025	Kelly Carbone	Del Norte Campus
2025-2027	Kendra Guimaraes	Career Education
2025-2027	Dr. Cintra Agee	Humanities
2024-2026	Steve Jackson	Mathematics
2024-2026	Mark Taylor	Associate Faculty
2024-2026	Ernie Shull	Career Education
Ongoing	Irene Gonzalez-Herrera	Director MES
Ongoing	Andrew Nichols	Director of SASS

CRFO/Senate Liason

Meeting Time
As Needed


Description

This committee is comprised of the Senate President, CRFO President, Senate Vice President and CRFO Vice President. This purpose of these meetings is to discuss matters

Membership

Term	Name	Constituency Group
2025-2026	Bernadette Johnson	Senate President
2025-2026	Wendy Riggs	Senate Vice President
2025-2026	Michelle Haggerty	CRFO President
2025-2026	Dr. Erik Kramer	CRFO Vice President

Contact Information

 +707-476-4259

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 SS203

<https://www.redwoods.edu/fs/academic-senate/index.php>