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, Administration, Classified Employees, and Board of Trustees. Full-time and Associate Faculty, who perform the primary tasks for which the College is organized, recognize and accept this responsibility as essential participantsin making and implementing decisions that affect and enhance educational policy and process. If circumstances arise that are not explicitly addressed in the Constitution, the Senate may make a good faith effort to adapt, following the spirit of the Constitution. To discharge fully and effectively this responsibility, the following Constitution is adopted.

ARTICLE I: Senate Name

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

ARTICLE II: Senate Purpose

Section 1: Purpose

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

The Senate is the primary voice of 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/orits 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

To carry out its primary purpose, the Senate:

a) Promotes communication and understanding among College of the Redwoods Faculty, Administrators, Classified Employees, the Board of Trustees (Board), and Students.

b) Makes appropriate recommendations to and forwards resolutions, as appropriate, to one or more of the following: the Board of Trustees, College administration, classified employees, or state and national organizations.

Section 2: Initiation of Discussion

Requests for discussion of academic and professional matters may be initiated by Senators, the College President, Administrators, Board members, Students, Classified Employees, Faculty, or the general public.

Section 3: Senate Records

Senate resolutions, recommendations, views, and decisions are included in the appropriate Senate minutes and posted publicly.

Section 4: Board Communications

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.

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 mediation.

Section 5: Senate Agenda

The Senate agenda is the responsibility of the Senate President, in consultation with the Vice President and the Senate Executive Committee. The agenda shall be posted publicly at least 72 hours prior to the start of the Senate meeting as required by law.

Section 6: Senate Minutes

The official minutes of Senate meetings will be posted and distributed.

ARTICLE III: Parliamentary Authority

All questions of parliamentary procedure in the conduct of meetings shall be resolved according to *Redwoods' Rules of Order* as interpreted by the Senate Parliamentarian.

ARTICLE IV: Senate 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 the full-time or associate salary scales. Senate seats must be held by a single individual; seats may not be shared.

Section 2: Representation

For the purposes of the Academic Senate representation, Areas for full time faculty representation are defined in the **Academic Senate Areas** document. This document will be reviewed by Senate Leadership throughout the year, and any updates will be approved by the full Senate, usually at the first meeting in December.

For the purpose of Senate representation, full-time Faculty at the Del Norte/Pelican Bay Campus shall also be permitted, should they feel under-represented in the above areas, to elect and seat additional Senator(s) as if DelNorte/Pelican Bay were a distinct area.

For the purpose of Senate representation, full-time 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. Faculty who wish to change their area must notify the Academic Senate office by the third Friday in December. 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.

Available Senate seats shall be determined by the third Friday in January 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 second Friday in February. 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 by the last Friday in February. Senators for the subsequent year will be announced by the first Friday in March.

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 an 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 an 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: Officers

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

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

Section 1. Responsibilities

The President's responsibilities shall be

1. To preside at all full Senate meetings;
2. To preside at all Senate Executive Committee meetings;
3. To be a non-voting, ex officio member of all Senate committees;
4. To appoint all 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, Vice President of Student Services, and 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, in consultation with the Senate Executive Committee;
9. To exercise signatory authority when such authority is granted by the full Senate;
10. To ensure Senate meeting documents are posted and distributed 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.
12. To maintain regularly scheduled meetings to consult and liaise with the CRFO.

The Vice President's responsibilities shall be

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 beforevarious groups either in the absence of or agreement by the President.
4. To participate in regularly scheduled meetings to consult and liaise with the CRFO.
5. If needed, to chair the ad hoc Constitution Review Task Force.

The Parliamentarian's responsibilities shall be

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

Section 2: Eligibility and Term Limits of President and Vice President

The President and Vice President are considered distinct and separate roles, but leadership work shall be approached in an inclusive, cooperative manner between the two.

Academic Senate President

The Academic Senate President will be elected from those tenured faculty who have served at least one two-year term as a Senator or Senate Committee Chair or Senate Vice President at any time during their employment at CR. The President is expected to serve a two-year term and may be re-elected for a maximum of one subsequent two-year term. Faculty who have previously been Senate President may run again after at least two years have elapsed since they last served in this role.

Vice President

The Academic Senate Vice President shall be elected from those faculty who have served at least one year as a Senator and are either tenured, or in their last year of the tenure evaluation process. The Vice President is expected to serve a two-year term and may be re-elected for a maximum of one subsequent two-year term. Faculty who have previously been Senate Vice President may run again after at least two years have elapsed since they last served in this role. Holding the Vice President role does not obligate a faculty member to run for President at the conclusion of their term.

Term

The President and Vice President normally assume their offices on July 1 of the year of their election unless the office is vacated before that time.

Vacancy

In the event of a vacancy in the office of President, the Vice President shall have the option of assuming the

position of President. Under any other circumstances of vacancy in either position, nominations and elections of new officers will proceed as described below.

Ineligibility

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 President or Vice President. The nomination process will be announced and described via email to all faculty no later than the first Senate meeting of the spring semester. 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 President and/or Vice President shall be elected at this meeting by a majority vote cast by Senators through an open ballot process.

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: Breaking a tie

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

ARTICLE VI: 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: Participation

All meetings are open to the public except closed sessions as required by law for personnel matters. 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 3: Agenda

Agenda Items

The following items shall normally be included on the agenda of a regular meeting.

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
8. Adjournment.

Agenda Creation

Senate meeting agendas are the responsibility of the Senate President and are crafted in consultation with the Senate Executive Committee.

Section 4: Agenda Posting

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 5: Quorum

No Senate or Committee meetings may be conducted without a quorum. A quorum consists of a majority of the Senate membership, excluding ex officio, non-voting members, within the boundaries of the district. Senators attending a meeting via teleconference, within the boundaries of the district, must have their physical location's address published on the agenda and open to the public in order to count toward quorum.

Section 6: Attendance

A Senator that realizes they will be absent for a given Senate meeting is expected to procure a substitute from their area. The Senate office must be notified at least 72 hours prior to a regular meeting or at least 24 hours before a special meeting if the substitute will be attending via teleconference. If a Senator is unable to secure a substitute, they will notify the Senate office and their area.

Section 7: Senator Absences

If a senator has repeatedly missed regularly scheduled Senate meetings without notifying the President in advance of their absence and/or without securing a substitute, the President has the right to drop the Senator from the membership and request that the Dean/Director of the impacted area, after consultation with area faculty, forward the name of a replacement member to the Academic Senate.

ARTICLE VII: Committees

Section 1: Committees

The Senate shall have the following standing committees: Executive Committee, Academic Standards and Policies Committee, Curriculum Committee, Faculty Development Committee, Faculty Qualifications Committee, Associate Faculty Committee, ELEVATE, and Redwoods Online Committee. For the purposes of committee representation, please refer to 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.

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 appoint areplacement. For committees that allow substitutes, the Senate office must be notified at least 72 hours prior to a regular meeting or at least 24 hours before a special meeting if the substitute will be attending via teleconference. Substitutes attending a meeting via teleconference, within the boundaries of the district, must have their physical location's address published on the agenda and open to the public in order to count toward quorum.

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 nonvoting members.

Section 2: Executive Committee

Membership

Four Senate members of the Executive Committee shall be nominated by the President and Vice President and confirmed by the full Senate no later than the last regular Senate meeting of the spring semester. In cases when changes in the Constitution 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, and Vice President.
2. Four Senators, each from different areas as defined by Article IV, section 2, appointed by the President and announced to the full Senate. Senators shall serve a term of one year.
3. Chairs of the following Senate Committees will serve as ex officio, non-voting members of the Executive Committee:

- Academic Standards and Policies
- Associate Faculty
- Curriculum
- ELEVATE
- Faculty Development
- Redwoods Online

4. If necessary, a member may appoint another senator to attend on their behalf, as long as notice is given to the Senate Office Administrator at least 24 hours before the meeting. The substitute Senator shall have voting rights for the duration of the meeting.

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 full Senate;
5. To make decisions on behalf of the full Senate at times other than the fall and spring semesters subject tothe following:
    a. The Executive Committee must inform the Senate of any decisions at the next scheduled Senatemeeting.
    b. The full Senate may override any Executive Committee decisions.
    c. The power of the Executive Committee in this capacity is intended to be a limited power exercised only when the full Senate is not in session.

Section 3: Academic Standards and Policies Committee

Committee Membership

1. The Committee shall consist of the following members:
    a. Five 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. A student participant, serving as a non-voting member appointed by the Chair in accordance withDistrict 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.

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.

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, thoughreappointment is not automatic.

6. If a member cannot attend a meeting, they must notify the chair and Academic Senate Support well in advance of the meeting as they are able. Members may not send substitutes to attend or vote in their place.

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 theDistrict.
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.

Section 4. 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 theSenate, generally at the last Senate meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.
2. One faculty member from each area as defined in the Constitution of the Academic Senate, ArticleIV, Section 2.

3. One faculty member with current knowledge of the regulatory requirements governing Alternative Instructional Methodologies, especially those regarding Distance and Correspondence Education separatecourse 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 ofCommittee 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 facultymember; 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 personalready 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 shallserve as a non-voting, ex officio member.
12. If a member cannot attend a meeting, they must notify the chair well in advance of the meeting. Members may not send substitutes to attend or vote in their place.

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 hireswho 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, orinstructional materials.

Section 5. 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, generally at the last Senate meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.
2. Three faculty members from Eureka appointed by the committee Chair; and
3. One faculty member from CRDN appointed by the committee Chair.
4. If a member cannot attend a meeting, they may appoint a substitute to attend on their behalf, as long as notice is given to the Senate Office Administrator at least 24 hours before the meeting. The substitute shall have voting rights for the duration of the meeting
5. All committee members (including substitutes) must recuse themselves from discussion and voting on their own applications, and applications of relatives, spouses, partners, or other persons for whom a conflict of interest is likely perceived.

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.

Section 6. 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, generally at the last Senate

meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.

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.
4. If a member cannot attend a meeting, they must notify the chair well in advance of the meeting. Members may not send substitutes to attend or vote in their place.

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 OfficeAdministrator 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 hireswho 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.

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, generally at the last Senate meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.
    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 isgreater.

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 toserve 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.
5. If a member cannot attend a meeting, they may appoint a substitute to attend on their behalf, as long as notice is given to the Senate Office Administrator at least 24 hours before the meeting. The substitute shall have voting rights for the duration of the meeting.

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. Followingthe 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 primaryemployment 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, orcurrent 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 associatefaculty perspectives concerning 10+1 matters.
2. To support associate faculty who serve on the Senate and on Senate committees, and to prepare associatefaculty 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 facultyattendance at ASCCC Plenary.

Section 8. ELEVATE 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, generally at the last Senate meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.
2. At least three faculty appointed by the Chair
    a. Faculty members of the ELEVATE Committee are encouraged to also serve on other committees in order to represent topics, issues, and concerns related to the purview of the ELEVATE Committee.
    b. Current ELEVATE Committee members will report on relevant alternate committee work outside of ELEVATE that will enhance our campus wide commitment to the wellbeing of all people and advance the mission of the ELEVATE Committee.
    c. The chair shall represent or send a representative of the ELEVATE committee to participate in the Equal Opportunity Advisory Committee and Program Viability Committee.
    d. At the start of each academic year the ELEVATE Committee chair will send an open invitation to the chairs of all other academic committees to participate in the ELEVATE process.
    e. 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, Student Accessibility Support Services, Behavioral Intervention Team, Assessment Committee, Professional Development Committee, and other committees whose scope impacts the duties and purposes of the ELEVATE 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 Student Accessibility Support 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 MEC shall serve as a non-voting, ex officio member;
8. At the option of the ELEVATE 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.
9. The ELEVATE Committee will meet at least once a month, but not more than twice a month in order to facilitate this communication.
10. If a member cannot attend a meeting, they may appoint a substitute to attend on their behalf, as long as notice is given to the Senate Office Administrator at least 24 hours before the meeting. The

substitute shall have voting rights for the duration of the meeting and can be full time or associate faculty.

Duties and Purposes

1. Recommend and review institutional policies that impact faculty, staff, and student diversity, equity, and inclusion;
2. Advocate for efforts to address intersectional identities and promote inclusive language across campus communications;
3. Promote strategies to recruit, support, and retain underrepresented students, faculty and staff across disciplines throughout the District;
4. Review IDEAA (Inclusion, Diversity, Equity, Accessibility, and Anti-Racism) related reports and collaborate with departments and administrative units to ensure progress and transparency;
5. Analyze demographic and institutional data to inform IDEAA strategies and goals;
6. Facilitate respectful, multi-perspective dialogue around campus practices, facilities, or programs that affect students, faculty, and staff differently, while promoting collaborative solutions grounded in equity, well-being, and community trust;
7. Support implementation of the Student Equity Plan on behalf of the Academic Senate;
8. Support implementation of the Work Force Equity in Hiring Plan on behalf of the Academic Senate;
9. Recognize and celebrate individuals whose leadership, innovation, and dedication elevate our community and inspire others to excel.
10. Support a diverse array of events and equity-centered training for all faculty, staff, and students;
11. The Chair or designee serves as liaison to the Equal Employment Opportunity Advisory Committee (EEOAC) and the Student Equity Plan Committee (SEPC).

Section 9. Redwoods Online Committee (ROC)

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, generally at the last Senate meeting of the academic year or whenever a vacancy occurs. The chair is considered a member of the committee.
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 Redwoods Online Administrator shall serve as a non-voting, ex officio member.
7. If a member cannot attend a meeting, they may appoint a substitute to attend on their behalf, as long as notice is given to the Senate Office Administrator at least 24 hours before the meeting. The substitute shall have voting rights for the duration of the meeting

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 online 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 hireswho 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 online education.

1. To accept assignments from the Senate on issues of online education;
2. To advise the Senate and the administration on issues related to online education;
3. To participate in development of policies regarding online education, including training and ongoing professional development of RO 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 RO program in matters related to the Chancellor's Office, regional and statewide consortia (e.g., Online Education Initiative), ASCCC, and the ACCJC; and
5. To communicate and collaborate with the Curriculum Committee, Student Development, Counseling andAdvising, Student Accessibility Support Services (SASS), LRC, and other District stakeholders regarding online education.

ARTICLE VIII: Revisions to this Constitution

Section 1.

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

Section 2.

Proposed revisions to this Constitution shall be reviewed by an ad hoc Constitution Review Task Force. The task force shall be chaired by the Senate Vice President and if possible, shall include a minimum of four faculty members:

1. One Associate Faculty member.
2. One faculty member with Senate service experience, including service as a Committee Chair, Officer of the Senate, or at least two years as a Senator.
3. One faculty member with minimal Senate service experience.

The task force will review proposed changes and present recommended revisions to the full Academic Senate for consideration.

Section 3.

The revision 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 revision 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 withthe attainment of its goal.
- **Area -** An organizational unit defined by the Senate for purposes of Senate and Committee membership.
- **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.
- **Division** – An organizational unit defined by the College Administration
- **Ex Officio** – "by virtue of the office."
- **Faculty** – All Faculty employed with the District.
- **Full-Time 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. No Senate meetings shall be conducted without a quorum. A quorumconsists of a majority of the Senate or Committee membership, excluding ex officio, non voting members, within the bounds of the District.
- **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 Electorate –** Faculty and Associate Faculty who elect the Senators.
- **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 mustbe 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 Resolution -** A formal statement that identifies and records the will of the Academic Senate.Senate resolutions are forwarded to the board of trustees.
- **Senate review or feedback -** Normally used when feedback from the full Senate is needed or desiredto 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.
- **Student** – The individual meets the Associated Students of College of the Redwoods Senate Board'scriteria for an eligible student representative.
- **Temporary Vacancy –** The absence of a Senator from one or more meetings.

History of the Document

Academic Senate Constitution Approved April 5, 2002
Amended March 19, 2004
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