

**CONSTITUTION AND BY-LAWS  
OF  
THE MISSION COLLEGE ACADEMIC SENATE**

**ARTICLE I**

**Name**

**A. Name**

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

**B. Definition**

Section 53203 of Title 5 states that "Academic Senate" means an organization whose primary function is to make recommendations with respect to academic and professional matters. Academic and professional matters means the following policy development 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. Other academic and professional matters as mutually agreed upon.

In compliance with Section 53203 of Title 5, it shall be the policy of the West Valley Mission Community College District Board of Trustees to rely primarily upon the advice and judgment of the Academic Senate in all eleven areas identified above (see District Shared Governance Policy, Item 3.17.2).

**ARTICLE II**

**Section 1: Membership**

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

**B.** The Senate shall be composed of:

1. Full-time faculty representatives from each Division. |  
The full-time faculty representatives shall be elected according to the following schema:
  - a. Divisions with less than 20 full-time faculty elect two faculty representatives (Senators) from the Division.
  - b. Divisions with 20 or more full-time faculty elect a maximum of three faculty representatives (Senators) from the Division.
  - c. Whenever possible, divisions shall elect representatives from different departments within their division to maximize representation of faculty.

2. Two Associate Faculty Representatives elected by the Associate Faculty or appointed by the Senate. If there are no candidates for the Associate Faculty representative positions, or if the election is uncontested (two or fewer candidates) then the Academic Senate may appoint up to two Associate Faculty representatives.

## **Section 2: Term of Office**

- A. Senators shall serve for two years. However, terms for Senators elected from a Division shall be staggered in such a way that no division shall have all senators leaving office in the same year. When necessary to accomplish this, a division may elect a Senator to serve for a single year.
- B. The Senate shall declare vacant and by such action terminate the office and term of office of any Senator who shall resign, be terminated, or who shall be absent from three consecutive regular meetings of the Senate without such prior excuse as shall be deemed reasonable by the majority of the Senate.
- C. Vacancies will be filled immediately by special election within represented areas.
- D. The term of officers other than the President shall be for one academic year beginning the first day of the fall semester. The President shall serve for twelve (12) months, beginning June 1 of the year of his/her election and ending May 30 of the following year.
- E. If the President of the Academic Senate is unable to complete his/her term of office, the Vice-President shall assume the presidential responsibilities until another election by faculty can be held.
- F. If a Senator no longer has an assignment during his/her term of office, an election will be held for a replacement to complete the term.
- G. An Associate Faculty senator who has established reemployment preference as determined by the ACE Contract and who loses his/her teaching assignment during his/her term shall be allowed to complete the semester in which the assignment was cancelled. If they do not receive an assignment for subsequent semesters, the seat will be declared vacant and an election/appointment will take place for an Associate Faculty representative.

## **ARTICLE III OFFICERS**

### **Section 1: Officers and Duties**

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

3. The President or an appointed designee shall attend all District and College shared governance meetings. The President or designee is responsible for reporting back to the Academic Senate on these meetings.
4. The President shall be responsible for calling Senate elections.
5. The President shall approve faculty members on Hiring Committees in accordance with the ACE Contract and form Tenure Review Teams in consultation with the Office of Instruction in accordance with the ACE Contract.

**B. Vice-President**

1. The Academic Senate will elect one of its own tenured members to the office of Vice-President no later than the third Senate meeting of the Fall semester..
2. The Vice-President shall substitute for the President in his/her absence and assist in the duties/responsibilities of the President.

**C. President-Elect**

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

**D. Vacancy**

In the event that the President is unable to fulfill his/her term of office, the Vice-President will assume the responsibility of the President for the remainder of the President's term.

**Section 2. Secretary**

- A. The Senate shall have a paid secretary who is responsible for maintaining the office, the taking of minutes, their publication and distribution, and for maintaining the archives of previous Senates and other duties as outlined in the job description.

**Section 3: Elections**

- A. The election for Academic Senate President shall take place no later than the fourth week of the Spring semester of each year.
- B. If the elected President is serving as a Senator, that division will elect another representative.
- C. All Mission College faculty, both full-time and associate faculty, are eligible to vote. All faculty votes will be counted as a full vote.

**ARTICLE IV  
Meetings**

- A. The Senate shall hold regular meetings, not less than once a month on a fixed day and time, from the beginning of the academic year until the end of the academic year.
  1. A special meeting may be called at any time, including during instructional breaks, by either the President or by written request of three or more Senators.

2. All regular or special meetings must follow the Brown Act or other legal requirements for notification of that meeting.
- B.** The Senate is hereby empowered to make rules governing its own internal organization and procedure, subject to the following:
1. Quorum consists of a simple majority of the Senate (50% plus 1) including the President.
  2. All actions or recommendations shall be made by a majority of the members present and voting.
  3. Proxy votes shall not be honored.
  4. The President votes only in the event of a tie or in the presence of a unanimous vote.
  5. Matters for the Agenda shall be submitted to the President and/or Senate Secretary who shall consult with the President on the agenda.
  6. Senate meetings shall be open to the public in accordance with the Brown Act.

## **ARTICLE V COMMITTEES & DUTIES**

### **Section 1: Academic Senate**

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

### **Section 2: Standing Committees**

- A.** All standing and ad hoc committees are responsible to the Senate. Minutes of all meetings shall be filed with the Secretary of the Senate.
- B.** Committee Chairs
1. Each standing committee shall select its own chair from faculty members on the committee.
  2. Appointment of the chair shall be confirmed by the Academic Senate.
  3. The chair or designee will report to the Academic Senate.
- C.** Each standing committee shall have at least one representative from each of the divisions represented on the Senate.
- D.** Term of office is for a staggered two years.
- E.** Typical charges of the standing committees are listed in this section. The Senate has the ultimate responsibility of assigning work to the committees. The channel of communication for all actions of the committees shall be through the Senate to the college President or to the Board of Trustees, or both.

1. **Curriculum Review Committee** – As a designee of the Academic Senate, the committee will:
  - a. review those recommendations that come from the Curriculum Review Committee representatives from each Division or Service Unit.
  - b. review program changes, additions, and deletions to determine the impact on the total curriculum and make recommendations to the Senate.
  - c. check the accuracy and completeness of submitted data and its compliance with institutional procedures.
  - d. monitor curriculum evaluation and assume responsibility for dissemination of accurate and up-to-date information on curriculum matters, state-wide, and locally.
  - e. review and make recommendations to the Senate concerning the general education requirements, certificate and degree program requirements, and requirements for graduation from the college.
  - f. conduct a regular review of the entire college curriculum approval process and make recommendations to the Senate.
  
2. **Technology Committee** - As a designee of the Academic Senate, the committee will:
  - a. coordinate technology and policy for labs, classrooms, instructional network, and other instruction technology;
  - b. originate budget recommendations;
  - c. coordinate Technology Planning;
  - d. coordinate hardware/software support;
  - e. include one representative from each division in accordance with Section 2B and the Dean of Technology as an ex-officio member. The committee chair may include others as deemed necessary.
  
3. **Distance Learning Committee** - As a designee of the Academic Senate, the committee will:
  - a. coordinate policy/planning for Distance Learning (DL);
  - b. recommend procedures and standards for DL courses, i.e.
    - recommendations to departments
    - support for faculty developing DL courses;
  - c. advise on Distance Learning course development before Curriculum Review Committee for rigor and equivalency;
  - d. coordinate training for Distance Learning faculty;
  - e. coordinate Institutional Research on Distance Learning courses;
  - f. originate budget requests related to Distance Learning program;
  - g. coordinate Distance learning planning;
  - h. composition: All faculty teaching Distance Learning courses, Distance Learning Coordinators and others.
  
4. **Program Master Planning Committee** – As a designee of the Academic Senate, the committee will:
  - a. implement the Program Master Planning process as adopted by the Academic Senate;
  - b. recommend to the Academic Senate appropriate procedural changes to the Program Master Planning process as needed to ensure regular effective review of college programs and services;
  - c. work with the college Institutional Researcher to provide adequate data to programs and departments preparing for review;
  - d. composition: One representative from each academic division; two classified representatives appointed by the Classified Senate; one representative of the

President's Council; and two representatives of the Student Services Council. The committee chair may include other ex-officio members as deemed necessary.

**ARTICLE VI  
ACADEMIC FREEDOM & RESPONSIBILITY**

This Constitution hereby incorporates by reference the District policy on Academic Freedom and Academic Responsibility (See Section 4.8 of the [Board Policy Manual](#).)

**ARTICLE VII  
AUTHORITY**

**A. Parliamentary Authority**

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

**B. Legislative Authority**

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

**ARTICLE VII  
ADOPTION AND AMENDMENT**

**A. Adoption**

These bylaws shall become effective upon a simple majority of the faculty who vote.

**B. Amendments**

Isolated amendments may be proposed by any faculty member to the Academic Senate. The proposed amendment will be agendaized for discussion and possible action at the next regular meeting of the Academic Senate. Any isolated amendment to the document must be approved by a 2/3 vote of the Academic Senate.