



## Foothill College Academic Senate Ad Hoc Working Group Charter 2020-21

Title of Ad Hoc Group: **Senate Constitution Workgroup**  
Chair(s): Kathryn Maurer and Robert Cormia

### Background

The [current Academic Senate Constitution](#) was formally approved in May 2013, and we need to do some review, analysis and revision to address the following:

1. There have been some changes made to the constitution through resolutions and one general election (changes in division representation, PT stipend and full vote for part-time faculty). We need to update the constitution to reflect these approved changes.
2. The redesign of the College's shared governance structure in 2017 has created some incongruities with certain sections of the Academic Senate constitution on representation and committee structure. We need to analyze the relationship between the Academic Senate and the governance councils, including the representational structure of the Senate appointees to these councils, and evaluate the faculty appointment process to all governance councils, committees and study groups.
3. Over the years the combined role of the Vice President/Chair of the College Curriculum Committee (CCC) has evolved, warranting a revisiting of the needs of these positions, and ensuring an appropriate constitutional structure is in place to meet these needs.
4. Senators (members of the Executive Committee) have expressed a desire for more formal training and onboarding, with more clarity around the roles and responsibilities of senators in communicating with and representing their constituents.
5. In the last few election cycles most officer and PT rep positions have run unopposed. A healthy Senate relies on dynamic elections and a diverse pool of candidates, and we likely need to consider formal recruitment and mentoring strategies as part of the senate structure.
6. An analysis of the fiscal health of the Senate is needed, which may warrant proposed changes to revenues and expenses stipulated in the constitution/by-laws.
7. De Anza Academic Senate has made recent changes to its constitution and by-laws, and with a desire for increased collaboration between the two colleges it may serve us well to create more alignment structurally between the two senates.

### Membership

Any full or part-time Foothill faculty member is welcome to volunteer, with a target size of 4-6 workgroup members in total. Priority will be given to faculty who are current or past members of the Senate Executive Committee and/or one of the four governance councils.

### Structure

The Senate President and Secretary/Treasurer will co-chair the workgroup. The President will schedule and convene meetings, and manage the creation and execution of a work plan. The

Secretary/Treasurer will be responsible for gathering all relevant documents to share with the workgroup members, and managing the proposed edits. All members will help identify and review documents, such as best practices in academic senate constitutions, by-laws and financing, gather input and feedback as needed, and help draft a new Academic Senate constitution and by-laws, develop an annual budget, and explore the development of a Senate Handbook. The workgroup will work both synchronously with regular meetings (likely every two weeks) and asynchronously (via a shared online workspace). The workgroup will bring their work to the Executive Committee for discussion and approval.

#### Time Frame

Appointments to the workgroup will begin on January 11<sup>th</sup>, and work will begin immediately, with a target completion date for a draft constitution by the end of Winter quarter. The workgroup may elect to continue work on a Senate Handbook in Spring quarter. The Constitution will come up for a vote by all faculty in Spring 2021.

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