



## Foothill College Academic Senate Bylaws

Under the authority of Article X Section 1 of our Constitution, the Foothill College Academic Senate hereby establishes these bylaws to govern the implementation of duties and procedures outlined in the Constitution.

### Section 1. Composition of the Executive Committee

In addition to the Officers specified in Article IV of the Constitution, the Executive Committee shall include

- A. Senators representing Instructional and Student Support Divisions, consistent with Article V.1.b.i. and V.1.b.ii.:
  1. The following instructional and student services divisions shall be entitled to elect two Senators:
    - a. Apprenticeship,
    - b. Business and Social Sciences,
    - c. Counseling,
    - d. Fine Arts & Communication,
    - e. Kinesiology & Athletics,
    - f. Language Arts,
    - g. Library & Learning Resource Center, and
    - h. Science, Technology, Engineering, & Mathematics;
  2. The following instructional and student services divisions shall be entitled to elect one Senator:
    - a. Disability Resource Center / Veterans' Resource Center;
- B. Two At-Large Senators representing part-time faculty, consistent with Article V.1.c.:
  1. following the procedures found in Article VI of the Constitution, the At-Large Part-Time senators shall be chosen by a vote of currently teaching part-time Foothill College faculty (excluding full-time faculty teaching overload) once every two years.
  2. The at-large part-time senators must
    - a. have held a part-time faculty position for at least two of the three quarters in the academic year at Foothill College in the year elected, and
    - b. hold a part-time faculty position for at least two of the three quarters in the academic year at Foothill College every year serving as a Senator.
  3. If the elected part time representative does not have a teaching assignment, his/her replacement will be determined via the procedure as outlined in Article VI, Section 4 of the Constitution.
  4. The At-Large Part-time Senators elected to represent part-time faculty shall each be compensated from the Foothill College Academic Senate dues account at the rate per academic quarter of service specified in the most recent senate resolution on the topic, contingent upon the Senators carrying out their duties.
- C. One senator representing faculty serving in roles other than the instructional and student support divisions specified in subsection A above, consistent with Article V.1.b.iii.; and
- D. The following additional members, consistent with Article V.1.b.iii.:
  1. The Faculty Professional Development Coordinator,
  2. The Faculty Chair of the Teaching with Technology Committee (formerly COOL),
  3. The Student Learning Outcomes Coordinator(s),

4. A representative from the Faculty Association (FA),
5. The President of the Associated Students of Foothill College (ASFC) or designee,
6. The President of the Foothill College Classified Senate or designee,
7. The Dean of Equity, and
8. A President's Cabinet liaison.

## Section 2. Duties and Responsibilities of Executive Committee Members

### A. All members of the Executive Committee shall

1. learn the purpose and function of an academic senate, and their roles and responsibilities as members of the Executive Committee;
2. attend and participate in all Executive Committee meetings;
3. follow the agreed-upon meeting norms of the Executive Committee;
4. serve as a voting member, with the conditions that
  - a. votes of the Dean of Equity and President's Cabinet liaison are advisory, and
  - b. in the instance that a faculty member simultaneously holds two positions on the Executive Committee, the member will perform both duties and cast a single vote;
5. whenever an absence from an Executive Committee meeting is necessary, appoint a substitute with the power of a proxy vote in writing to the Secretary-Treasurer of the Senate at least one calendar day prior to the vote being cast;
6. maintain timely and consistent communication with the constituents they represent to
  - a. inform their constituents of upcoming Senate discussion and action items relevant to them,
  - b. solicit their constituents' feedback on Senate discussion and action items to ensure representation of their constituents' interests,
  - c. disseminate information members are asked to share with their constituents, and
  - d. be accountable to the constituents they represent, and bring recommendations or concerns to the Senate President for consideration and/or action; and
7. ratify all appointments made by the President of the Senate.

### B. In addition, Senators representing instructional or student services divisions shall

1. during each year of office, serve on at least one major or select Senate committee or ad hoc workgroup, as the President may request;
2. maintain consistent communication with individual or collective college and district administrative and management staff, the Board of Trustees, and the Faculty Association Governing Board when requested by the Senate President.

## Section 3. Committees

### A. Standing Subcommittees of the Academic Senate

#### 1. Curriculum

- a. Co-chaired by the Academic Senate Vice President of Curriculum along with the Vice President of Instruction or designee, the curriculum committee includes divisional faculty representation.
- b. The curriculum committee establishes and approves campuswide curriculum policies, approves new degrees and certificates, oversees general education requirements, establishes processes for implementations of State mandates, and provides conflict resolution regarding curriculum issues.

#### 2. Teaching with Technology

- a. Co-chaired by an Academic Senate appointee along with the Dean of Online Learning, this committee includes divisional faculty representation of up to two voting members appointed by division faculty in consultation with the division dean.



- a. The PRC is organized into teams around programs' self-study reports. Each team is chaired by a division dean and includes one in-division and one at-large faculty appointed by the Academic Senate.
    - b. These teams provide an internal review of the each program's Self-Study Report, produced as part of the 5-year self-study process.
  7. Buildings, Grounds, and Sustainability Advisory Committee
    - a. Three Academic Senate appointees join administrators, classified staff, and students on this committee.
    - b. This committee makes recommendations to incorporate in the Facilities Master Plan concerning architectural integrity of campus, signage and lighting, grounds issues, energy use, and sustainability
  8. Student Disciplinary and Grievance Pool
    - a. As described in Administrative Procedures 5520 and 5530, at the beginning of each academic year the Academic Senate President shall establish a list of faculty who will serve on hearing panels. The Student Discipline Officer or Student Grievance Officer shall appoint hearing panels as needed from the names on these lists.
    - b. When appointed to a hearing panel, faculty shall perform the necessary duties in accordance with AP 5520 (Student Discipline) or AP 5530 (Student Grievance), as appropriate.
  9. Tenure Due Process Pool
    - a. As described in Article 6A.18 of the Faculty Association Agreement, during the Spring Quarter of each academic year for the following academic year, the Academic Senate shall appoint two tenured faculty members to this pool.
    - b. As described in Article 6A.19, when the tenure coordinator receives a tenure due process complaint, a Due Process Panel will be formed from members of this pool. Such panel members shall discharge their duties according to the Article 6A.
- C. District Governance and Operational Committees with Academic Senate representation
1. District Academic Senate
    - a. This body comprises all current officers of the Foothill and DeAnza Academic Senates. The District Academic Senate President serves a one-year term, is chosen from among recent officers of the Foothill and DeAnza Academic Senates, and customarily alternates between faculty from the two colleges.
    - b. This body coordinates issues between the two college Academic Senates, advises the Chancellor on academic and professional matters, and joins with representatives of the Faculty Association to form the FHDA Faculty Leadership Team.
  2. Academic and Professional Matters (APM)
    - a. Chaired by the District Academic Senate President, this committee includes college and district administrative leaders.
    - b. APM advises the Chancellor on matters falling under the purview of the Academic Senate, commonly known as "10+1," as delineated in Title 5 § 53200(c).
  3. District Enrollment Management Committee (DEMC)
    - a. Chaired by the Senior Advisor to the Chancellor, with membership of college and district administrative leaders and faculty, including the Academic Senate President or designee.
    - b. This committee advises the Chancellor on strategies for managing enrollment.
  4. District Diversity and Equity Advisory Committee (DDEAC)

- a. Chaired by the Vice Chancellor of Human Resources, with membership of students, classified staff, faculty, and administrators from both colleges and central services. Foothill faculty members serving on DDEAC are to be confirmed by the Academic Senate.
  - b. This committee provides input to the Vice Chancellor of Human Resources on current policies and procedures that address equity, diversity and inclusion in the district.
5. Educational Technology Advisory Council (ETAC)
  - a. Chaired by the Vice Chancellor of Technology, ETAC is a participatory governance committee at the district level designed to be as inclusive as possible of all constituency groups (administration, faculty, staff, and students) from both college campuses and central services.
  - b. This committee develops an overall strategic plan for technology in the district and maintains an ongoing implementation effort aimed at achieving the goals of this plan.
6. Police Chief's Advisory Committee (PCAC)
  - a. Chaired by the Chief of Police, with members among students, classified staff, faculty, and administrators. Academic Senate may appoint one faculty member to serve on this committee.
  - b. PCAC is an advisory body to the Chancellor's Advisory Council (CAC), providing a forum for the exchange of ideas and discussion of public safety topics and issues affecting the district and community.

D. Ad Hoc Committees and Task Forces

1. Elections Committee
  - a. The Elections committee shall be constituted every academic year in accordance with Article VI.1.a. of the Constitution, with a chair selected according to provisions of that article.
  - b. This committee shall perform its duties as described in Articles VI.1.b. through VI.1.k.
2. Faculty Prioritization Committee
  - a. This committee shall be constituted each academic year that at least two new faculty positions are requested. Chaired by the Vice President of Instruction, this committee includes the Academic Senate President or designee.
  - b. This committee prioritizes requests for new faculty positions.
3. Search Committees
  - a. A Search Committee shall be constituted in response to each new job position posted by Human Resources. Search Committees for faculty and administrative positions shall be chaired by an appropriate administrator and include faculty appointed by the Academic Senate.
  - b. These committees review applications for new positions, conduct employment interviews, and recommend candidates for final interviews with the corresponding Selection Committee, which includes the college President.
4. Tenure Review Committees
  - a. A Tenure Review Committee shall be formed for each new faculty member hired, in accordance with Article 6A of the Faculty Association Agreement. Academic Senate shall appoint one tenured faculty member to serve in the at-large capacity on each Tenure Review Committee.
  - b. These committees shall perform their duties in accordance with Article 6A of the Faculty Association Agreement.

Section 4. Procedures for Conducting Senate Meetings

- A. All meetings shall be open to the public and conducted in accordance with the Brown Act and a relaxed version of Robert's Rules.
- B. The Senate president will establish the meeting schedule with the advice and consent of the Constitutional Officers.
- C. Meetings customarily occur five or six times per academic term in Fall, Winter, and Spring.
- D. Meeting times and locations shall be posted in meeting agendas.
- E. The last meeting of the Spring term is customarily informal, with no action items agendized.
- F. A quorum of the membership is required for the body to vote on action items.
- G. A quorum shall consist of 50% plus 1 of the committee's voting members, exclusive of advisory votes.

Section 5. Amendment and Repeal

Consistent with Article X.1. of the Constitution, these Bylaws may be amended or repealed by a majority vote of the Executive Committee, provided that any such amendment or repeal does not conflict with the provisions of the Constitution.