

**DISCIPLINE REVIEW PROCESS  
2010 - 2012 Timeline**

Month/Year	Process
February 2010	<p><b>Distribution of Process to the field.</b> The Senate Office sends requests for proposals to local senate presidents, college presidents, chief instructional officers, curriculum chairs, personnel officers, and discipline professional organizations informing them of the opportunity to propose a change to the Disciplines List. The material contains information on the process and a timeline for submission.</p> <ul style="list-style-type: none"> <li>• <b>Rostrum</b> announcement and description of process</li> <li>• <b>Website</b> posting of announcement and description of process</li> </ul>
March 2010	<p><b>Submission of Proposals.</b> Proposals may be submitted to the Senate Office:</p> <ul style="list-style-type: none"> <li>• <b>Through Local Senates:</b> Any faculty member may initiate a proposal to change the Disciplines List. The local senate must approve and forward any such proposals, with the signature of the local senate president to acknowledge local senate support, to the Senate Office.</li> <li>• <b>Through a recognized discipline or professional organization:</b> Any member of an organization that represents a discipline or profession may initiate a proposal to change the Disciplines List. The members of the organization should discuss proposals. The governing body of the organization must approve the recommendation. The organization's president must sign the Disciplines List Change Proposal Form.</li> </ul> <p><b>Discipline process is reinforced through:</b></p> <ul style="list-style-type: none"> <li>• Discussions at Area Meetings</li> <li>• Breakout Discussion at Spring Plenary</li> <li>• Update in <i>Rostrum</i> on the process</li> </ul> <p><b>Initial review BEGINS when proposals are received and continues <u>until September 30, 2010</u>.</b> The Standards &amp; Practices Committee performs an initial review of proposals using the following criteria:</p> <ul style="list-style-type: none"> <li>• The information on the proposal is complete and accurate.</li> <li>• The proposal does not exceed the scope of the Disciplines List review process.</li> <li>• This proposal has not previously been considered and rejected by the plenary session or, if it has, it is supported by a new rationale.</li> <li>• The proposal is not being submitted to deal with a district-specific problem that does not apply broadly.</li> </ul> <p><b>Revising Proposals with Problems.</b> Standards &amp; Practices Committee will contact the maker of the proposal to help resolve the problem.</p> <ul style="list-style-type: none"> <li>• Changes to proposals <b>are</b> allowed at this stage of the process.</li> <li>• If problems are resolved to the satisfaction of the Committee, the proposal will be considered.</li> <li>• The maker may withdraw a proposal.</li> </ul>
April 2010	<ul style="list-style-type: none"> <li>• Process reinforced at Area Meetings.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Prepare <i>Rostrum</i> Article on proposals and process.</li> <li>• The Standards &amp; Practices Committee will prepare summary document to be included in the mailings for the Area Meetings. Summary will <b>not</b> include recommendations from the Executive Committee but instead provide information to the field on the proposals received and to be discussed at the Spring Plenary Session.</li> </ul>
<b>April 15, 2010</b>	<ul style="list-style-type: none"> <li>• <b>Spring Plenary Session—<u>First Hearing</u> on process and any proposals received. All testimony is collected.</b> <i>[Note: At a minimum proposals must be vetted at one of the statewide hearings]</i></li> </ul>
September/ October 2010	<ul style="list-style-type: none"> <li>• <b>Second and final call for proposals this cycle.</b></li> <li>• Senates and organizations can submit new proposals or revise proposals already submitted that were found to have problems.</li> <li>• The summary document will be distributed and include all proposals (new and updated). Any testimony information will be included in the summary.</li> <li>• Discussed at Area Meetings.</li> <li>• Any interested party may submit written comments to the Committee, via the Senate Office.</li> <li>• Standards &amp; Practices Committee will update summary document with any new proposals, which will be included in the mailing for the Area Meetings. The summary will <b>not</b> include recommendations from the Executive Committee but instead provide information to the field on the proposals received and to be discussed at the 2010 Fall Plenary Session.</li> </ul>
<b>September 30, 2010</b>	<ul style="list-style-type: none"> <li>• <b>No new proposals will be accepted beyond September 30<sup>th</sup> because there's no other opportunity for publication and hearing beyond the November 11<sup>th</sup> date. All proposals submitted beyond the September date will be held over to the next Discipline Review cycle.</b></li> </ul>
<b>November 11, 2010</b>	<ul style="list-style-type: none"> <li>• <b>Fall Plenary Session—<u>Second Hearing</u> on process and any proposals received. All testimony is collected.</b> <i>[Note: At a minimum proposals must be vetted at one of the statewide hearings]</i></li> <li>• Prepare <i>Rostrum</i> Article on proposals and process</li> </ul>
January /February 2011	<p><b>Submission to Executive Committee.</b></p> <ul style="list-style-type: none"> <li>• The Standards &amp; Practices Committee presents the proposals and associated testimony to the Senate Executive Committee.</li> <li>• The Committee also presents its recommendations (to advance to Spring Plenary or to reject) along with the rationale for those recommendations and any other comments that may assist the Executive Committee in its deliberations.</li> <li>• The Senate Executive Committee considers each proposal and either forwards the proposal for consideration by the body at plenary session or rejects it.</li> <li>• If the Executive Committee rejects a proposal, anyone may still bring the proposal forward to plenary session by introducing a resolution “to reconsider” the proposed change at any of the Area meetings or at the plenary session.</li> <li>• If the Executive Committee rejects a proposal and the author does not bring it forward to the plenary session for reconsideration, the proposal may be reintroduced at a later date.</li> </ul>
March 2011	<ul style="list-style-type: none"> <li>• Summary document with Executive Committee positions will be included in the</li> </ul>

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	mailings for the Area meetings. <ul style="list-style-type: none"> <li>• Discussion at Area Meeting</li> <li>• <i>Rostrum</i> Article (summary of additional proposals)</li> </ul>
April 2011	<ul style="list-style-type: none"> <li>• Spring Plenary Session—<u>Third Hearing</u> on process and any proposals received. All testimony is collected. <i>[Note: At a minimum proposals must be vetted at one of the statewide hearings]</i></li> <li>• Delegates vote on Discipline Changes</li> <li>• No changes may be made to the proposal, even by amendment during plenary session, and proposals may not be withdrawn. [This is because no changes can be made when the field has not had an opportunity to comment on them.]</li> </ul>
May/June 2011	Consultation with CIOs, CEOs, and COFO (bargaining units). Informal consultation with personnel officers. This is done through an item on the Consultation Council agenda. Council members comment on the process, not the recommendations.
July 2011	Submit proposal to BOG (First reading): Each proposal adopted by the Senate is forwarded to the Board of Governors as a recommendation. The Board of Governors considers the recommendations of the Senate and formally acts on them. To date, the Board of Governors has accepted all recommendations of the Senate.
September 2011	BOG (Second Reading)
February 2012	Restart process for new cycle.