

# Intro to the Foothill College Academic Senate

President **Carolyn Holcroft**

Vice President/CCC Faculty Co-Chair **Isaac Escoto**

Secretary/Treasurer **Patrick Morriss**

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- Title 5 gives us the power and responsibility to make recommendations to our Board of Trustees regarding **academic and professional matters**



# Why are we here?

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1. Curriculum, including establishing prerequisites & placing courses within disciplines
    - e.g. establishing prereq policies and procedures, assigning courses to disciplines (min quals)
  2. Degree and certificate requirements
    - e.g. Core courses, support courses, general education requirements, minimum units in residence, etc.
  3. Grading policies
    - e.g. plus/minus grading
  4. Educational program development
    - e.g. proposing/implementing new programs

## **Academic and Professional Matters (a.k.a. the 10 + 1)**

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5. Standards or policies regarding student preparation and success
    - e.g. Student Learning Outcomes
  6. District and college governance structures, as related to faculty roles
    - e.g. faculty roles on PaRC, Core Mission Work Groups, etc.
  7. Faculty roles and involvement in accreditation processes, including self-studies and annual reports

## **Academic and Professional Matters (a.k.a. the 10 + 1)**

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8. Policies for faculty professional development activities
    - e.g. inclusion of part time faculty, advocating for specific PD topics or events
  9. Processes for program review
    - e.g. via IP&B, Program Review Committee
  10. Processes for institutional planning and budget development
    - E.g. via Planning and Resource Council, Operations Planning Committee, district budget committee
  11. Plus 1: Other academic + professional matters as mutually agreed upon between the governing board and the senate

## **Academic and Professional Matters (a.k.a. the 10 + 1)**

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- Board of Trustees  
(or designees – e.g.  
college president)  
will consult  
collegially with the  
academic senate on  
policies/procedures  
re: academic and  
professional matters



(image from Creative Commons)

## **Collegial Consultation on APM**

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- For some matters, BoT relies **primarily** on academic senate's advice and judgment
  - senate recommendations normally accepted
  - senate recs rejected only in exceptional circumstances; rationale must be communicated in writing
- For remaining matters, BoT seeks **mutual agreement** with academic senate
  - if unable to reach after good faith effort, basically board can only act for compelling legal, fiscal or organizational reasons (see 53203 for exact language)

## **Academic Senates Powers: Primary Reliance vs. Mutual Agreement**

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(paraphrased from Title 5 § 53203)



Academic and Professional Matter Area	Primary Reliance	Joint Development*
1. Curriculum	X	
2. Degree/Certificate Requirements		
• Gen ed, program-specific	X	
• Units for degree		X
3. Grading policies	X	
4. Ed program development		X
5. Standards re: student prep and success	X	
6. Governance structures as r/t faculty roles		X
7. Faculty involvement in accreditation		X
8. Policies for faculty professional development	X	
9. Policies for program review		X
10. Processes for planning & budget		X
11. Other stuff	determined on individual basis by board or designee	

\*mutual agreement





**No wrecking the bus!**  
**Mind the 10+1**

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- **Formal resolutions** calling for action and/or asserting a particular position
- Active faculty **participation on shared governance committees**
  - Preparing for and reporting out from meetings;  
Good communication with senate and faculty at large
- Discussions with and presentations to the Board of Trustees
- Liaison with FA

**How do we ensure faculty primacy and inclusion in joint development?**



# Areas where FA always consults with the Academic Senate

§ 87610.1 Tenure Evaluation

§ 87663 (f) Faculty evaluation procedures

§ 87743.2 Faculty Service Areas

The Senate works with FA in areas that are consultation areas to ensure collegiality; we hold liaison meetings, are involved in tenure committee training and evaluation committee meetings, have a liaison to the Senate who attends all meetings, and use other means of communication and consultation.

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- All Foothill faculty are members
- Each division entitled voting to two voting senators\*:
  - Adaptive learning
  - Biological & Health Sciences
  - Business & Social Sciences
  - CTIS
  - Counseling
  - Fine Arts
  - Kinesiology/Athletics (previously “PE and Human Performance”)
  - Language Arts
  - \*\*Library Sciences
  - PSME

# Foothill's Academic Senate

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“Executive **Committee**” = senators  
“Executive **Council**” = senate officers

\*as of 2008/2009 division structure; see  
resolution passed 11/23/09



- Prepare for and attend senate meetings
- Promptly report out from senate meetings/activities to constituents, and actively solicit discussion and feedback
- Represent your constituents (not yourself)
- Vote
- Bring division matters to the senate (10+1) and author resolutions as appropriate
- Participate in committees as a senate representative or liaison

# **Senator Responsibilities**

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- “Flexible” Robert’s Rules of Order <http://www.robertsrules.org/>
- Covered by Brown Act, so all meetings are open
- One week advance for agenda items (i.e. MONDAY 5 p.m.)
- Normally present action item as info/discussion for first reading, except in cases of urgency
- Quorum = majority of those eligible to vote
- Vote by proxy with three day advance in writing to the secretary
- Agendas are distributed no later than the Thursday prior to a meeting

# **Anything goes?!**

# **Senate Procedures**

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- Mindful of using meeting time respectfully, effectively
- Consent Calendar:
  - Items needing action but thought not to need discussion
  - Any senator can pull an item off the consent calendar for discussion
- Committee Reports:
  - All committees are expected to report out to the Senate at least once a year; some committees, such as curriculum, will report out at all or most meetings
  - If info only, limit oral report, submit info to secretary in writing
  - If discussion action required, notify officers to allocate adequate time on agenda (one week in advance)

# Senate Procedures

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- Resolution process:
  - mechanism by which senate takes formal action
  - streamlines communication with constituents
- Must be distributed with the agendas, and come for first/second read before action as per Robert's rules
- Guidelines/advice for writing resolutions at [http://www.foothill.edu/staff/Curriculum/documents/Resolution\\_Writing\\_Advice.pdf](http://www.foothill.edu/staff/Curriculum/documents/Resolution_Writing_Advice.pdf)

# Senate Procedures: Resolutions

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- The most important of the subcommittees of the Academic Senate
  - Representation from all divisions
  - Planning document and goals for the 2012-2013 academic year

## Curriculum Committee

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❧ Planning and Resource Council (PaRC)

❧ Workgroups:

❧ Operations and Planning Committee (OPC)

❧ Basic Skills

❧ Transfer

❧ Workforce

❧ Committee on Online Learning (COOL)

❧ Academic Integrity Committee

❧ Program Review Committee

❧ Professional Development Committee

# Other Committees

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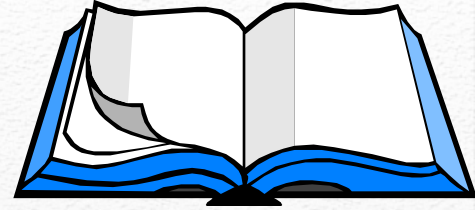
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- Academic and Professional Matters (APM)
  - Chancellor's Advisory Council (CAC)
  - District Budget Committee
  - Human Resources Advisory Committee (HRAC)

# District Committees

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# Resources



- [www.asccc.org](http://www.asccc.org)
    - Committee information, resolutions, papers, rostrum articles, etc
  - *“Empowering Local Senates: Roles & Responsibilities of and Strategies for Effective Senates” (Spring 07)*
  - <http://www.foothill.edu/senate/index.php>
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