

Intro to the Foothill College Academic Senate

President Carolyn Holcroft

Vice President/CCC Faculty Co-Chair Isaac Escoto

Secretary/Treasurer Patrick Morriss

- 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?

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)

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)

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)

- 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

- 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

(paraphrased from Title 5 § 53203)

Academic and Professional Matter Area	Primary Reliance	Joint Development*
1. Curriculum	X	
2. Degree/Certificate Requirements <ul style="list-style-type: none"> • Gen ed, program-specific • Units for degree 	X	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

- 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.

- 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

“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

- “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

- 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

- 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

Senate Procedures: Resolutions

- 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

❖ 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

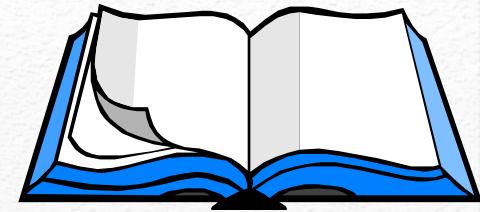
❖ Professional Development Committee

Other Committees

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

District Committees

Resources



- 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*](http://www.foothill.edu/senate/index.php)