

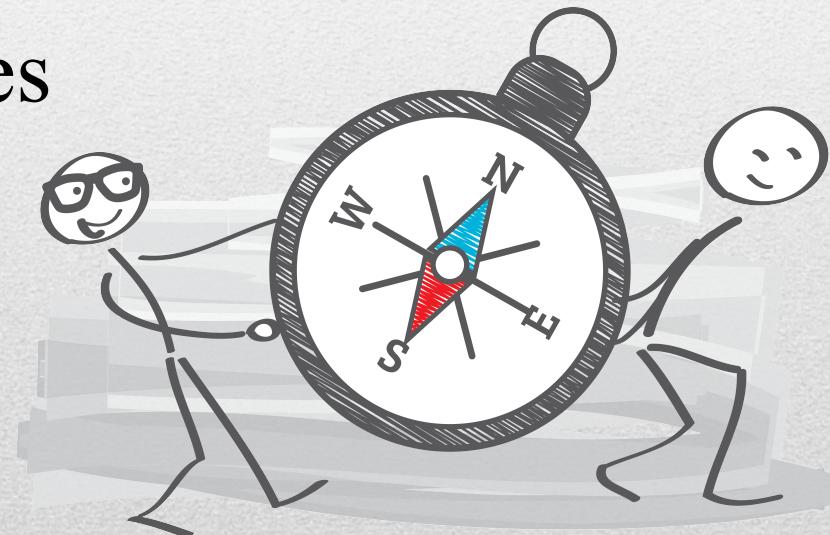
Intro to the Foothill College Academic Senate

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 (the 10+1)
- Ed Code (law) specifies additional roles and responsibilities



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, assessment and placement, Student Support Services Program Planning, etc.
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)

- 87359(b) – Equivalency to Minimum Qualifications
- 87360(b) – Hiring Criteria
- 87610.1(a) – Tenure Evaluation Procedures
- 87458(a) – Administrative Retreat Rights
- 87663(f) – Evaluation Procedures
- 87743.2 – Faculty Service Areas

Additional Roles/Responsibilities per California Ed Code (Law)

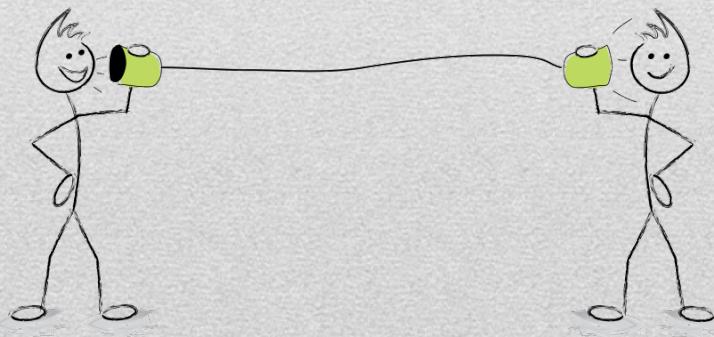
- Board of Trustees (or designees – e.g. college administrators) will consult collegially with the academic senate on policies/procedures re: academic and professional matters



(image from Creative Commons)

Recommend via “Collegial Consultation”

- We appoint faculty to represent us on **shared governance committees when charge concerns 10+1 matters**
 - Reps responsible for preparing for and **reporting out** from meetings;
 - Imperative to have good communication with senate and faculty at large



How do we “make recommendations” via collegial consultation?

- Formal resolutions calling for action and/or asserting a particular position
- Discussions with and presentations to the Board of Trustees
- Liaison with Faculty Association re: matters of joint interest

**How do we “make
recommendations”?**

- 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

- 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

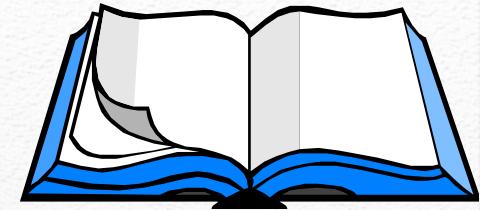
- Mindful of using meeting time respectfully, effectively
- Consent Calendar:
 - Items needing action but thought not to need discussion
 - Any senator can “pull” an item from consent calendar for discussion
- Committee Reports:
 - All committees are expected to report out to the Senate at least once a year; some committees, such as curriculum, will report out at all or most meetings
 - If info only submit info to secretary in writing for inclusion in compilation of committee reports
 - If discussion/action required, notify officers to allocate 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

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)