

# Intro to the Foothill College Academic Senate

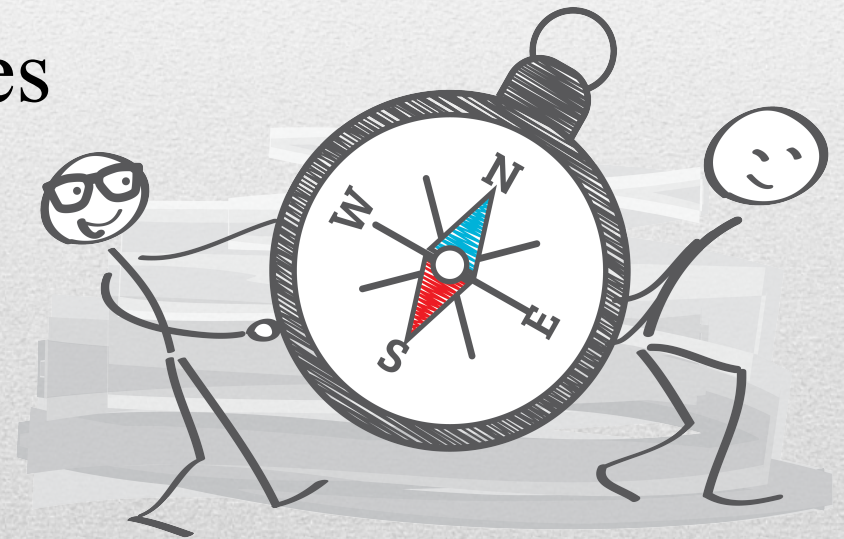
President **Carolyn Holcroft**

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



# 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, 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)**

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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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- 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)**

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




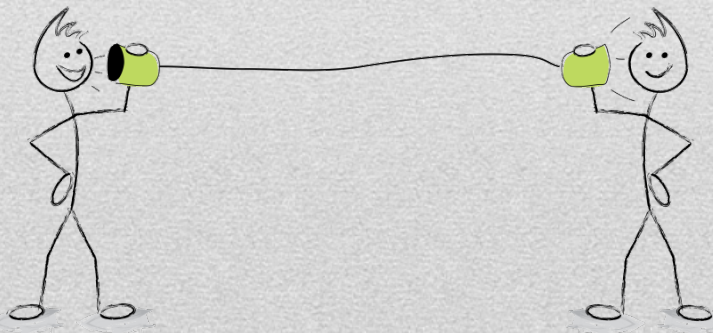
(image from Creative Commons)

**Recommend via “Collegial Consultation”**

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- 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?**

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- **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”?**

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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		
<ul style="list-style-type: none"> <li>• Gen ed, program-specific</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Units for degree</li> </ul>		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

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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 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

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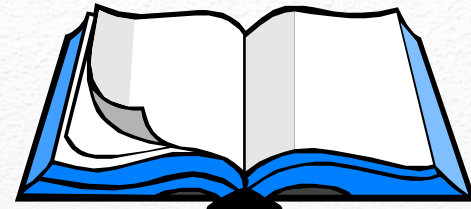
- Resolution process:
  - mechanism by which senate takes formal action
  - streamlines communication with constituents
- Must be distributed with the agendas, and come for first/second read before action as per Robert's rules
- Guidelines/advice for writing resolutions at [http://www.foothill.edu/staff/Curriculum/documents/Resolution\\_Writing\\_Advice.pdf](htt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

# Senate Procedures: Resolutions

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# 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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