

Academic Senate - Ground Rules

Academic Senate Approved December 15, 2020

Function of Senate:

The main function of the Academic Senate is that of faculty participation in the review and development of policies in all academic and professional matters.

Meeting Time:

The Academic Senate shall meet on the first and third Tuesdays of each month during the academic year, at 2:10 P.M. with the location stated in the posted agenda for the meeting.

Length of Time:

The Senate will meet for approximately two hours, during which time an effort will be made to cover all agenda items.

Agenda Items:

Agenda items will be in the following order and labeled as:

CALL TO ORDER: The Chair will establish quorum.

APPROVAL OF AGENDA: Senate meetings are conducted and governed by an agenda. The agenda must be adopted by the Senate body. In the event of an unforeseeable urgent or emergency situation where the need to take action came to the attention of the Senate after the agenda was posted, that item will be brought up and added to the agenda at this time.

APPROVAL OF MINUTES: Prior to approval of minutes Senators may provide corrections to inconsistencies in the unapproved minutes

PUBLIC COMMENT: Each speaker is limited to 2 minutes and each topic is limited to 10 minutes, on items pertaining to academic and professional matters (i.e., 10+1). The Brown Act does not permit action or discussion on any item not on the agenda except for clarification. Requested senate action may be placed on the agenda of a subsequent meeting. A single person can bring up more than one two-minute topic, as long as they are separate issues pertaining to the Senate's purview.

COMMITTEE APPOINTMENTS: Faculty vacancies committees will be announced on a regular basis. Nominations to committees will be acknowledged and posted. Both announcements and nominations to committees **will follow standard procedure.**

ACTION ITEMS: Senators discuss the and either refer the item to their constituencies for input, vote in accordance with instructions from respective areas, or vote as each Senator sees fit.

INFORMATION ITEMS: Information items allow for to be brought up before the Academic Senate and allow for time before action is taken. Senators can research the item and bring it to the attention of their constituents. These items can become action items after this meeting.

INFORMATION/POSSIBLE ACTION ITEMS: Information/Possible Action Items are items which can be acted upon when it is determined that there is a need for immediate action. In either situation a motion must be made by a Senator and a vote must be taken by the Senate.

REPORTS

The Senate President or his/her proxy will report on the regularly scheduled Board of Trustees meetings and other meetings as needed. "REPORTS" may also include update information from committees. Committee reports are placed on the agenda when a representative of the committee, (preferably the Chairperson), will attend the Senate meeting to present the information. Reports will also be submitted in writing so that the Academic Senate can share them with all faculty

ANNOUNCEMENTS

This section will list documents placed in Senate folders regarding conferences and workshops, memos, letters, news articles, or other items of interest to the Senate membership, as well as resource materials, which are available in the Senate Office for faculty perusal.

ADJOURNMENT: The President of the Senate usually adjourns the meeting, but any senator can make a motion to adjourn.

Agenda Closing:

Items need to be submitted to the Academic Senate Office by 12:30pm on the TUESDAY preceding an Academic Senate meeting unless the President deems it as urgent. Agenda items should be accompanied by written supporting information to be distributed when the agenda is published. It is advised that the initiator submit a draft resolution for review and possible revision by Senate members regarding the recommended action.

Qualifications for Agenda Items:

The President and/or Vice President of the Academic Senate will consider items to be included on the Senate agenda. If an item is rejected, a written message explaining the reason for the rejection will be sent to the person submitting the agenda item.

Debate on Discussion/Action:

The initiator of an item will present background information to the Senate, and Senators will be allowed to ask questions of the initiator. The Academic Senate will use its discretion in limiting the time spent on debate.

Committee Appointments:

Committee appointments can take place at the same meeting during which the item is presented in order to expedite action.

Conduct of Senate Members:

Items that come to the Senate be controversial or emotional in content. In any case, professional conduct and courtesy is expected from Senators and meeting guests when expressing individual views.

Senate Office:

The Academic Senate office is located in Room T412 in the Technology Building.

AMENDMENT OF THE GROUND RULES: These Ground Rules may be amended by the Senators at any meeting without a notice and with a majority of the votes cast, though it does need to be placed on the formal agenda for the meeting.

Academic Senate Contact Information	
Academic Senate President Office	(408) 298-2181 Ext. 3916
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