

# Academic Senate - Ground Rules

## **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. in the College Conference Room.

## **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:

### **DISCUSSION/ACTION ITEMS**

Senators discuss the topic 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.

### **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 the Faculty Association and 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.

### **INFORMATION ITEMS**

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.

### **ANNOUNCEMENTS**

This section will list information regarding campus events, or resource materials, which are available in the Senate Office for faculty perusal.

## **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. (amended 12/4/18)

## **Qualifications for Agenda Items:**

The President and/or Vice President of the Academic Senate will determine items to be included

on the Senate agenda. If an item is rejected, a memo explaining the reason for the rejection will be sent to the person submitting the agenda item. If the person objects to these rejections, the Academic Senate, as a whole, will then determine whether the item should be placed on the agenda. If the Academic Senate, by majority vote, rejects an item on the agenda, it will be removed.

**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 President of the Academic Senate will use his/her 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 may 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.

Phone extensions: 3916 - Academic Senate President  
3917 – Program Assistant