ACADEMIC SENATE OF
IMPERIAL VALLEY COLLEGE
CONSTITUTION AND BY-LAWS

Approved April 3, 2012

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CONSTITUTION AND BYLAWS
OF THE ACADEMIC SENATE OF IMPERIAL VALLEY COLLEGE

ARTICLE I -- NAME

Section 1. Name. The name of this organization shall be the Academic Senate of Imperial Valley College.

ARTICLE II -- PURPOSE AND DUTIES

Section 1. Purpose. The purpose of this organization shall be to represent the faculty in the formation of college and district policy on academic and professional matters, as mandated by Title 5, Section 53200 (b) and AB-1725, Shared Governance, to include:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

Further, the Board of Trustees shall "primarily rely upon" the Academic Senate for recommendations regarding curriculum, degree and certificate requirements, grading policies, education program development, standards or policies regarding student preparation and success, and policies for faculty professional development activities.

Section 2. Duties. It is the duty of the Senate to address, either directly or through its designated committees, all matters pertaining to the educational well being of the college, to develop and establish [faculty] positions on all such matters and to inform all relevant constituencies, inside and outside the college, of these positions. The Senate shall also assume responsibilities as legally directed, for example, by the California Code of Regulations, Section 53100, Article 2.

ARTICLE III -- ELECTORATE

Section I. Electorate. The Electorate shall consist of all faculty members whose primary assignment is not administrative or supervisory and who belong to one of the following categories:

A. **Regular Faculty**: a regular employee is any faculty member who has begun or completed the tenure process, excluding Emeritus Faculty, or non-tenure track full time employees.
B. **Part-Time Faculty**: a part-time employee is any faculty member who has not begun the tenure process, including leave replacements.
C. **Emeritus Faculty**: an emeritus faculty member is any regular faculty member who has retired from Imperial Valley College, but continues to be employed as a part-time faculty member for the institution. For purposes of this document, Emeritus Faculty are considered Academic Part-Time Faculty.

ARTICLE IV -- MEMBERSHIP

Section 1. Eligibility. All members of the Electorate, in accordance with the characteristics of eligibility established in the Senate By-Laws, shall be eligible to serve on the Senate. (AS By-Laws, Article IV., Section 2.)

Section 2. Number and Election.

A. The Senate shall consist of an appropriate number of members to allow representation from each Division and Part-Time faculty area, together with the maintenance of at least nine At Large representatives, in accordance with the Senate By-Laws.

B. Senate Composition:
   1. The Senate shall consist of twenty-eight (28) members.
   2. The Senate shall be composed as follows:
      a) Academic Senate President, elected at large
      b) Nine (9) Senators, elected at large
      c) Division Representatives as follows:
         1) Arts, Letters, and Learning Services—four (4) representatives
         2) Economic and Workforce Development—three (3) representatives
         3) Health and Sciences—four (4) representatives
         4) Student Services—two (2) representatives
   3. Two part-time faculty Senators, elected by the part-time faculty
   4. Ex officio participants (non-voting members):
      a) Immediate past president
      b) Vice-president of Academic Services
      c) Student representative

C. Academic Senate President
   1. In accordance with this document, the Academic Senate president shall assume the duties of this office for a two-year term following a one year term as Academic Senate President-Elect.
   2. The president shall receive reassigned time as written in the faculty contract.

D. Academic Senate President-Elect
   1. In accordance with this document, the faculty shall elect the president-elect in odd numbered years.
   2. Candidates for this office must have previous experience in the Academic Senate of Imperial Valley College within the last three years.

E. The Senators shall be chosen in the following manner:
   1. Voting units consisting of Regular Faculty of divisions as specified in the Senate By-Laws, and a voting unit comprised of Part-Time Faculty as defined in the Senate By-Laws.
   2. At a meeting (or by written ballot) by the eighth week of the spring semester, each division voting unit shall elect by majority vote the approved number of Regular Faculty members to serve as Division Senators.
   3. The Senators representing the Academic Part-Time Voting Unit shall be elected in the general election in April. The Chair of the Elections Committee or the Academic Senate Secretary, will be responsible for distributing self-nomination forms to all Part-Time Faculty by the eighth week of the spring semester. Nominations will close by the tenth week of the spring semester. All Part-Time nominee names will appear on the Academic Part-Time ballot in the general election. This senator will be elected by approval voting and secret ballot by the Part-Time faculty.
   4. Any member of the Electorate, including both Regular and Part-Time Faculty, may be nominated for an At-large position by petition in accordance with the Election Code (By-Laws, Article IV) of the Senate By-Laws.
   5. The required number of Senators-at-Large shall be elected by approval voting by the Electorate, in accordance with the Election Code of the Senate By-Laws.

6. Annual elections of At-Large members to the Senate shall be held during the first eight weeks. Senators-elect shall be invited to attend all meetings of the Senate during the remainder of the Spring Semester as non-voting observers, and will take office at the close of the Spring Semester.

F. Senators may be recalled by a two-thirds vote of all voting members of the unit.
   1. A recall election for a division senator may be held at any regularly scheduled division meeting if the recall election has previously been placed on the agenda and distributed at least three days prior to the meeting.
   2. A recall election for the Academic Part-Time Senator will be conducted by the Chair of the Elections Committee or the Academic Senate Secretary, within thirty days of receiving a petition with twenty (20) signatures from members of the Academic Part-Time unit.
      a) A vote of two-thirds by the part-time faculty members (not merely two-thirds of those voting) shall be required to sustain a recall.
   3. A recall election for an At-Large Senator will be conducted by the Chair of the Elections Committee or the Academic Senate Secretary, within thirty days of receiving a petition with twenty (20) signatures from members of the Senate Electorate.

Section 3. Terms of Office.

A. Division Senators shall be elected for a one-year term.
B. Senators At-Large shall be elected for three-year terms except when a change in voting units disrupts the Senate Rotation Schedule. In such cases, one or more At-Large representative(s) may serve a term of less than three years in accordance with the Election Code of the Senate By-Laws.
C. Part-Time Senators shall serve a one-year term, beginning on July 1st and ending on June 30th of the following year**.**

Section 4. Reelection. There shall be no restrictions on reelection to the Senate.

Section 5. Vacancies.

A. If a vacancy occurs in the Senate, the voting Division Senator, or the At-Large Senator shall be replaced in accordance with the Election Code of the Senate By-Laws (By-Laws, Section IV).
B. Should a Voting Division fail to comply, the Senate can, at its discretion, fill the vacant position for the remainder of the term by calling a special At-Large election or by appointing a replacement directly.

Section 6. Responsibilities. Elected Senators are trustees of their constituents. Senators may poll and shall consider recommendations made by their constituents; however, no individual or group may dictate the vote of a senator. A senator will always consider the good of the college community first and foremost.

ARTICLE V -- OFFICERS

Section 1. Senate Executive Committee and Officers. The officers shall be the President, Immediate Past-President, Vice-President, Secretary, Treasurer, and Budget and Planning Committee Representative. These officers shall constitute the Senate Executive Committee.

Section 2. Selection and Terms. Elected officers shall assume their offices at the close of the academic year.

A. **President:** The President shall assume the duties of the presidency for two-years following a one year term as president elect.
B. **President-Elect:** The Electorate shall elect the President-Elect by majority vote of those casting ballots in the first eight weeks of the Spring semester in odd numbered years. The current President may run for President-Elect. If the current President wins, the position of President-Elect will not be filled for that year.

C. **Other Elected Officers**: The Senate shall elect the Vice-President, Secretary, and Treasurer. With the exception of the President and President-Elect, the officers shall be elected at the last regularly scheduled Senate meeting of the academic year.
D. **Budget and Planning Committee Representative**: This representative shall be appointed from the electorate by the elected officers of the Senate Executive Committee for a one-year term immediately after the last regularly scheduled Senate Meeting of the academic year.
E. **Terms of Office:**
   1. The terms of office shall be one (1) year for President Elect, Vice-President, Secretary, Treasurer, Immediate Past-President, and Budget and Planning Advisory Committee Representative.
   2. The term of office shall be two (2) years for the President.

Section 3. Reelection. There shall be no restrictions on reelection of officers or on reappointment of representatives.

Section 4. Vacancies.
A. **President**. In the event that the President should not be able to complete his or her term of office, the Vice-President shall fill the office for the remainder of the academic year.
B. **President-Elect.** In the event that the President-Elect should not be able to complete his or her term of office before his or her two year term begins, the Senate will conduct a special election to fill the office of the President.
C. **Other Elected Officers.** In the case of the continued disability or resignation of any other elected officer the Senate shall hold a special election to fill the vacancy.
D. **Budget and Planning Committee Representative.** In the case of the continued disability or resignation of this representative, the Senate Executive Committee shall designate a member of the electorate to fill the vacancy for the remainder of the term.

Section 5. Powers and Duties.
A. **President**. It shall be the duty of the President:
   1. To preside at all Senate meetings, including the Senate Electorate meetings;
   2. To chair the Senate Executive Committee and be an ex-officio member of all other Senate committees;
   3. To issue Calls-to-Meetings of the Senate and to publish the agenda;
   4. To cast the deciding vote in the event of a Senate deadlock (The President will not regularly vote on matters before the Senate.);
   5. To serve as the Senate representative to the Instructional Council Committee;
   6. To serve as the Senate representative to the Board of Trustees;
   7. To serve as the Senate representative to the Board Policy and Procedures Committee;
   8. To appoint with the approval of the Senate Executive Committee:
      a. Chairs to tenure review committees (September),
      b. Senate representatives to all governance committees (as needed),
      c. Senate representatives to all administrative and faculty hiring committees (as requested),
      d. Nominations to Academic Senate of California Community Colleges (ASCCC) committees (as requested),
      e. Senate Representative to the Curriculum Committee,
      f. Senate representatives to all standing and ad-hoc committees;
   9. To represent Imperial Valley College at ASCCC;
   10. To post the Senate agenda in accordance with the Brown Act;
   11. To oversee and assist with the training and mentoring of the President-Elect;
   12. To perform such other duties as may be necessary and proper.
B. **President-Elect.** It shall be the duty of the President-Elect:
   1. To attend all remaining meetings of the Academic Senate in the spring;
   2. To attend all Senate Executive Committee meetings;
   3. To review and understand the Title V regulations governing Academic Senates;
   4. To review and understand the materials on the Statewide Academic Senate website;

5. To address any other such duties or concerns pertaining to the office of Academic Senate President.

C. **Vice-President**. It shall be the duty of the Vice-President:
   1. To assist and act as substitute for the President at the request of the President;
   2. To oversee the implementation of governance matters as they relate to the Senate;
   3. To coordinate the work of the Senate ad hoc committees and task forces appointed by the Senate and to maintain records of all committee memberships, activities, and reports;
   4. To coordinate all academic issues pertinent to Part-Time Faculty.

D. **Secretary**. It shall be the duty of the Secretary:
   1. To take accurate minutes for all meetings of the Senate and to publish and distribute those minutes to all Senators and to others as deemed necessary by the Senate Executive Committee, and to post minutes on the Senate web site;
   2. To conduct the general and special elections of the Senate;
   3. To prepare and process all routine correspondence pertaining to the Senate.

E. **Treasurer.** It shall be the duty of the Treasurer:
   1. To receive, deposit, and disburse all Senate funds, to keep accurate records of all such transactions, and to present an annual report to the Senate at the end of the academic year;
   2. To develop the annual Senate budget by March in consultation with the Senate President and Vice-President of Academic Services and submit to the Vice-President of Business Services;
   3. To generate purchase orders to pay for all Senate expenditures and keep records of revenue and expenditures;
   4. To provide financial reports to the Senate.

F. **Budget and Planning Committee Representative**. It shall be the duty of the Budget and Planning Committee Representative:
   1. To represent the interest of the Senate in the Imperial Valley College budget process;
   2. To make presentations to the Senate membership regarding budget issues or activities;
   3. To study the budget process and remain current in all budget activities both locally and at the state level;
   4. To attend all meetings of the Imperial Valley College Budget and Planning Committee.

ARTICLE VI -- PURPOSE AND DUTIES

Section 1. Meetings and Special Meetings.

A. At the start of the fall semester, the Senate shall establish the meeting calendar dates for the academic year based on past precedence of conducting meetings on the first and third Wednesdays of any given month, from 1:30 PM to 3:00 PM.

B. The Senate shall be required to hold at least one regular meeting per month during the fall and spring semesters.

C. Special meetings:
   1. May be called by the Senate Executive Committee;
   2. Shall be called by the President upon receipt of a written request signed by one-third of the Senators or 5% of the members of the Electorate;
   3. Shall be in compliance with the Brown Act. Members will be given notice of the meeting at least twenty-four hours before the meeting.

D. The agenda for all general, regular, and special meetings shall be prepared by the Senate Executive Committee and distributed to the members of the Senate at least three working days prior to the particular meeting. The agenda shall also be posted in a public location on campus.

E. Participation in meetings of the Senate shall be open to the public. Visitors may speak at Senate meetings during the Communications from the Audience agenda item. Unless visitors are recognized by the President during the course of the Senate meeting, they may not participate in Senate debate or discussion.

F. *Roberts Rules of Order* shall govern the conduct of all meetings except as may be otherwise provided in the Senate By-Laws.

Section 2. Quorum. Two-thirds of the Senate shall constitute a quorum.

Section 3. To Give Proxy Vote. A Senator who is unable to attend a meeting is responsible to give a written proxy form to any other member of the Electorate who is not a Senator. The proxy form must be given to the Secretary at the beginning of the meeting and entitles the bearer to full speaking and voting rights for that meeting. In no case shall an individual hold more than one proxy at any given meeting. Each Senator who expects to be unavailable during the summer or winter inter-session shall appoint a proxy to serve in case of special meetings and shall so notify the Secretary in writing.

Section 4. Introduction of Resolutions. Any member of the Electorate may submit items for the Senate agenda by written request, such as a resolution, to be presented by any Senator. The Senator shall deliver such items in the form of motions or resolutions which bear the signatures of a presenter and a seconder to the Senate Executive Committee. The Senate Executive Committee shall place the item on the agenda for one of the next two Senate meetings or refer the item to a specific committee. Disposition of such items shall be reported to the Senate.

Section 5. Processing of Matters Referred to Committee. Upon the completion of a committee's work, the chair shall submit its report to the Senate Executive Committee for placement on the Senate agenda.

Section 6. Disposition of Senate Findings.

A. The Senate shall make known the results of all Senate reports, recommendations, and polls to the Electorate and, if appropriate, to the College Administration.
B. A majority vote of the whole number of Senators shall be required for further action.
C. Senate recommendations for further action shall be presented to the appropriate governance committee.
D. If necessary, Senate recommendations for further action may then be presented to the College's Board of Trustees.

Section 7. Opinion Polling.

A. Whenever the Senate decides that a reasonable doubt exists as to the wishes of the faculty, it may direct the Elections Committee to conduct a poll of the Electorate before committing the faculty to a major action.
B. Fifteen percent of the Electorate, by submitting an appropriate petition to the Senate, shall cause a poll of the total Electorate to be taken on any relevant subject whether or not it has been previously considered by the Senate.

Section 8. Senate By-Laws. The Senate shall be responsible for constructing its own rules of operating procedure which shall be known as the Senate By-Laws and which shall have the status of By-Laws of this Constitution. Changes in the Senate By-Laws may be made by a majority vote of the whole number of Senators provided the change has been proposed at a previous regular meeting of the Senate. The Senate shall annually review the Senate By-Laws.

Section 9. Censure and Expulsion of a Senator.

A. The procedure for censure and expulsion shall be determined by the Senate and placed in the Senate By-Laws.
B. A two-thirds vote of the whole number of Senators shall be required for censure.
C. A three-fourths vote of the whole number of Senators shall be required for expulsion.

ARTICLE VII -- COMMITTEES

Section 1. Committee and Taskforce.
For the purpose of the Academic Senate, the terms committee and taskforce are inter-changeable.

Section 2. Operations Committees.

A. The Operations Committees of the Senate shall include the Senate Executive Committee and the Elections Committee.
B. Committee compositions and duties not otherwise mentioned in the Constitution shall be specified in the Senate By-Laws.

Section 3. Other Committees. Other committees may be established at the direction of the Senate or the Senate Executive Committee.

ARTICLE VIII -- BY-LAWS

Section I. Additions and Amendments. By-Laws to this Constitution may be adopted or amended by a two-thirds vote of the Senate provided the proposal has been introduced in writing at a previous regular or special Senate meeting.

ARTICLE IX -- AMENDMENTS

Section I. Proposal.

A. Amendments to the Constitution may be proposed by a majority vote of the whole number of Senators or by petition signed by 25% of the Electorate and presented to the Senate Executive Committee.
B. All proposed amendments shall be submitted in writing to the Electorate at least one week prior to voting.

Section 2. Ratification.

A. To be adopted, the proposed amendment shall require a two-thirds majority of votes cast by the Electorate.
B. An amendment shall become effective immediately, unless otherwise provided.

ARTICLE X REFERENCES

Section I. Attachments.

A. Title 5, Section 53200 (b) – Academic Senate
B. AB-1725 – Shared Governance (1988)
C. Brown Act – Open Meeting Laws in California
D. IVC Code of Ethics – Resolution No. 0607-02 (Nilson/Seivertson)
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ACADEMIC SENATE OF
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ARTICLE I -- GENERAL COMMITTEE PROVISIONS

Section 1. Committee and Taskforce. For the purpose of the Academic Senate, the terms committee and task force are inter-changeable.

Section 2. Selection of Committee Members. Members and chairs of Senate committees and Senate representatives on college governance and other committees shall be appointed by the Senate Executive Committee, unless otherwise specified in the Constitution or By-laws. The Senate, however, can at any time decide to make any of these appointments itself.

Section 3. Terms of Committee Members. The term of office of any committee member appointed in Section 1 is one year or the duration of the committee itself, whichever is shorter. Any such appointment may be renewed without restrictions.

Section 4. Meetings of Senate Committees.

A. Meetings shall be called by the chairperson of each committee.
B. Should the chairperson fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by a majority of committee members provided that all members, including the chairperson, are given sufficient notice.

Section 5. Quorum. A majority of members shall constitute a quorum for any Senate committee.

ARTICLE II -- OPERATIONS COMMITTEES

Section 1. The Senate Executive Committee.

A. **Duties.** It shall be the duty of the Senate Executive Committee:
   1. To consider such matters as fall within the purview of the Senate, to formulate recommendations and opinions on these matters, and to forward such recommendations and opinions to the Senate or the appropriate committees;
   2. To schedule meetings of the Senate and prepare the agenda;
   3. To request the presence of any individual(s) who may be needed to facilitate the business of the meeting(s);
   4. To propose to the Senate amendments to the Constitution, and By-laws of the Senate;

5. To secure nominations for elective officers of the Senate;
6. To act as liaison committee between the Senate and the College Administration and the Board of Trustees, and between the Senate and relevant statewide agencies;
7. To appoint members and/or chairs of Senate committees, governance committees, and other committees as needed;
8. To appoint the Budget and Planning Committee Representative.

B. **Meetings.** The Executive Committee shall meet at least one week prior to each regular meeting of the Senate and at other times when called by the President.

Section 2. The Elections Committee.

A. **Composition.** The Elections Committee shall consist of the Secretary of the Senate, who will be its chair, and at least two other members, one of whom must be a Senator. Members of the committee, other than the chair, shall be appointed by the Senate Executive Committee.

B. **Duties**. It shall be the duty of the Elections Committee:
1. To devise procedures for election of members to the Senate and the election of Senate Officers;
2. To supervise and, when appropriate, administer all elections of members to the Senate and officers of the Senate in compliance with the Senate Constitution, the Election Code of the Senate By-Laws;
3. To prepare and publish all election documents and all other communications between the Senate and the Electorate regarding elections, including:
   a) an annual Senate Rotation Schedule,
   b) announcements,
   c) forms for nomination by petition,
   d) forms for self-nominations to elect the Senator from the voting Part-Time Academic unit,
   e) ballots for election of Senate representatives,
   f) announcements of election results;
4. To assume the responsibility for filling vacancies in the Senate in accordance with the Election Code of the Senate By-Laws;
5. To conduct all opinion polls as directed by the Senate;
6. To act as tellers for Senate Elections and to report the results to the Senate;
7. To resolve cases of doubt as to eligibility for election to any office, for membership in the Senate, or for membership status in the Electorate.

C. **Voting**
1. All actions of the Academic Senate are binding unless or until they are repealed either by the Academic Senate or by a faculty vote. In the case of the faculty vote, at least two-thirds of the faculty (not merely two-thirds of those voting) shall constitute a decision to repeal an action of the Academic Senate.
2. Resolutions may be drafted in committee or by individuals who are Academic Senators. The attached form must be completed to present the resolution.
3. Resolutions should be submitted for first reading at an Academic Senate meeting. Action may be taken at a following meeting. This process may be changed by a suspension of the rules as defined by *Robert's Rules of Order, Revised* for urgent situations.
4. Resolutions for action should be attached to the meeting agenda and distributed to the faulty at least three days in advance of the scheduled meeting.
5. Resolutions submitted for first reading should correspond to an identified agenda item. Copies for distribution should be available at the Academic Senate meeting.
6. Resolutions may be amended for further clarification, addition, or deletion, as defined by *Robert's Rules of Order, Revised*.
7. Resolutions may be substituted with another resolution on the same topic. The substitution should be submitted in writing before considering the original resolution.
8. Resolution amendments and/or substitutions will be considered before the original resolution.
9. Discussion on resolutions or amendments should have a pre-set time limit.
10. While the Senate is debating a motion, the president may recognize pro and con arguments alternately, as defined by *Robert's Rules of Order, Revised*.
11. Any attendee at the Senate meeting may engage in the debate if recognized by the Academic Senate President.

12. A majority of the voting Senate members present may carry a resolution.
13. Approved resolutions should be forwarded to the appropriate parties by the Academic Senate President.

ARTICLE III -- STANDING COMMITTEES

Section 1. Standing Committees of the Academic Senate. The Standing Committees of the Senate shall be:

1. Basic Skills Initiative Committee
2. Budget and Planning Advisory Committee
3. Curriculum Committee
4. Distance Education Committee
5. Equivalence Committee
6. Student Learning Outcomes Committee

Section 2. Composition and Duties of the Standing Committees.

A. Basic Skills Initiative Committee.

1. **Composition.**
   The committee is composed of Basic Skills Coordinator, Faculty Representative from Math, Faculty Representative from reading, Faculty Representative from writing, Faculty Representative from ESL, Faculty Representative from Career Technical, Faculty Representative from a non-basic skills discipline, Representative from Counseling, English Department Chair, Math Department Chair, ESL Department Chair, VP of Academic Services, Instructional Support Assistant and any other faculty who wishes to participate.
2. **Duties.**
   The mission of the Basic Skills Committee for Imperial Valley College is to find ways to increase student success and retention rates in basic skills classes involving reading, writing, ESL, and math; to increase student skill levels in these areas so that students are better prepared for their academic and career goals; to provide training for IVC instructors so that they can better understand and teach basic skills students; and to generally support best practices to achieve these ends.

   The function of the committee is to develop policies necessary to the implementation of the Basic Skills Initiative mandated by the State.

B. Budget and Planning Advisory Committee.

1. **Composition.** The Budget and Planning Advisory Committee shall consist of the President of the Senate or his/her designee, the Senate representative to the Budget and Planning Committee, three senators selected by the Senate Executive and approved by the Senate, and two additional faculty members selected by the Senate Executive and approved by the Senate.
2. **Duties.** The Budget and Planning Advisory Committee shall have the following duties:
   a. Define and implement the Academic Senate's role in the college's budget process.
   b. Make recommendations regarding the Imperial Valley College's budget.
   c. Develop budget recommendations for initiatives approved by the Senate, or referred by the Senate Executive.

C. Curriculum Committee.

1. **Composition.**
   a. **Voting Members.** The voting members shall be the Chief Instructional Officer (CIO); Academic Senate Representative; Department Chairpersons; Distance Education Coordinator; Disabled Student Programs and Services Director; Counseling Representative; Articulation Officer; Assistant Librarian; and Associated Student Government Representative. The Chair of the Curriculum Committee shall be selected from among the voting faculty

membership of the committee. The Curriculum Committee members shall attend all Curriculum meetings or send their proxy representative.

b. **Consulting Members.** The consulting members shall be the Division Deans; Basic Skills Coordinator; Vice President for Student Services; Director of Admissions and Records; Matriculation Director; Child, Family and Consumer Sciences Director; Transfer Center Director; Non-Credit Coordinator; and SLO Coordinator.

2. Duties. The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgment of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are:

a. Curriculum, including establishing prerequisites and placing courses within disciplines;
b. Degree and certificate requirements;
c. Grading policies.

In addition, graduation requirements, general education requirements, transfer requirements, articulation agreements and other matters relating to the curriculum may be reviewed by the Curriculum Committee for formulating policy recommendations and procedures to the Academic Senate.

The Curriculum Committee shall also serve in an advisory capacity to the Academic Senate and the Chief Executive Officer, as the Board of Trustees designee, on academic and professional matters on areas where mutual agreement must be reached before being submitted to the Board of Trustees. The eight areas that the Curriculum Committee shall provide policy recommendations procedures to the Academic Senate and the Chief Executive Officer are:

d. Educational Program development;
e. Standards of policies regarding student preparation and success;
f. College governance structures, as related to faculty roles;
g. Faculty roles and development in accreditation processes;
h. Policies for faculty professional development activities;
i. Processes for program review;
j. Processes for institutional planning and budget development;
k. Other academic and professional matters as mutually agreed upon.

In addition, community needs assessments, instructional methodologies, catalog and schedule development, and other matters relating to programs and instruction may also be reviewed by the Curriculum Committee for formulating policy recommendations and procedures to the Academic Senate and the Chief Executive Officer.

3. Meeting Schedule. The regular meetings of the Curriculum Committee are held the first and third Thursdays of each month at 3:05 p.m. in the Board Room.

4. Operating Guidelines. The Chief Instructional Officer and the Academic Senate representative will co-chair the committee. Both the Chief Instructional Officer and the Academic Senate representative will sign off on approved committee action. Per Board Resolution No. 10641 (Shared Governance) both the Chief Instructional Officer and the Academic Senate President will address the Curriculum items to the Board of Trustees.

Items approved by the Curriculum Committee will be sent to the Academic Senate for action prior to being placed on the agenda for the Board of Trustees.

The Chief Instructional Officer is responsible for providing clerical and administrative support to prepare and distribute agendas and minutes, place Curriculum matters on the Board agenda, and coordinate projects as directed by the Curriculum Committee.

D. Distance Education (DE) Committee.

1. **Composition.** The Committee shall be comprised of the following: administrative representative (Co-Chair); Distance Education Coordinator (Co-Chair); five faculty representatives (including at least one non-teaching); classified representative; technology representative; DSPS representative.

   All committee members need to have taken or taught an online class using the Etudes course management system. The Academic Senate will approve all faculty positions; the remaining positions will be appointed by the bargaining unit representative or division head in consultation with the Co-Chairs and the Vice President of Academic Services.

   Terms for all members shall be for two years with the exception of the Distance Education Coordinator and the DSPS representative.

2. **Duties.** The purpose of the Distance Education Committee will be to advise the Senate, its Curriculum subcommittee, and the Technology Planning Committee on designs, implementation strategies, resources needed, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining, enhancing, and evaluating high standards of academic quality, at a level appropriate to the students for which the content is developed.

   The function of the Distance Education Committee is to develop and review policies and procedures necessary to the implementation and evaluation of the distance education program at Imperial Valley College.

3. **Meeting Schedule.** The regular meetings of the DE Committee are held once a month, on the first Thursday, in the A&R Conference Room.

E. Equivalence Committee.

1. **Composition.** The Equivalence Committee shall be made up for five (5) members consisting of the following:
   a. Three (3) faculty members, appointed by the Academic Senate President with the consent of the Academic Senate, who serve two year terms; plus
   b. Two (2) faculty members with expertise in the discipline in which the applicant is to serve shall be assigned by the discipline Department Chair for each applicant. One of these faculty members can be the Department Chair. If necessary, a faculty member from a reasonably related discipline can be appointed by the discipline Department Chair or Division Dean responsible for that discipline;
   c. The Academic Senate shall appoint an alternate faculty member to serve as a substitute for any of the appointed faculty members who are unavailable to review an application for equivalence on a case by case basis. This alternate will also serve a two year term.

   The Vice President of Academic Services (CIO) or a designated educational administrator will have oversight of the process but does not have a vote and cannot grant equivalence. The Vice President of Academic Services (CIO) or a designated educational administrator can call a meeting of the Equivalence Committee to discuss a decision made by the committee.

   It is recommended that the terms of Academic Senate appointees be staggered to maintain consistent expertise on the Equivalence Committee at all times.

2. **Duties.**
   a. To assure campus-wide consistency in applying equivalence criteria, the Human Resources Office shall send to the Equivalence Committee all applications which fail to meet minimum qualifications.

b. For approval of equivalence, a majority vote of the Equivalency Committee is required. A majority of the members of the committee shall constitute a quorum, however at least one division/department representative must be in attendance for a decision to be rendered.
c. The Equivalence Committee shall make its recommendations to the Selection Committee in a timely manner or to the Department Chair/Division Dean in the case of a part-time faculty hire.
d. A disposition form will be completed for each candidate considered for equivalence and kept on file in the Human Resources Office with a copy sent to the Office of Instruction.

F. Student Learning Outcomes (SLO) Committee.

1. **Composition:** In order to compose a campus-wide committee made up of teaching faculty, non-teaching faculty, and staff representatives, the SLO Committee shall be comprised of the following: SLO Coordinator – Chair; Vice President of Instruction or designee; four (4) At-large Teaching Faculty Representatives, each from a different division; two (2) At-large Non-Teaching Faculty Representatives, each from a different division; and two (2) Classified Representatives, each from a different division
2. **Duties.**
   a. **Mission Statement:** The vision of Imperial Valley College's Student Learning Outcomes Committee is to nurture a culture of improvement by measuring student learning across the institution; facilitating ongoing collegiality; promoting self-reflective dialog; and celebrating diversity.
   b. In effort to further its vision, the SLO Committee will strive to:
      1) Educate the campus community about outcomes and assessments,
      2) Provide outcome and assessment tools and resources to the campus community,
      3) Manage outcome data and the evaluation processes,
      4) Assess and improve the outcome cycle.
   c. The SLO Committee will conduct an annual review of the outcomes process and implement improvements based on our findings.
3. **Training:** At this time, all new committee members are requested to use the IVC SLO Committee website as a self-study in which to learn more about the outcomes process at IVC and other campuses. Books on outcomes are also available in the Library "Reserve" section.

ARTICLE IV -- ELECTION CODE

Section 1. Voting Units.
Voting units shall consist of recognized divisions and/or service areas. The purpose of establishing a division is to provide a broad and varied basis for representation in the Senate.

Section 2. Senate Composition.

A. The Senate shall consist of an appropriate number of members to allow representation from each Division and Part-Time faculty area, together with the maintenance of at least nine At Large representatives, in accordance with the Senate By-Laws.
B. The following service area of the college shall be considered a voting unit and shall have independent Senate representation:
   1. Part-Time Faculty.
C. Senate Composition:
   1. The Senate shall consist of twenty-eight (28) members.
   2. The Senate shall be composed as follows:
      a) Academic Senate President, elected at large;
      b) Nine (9) Senators, elected at large;
      c) Division Representatives as follows:
         1) Arts, Letters, and Learning Services—four (4) representatives
         2) Economic and Workforce Development—three (3) representatives
         3) Health and Sciences—four (4) representatives
         4) Student Services—two (2) representatives

3. Two part-time faculty Senators, elected by the part-time faculty.
4. Ex officio participants (non-voting members):
   a) Immediate Past President,
   b) Vice-president of Academic Services;
   c) Student representative.

Section 2. Division Unit Affiliation and Election.
A Regular Member of the Electorate Members shall be considered, for election purposes, to be in that division voting unit in which the majority of his or her professional time is spent, unless in the judgment of the Elections Committee the best interest of the College will be otherwise served. Regular Electorate members whose professional time is equally divided between two divisions must officially declare their exclusive affiliation through the Elections Committee.

Section 3. Elections, Terms of Office, and Vacancies.
A. Nomination, Election, and Vacancies of Senate Members.
   1. The Electorate shall elect the Senate President in the first eight weeks of the spring semester.
   2. Full-time faculty shall elect their senators during the first eight (8) weeks of spring semester of each year.
   3. For terms that expire on the last day of the spring semester of that year, the Chair of the Election Committee shall issue to each qualified member of the faculty a notice of vacancy and a blank declaration of candidacy.
   4. A signed statement of declaration of candidacy must be returned to the Chair of the Election Committee no later than one week from the date and hour of the notice.
   5. A sample ballot indicating certified candidates, time, date, and place of the election shall be distributed to each faculty member no fewer than five days before the election.
   6. Absentee ballots may be obtained from the Chair of the Election Committee.
   7. Elections shall be conducted by secret ballot.
   8. Immediately following the voting, a team of no fewer than three faculty members, including an Academic Senate member, shall count the ballots and certify with their signatures, the results of the election and report the results to the faculty.

Section 3. Service Area Affiliation.
Part-Time faculty shall be considered, for election purposes, to be in the Part-Time Academic Unit.

Section 4. At-Large Senators.
A. The Senate shall consist of an appropriate number of members to allow representation from each Division and Part-Time faculty area, together with the maintenance of at least nine At Large representatives, in accordance with the Senate By-Laws.
B. All members of the electorate are eligible to serve as At-Large Senators. At-Large Senators may be nominated by Division Voting Units, as specified in the Constitution, or by petition. Petitions may be circulated and signed by any member of the electorate, but no member of the electorate may sign more than one petition to be submitted for any one election. Petitions must be specific and include the signatures of the proposed nominee, the nominator and the seconder, each of whom must be a member of the Senate Electorate. Petitions bearing at least twenty (20) additional qualified signatures and submitted to the Senate Elections Committee at least fifteen (15) days prior to distribution of the Senate ballot, shall qualify the specific nominee for inclusion in the election.

Section 5. Voting.
Voting shall be in accordance with the Senate Constitution and By-Laws, and by procedures established by the Elections Committee. Voting shall be under the supervision of the Elections Committee or its appointed representative(s). Only Regular faculty may vote for Division representatives to the Academic Senate; only Part-Time faculty may vote for the Part-Time Academic representative to the Academic Senate. All faculty may vote for Senators-at-Large.

Section 6. Rotation of Membership.
An annual Senate Rotation Schedule shall be prepared and published by the Elections Committee and posted on the Academic Senate web site at the beginning of each academic year by the Chair of the Election Committee.

Section 7. Time.
The Elections Committee shall submit the election results to the Senate Executive committee at least one week prior to the first regularly scheduled Senate meeting in April. Within one week after the close of all special elections, the Elections Committee shall submit to the Senate Executive Committee the election results.

Section 8. Vacancies.

A. The Senate seat of an elected member shall be declared vacant when a Senator:
   1. resigns from the Senate,
   2. is absent without proxy from three regular or special Senate meetings during one academic year,
   3. no longer meets eligibility requirements,
   4. accepts a leave of absence of any kind for one semester or longer,
   5. is expelled from the Senate,
   6. is recalled by area of representation.

B. **Senators-At-Large:** If additional At-Large Senators are required according to the Senate By-Laws, those positions will be filled through the procedures established in the Senate By-Laws. If fewer At-Large Senators are required according to the Senate By-Laws, that number will be decreased at the next general election. Senate terms of less than three years may be necessary to maintain the Senate Rotation Schedule which require approximately one-third (1/3) of the terms to expire each year. In the event of a vacancy of a Senator-at-large, the runner-up candidate in the most recent past at-large election will be appointed to serve out the remainder of the term.

C. **Division Senators:** In the event of a vacancy of a Division's Senator, the Division shall elect a replacement Senator who shall serve for the remainder of the term.

D. Vacancies on the Academic Senate shall be declared in the following manner:
   1. Within ten (10) days following the declaration by the President of vacancies due to absences or resignation, the Chair of the Election Committee shall issue to each qualified faculty member a notice of the unexpired term and a blank declaration of candidacy.
   2. Within ten (10) days following the declaration by the President of a temporary vacancy (e.g., sabbatical leave), the Chair of the Election Committee shall issue to each qualified faculty member a temporary vacancy and a blank declaration of candidacy.

E. A signed statement of declaration of candidacy must be returned to the Chair of the Election Committee no later than one week from the date and hour of notice.

F. A sample ballot indicating certified candidates, and the time, date, and place of the election shall be distributed to each faculty member no fewer than five days before the election by Chair of the Election Committee.

G. Absentee ballots may be obtained from the Chair of the Election Committee.

H. On election day, the Chair of the Election Committee shall set up a poll with a voting booth and a ballot box in the faculty lounge.

I. Immediately following the closing of the polls, a team of no fewer than three full-time faculty members with an Academic Senate member shall count the ballots and certify with their signatures the results of the election and report the results to the faculty.

J. Academic Senators must be elected by a majority vote.

ARTICLE V -- SENATE FUNDS

Section 1. Senate Budget.

A. The Treasurer of the Academic Senate shall submit a proposed budget at the May meeting of the Senate, and a Budget Review shall be held in February.
B. Senate books shall to be subjected to audit by an outside examiner at the request of the President or Senate Executive Committee.

Section 2. Expenditures.

A. The President may authorize expenditures from Senate funds up to the amount of $150.00.
B. Expenditures of more than $150.00 but less than $200.00 may be authorized by the Senate Executive Committee.
C. Expenditures of more than $200.00 shall require approval by majority vote of a quorum of the Senate in advance of the expenditure.
D. After appropriate approval, requests for reimbursement of any expenses incurred in the interests of the Academic Senate for conference attendance, retreats, or participation in Senate sponsored off-campus activities shall be submitted to the Treasurer of the Academic Senate on the Standard College Conference Request Form, no fewer than ten (10) working days in advance of the expenditure. Either a copy of the Standard Form or an "Absent from Campus" form shall be forwarded to the Vice President of Instruction prior to the event, so that persons representing the Senate at conferences and retreats are protected by college insurance.
E. Requests for reimbursement for expenses incurred in the interest of the Academic Senate shall be submitted to the Treasurer of the Academic Senate accompanied by proof of prior approval of the appropriate body of the Academic Senate and documentation of expenses, including receipts.

Section 3. Access to Senate Funds.

All requests for withdrawals, including those for scholarships, shall be submitted to the Treasurer. In the absence of the Treasurer, vouchers may be signed by the President.