

ACADEMIC SENATE OF IMPERIAL VALLEY COLLEGE BYLAWS

Approved November 19, 2014

TABLE OF CONTENTS

ARTICLE I	GENERAL COMMITTEE PROVISIONS
ARTICLE II	OPERATIONS COMMITTEES
ARTICLE III	STANDING COMMITTEES
ARTICLE IV	ELECTION CODE
ARTICLE V	SENATE FUNDS

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 Bylaws. 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 two years or the duration of the committee itself, whichever is shorter, unless otherwise specified in the Constitution or Bylaws.

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 Bylaws of the Senate;

5. To secure nominations for elected 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;

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 and the Election Code of the Senate Bylaws;
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) self-nomination forms for election of Senator for 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 Bylaws;
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.
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 faculty 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 made 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 preset 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. Bookstore Committee
3. Budget and Planning Advisory Committee
4. Curriculum Committee
5. Distance Education Committee
6. Equivalence Committee
7. Faculty Orientation Committee
8. Learning Support Services
9. Student Learning Outcomes Committee

Section 2. Composition and Duties of the Standing Committees.

A. Basic Skills Committee

1. **Composition**

The committee is composed of Basic Skills Coordinator, one Faculty Representative from Math, one Faculty Representative from reading, one Faculty Representative from writing, one Faculty Representative from ESL, one Faculty Representative from Career Technical, one Faculty Representative from a non-basic skills discipline, one Representative from Counselling, the English Department Chair, the Math Department Chair, the ESL Department Chair, the Math Lab Coordinator, and the Reading and Writing Lab Tutoring Specialist. .

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. Bookstore Committee.

1. **Composition.** The chairperson of the committee shall be the Lead Librarian the first year, and then the faculty member will be decided again the second year. Other committee members include classified staff, a student, a faculty member, and the manager of the Bookstore.

2. **Duties.** The purpose of the Bookstore Committee is to resolve issues regarding bookstore and campus issues, as well as make recommendations to benefit the college.

C. 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.

D. 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; Lead 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; Student Success & Support Program 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, the Chief Executive Officer, and as the Board of Trustees designee, and 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:

- a. Educational Program development;
- b. Standards of policies regarding student preparation and success;
- c. College governance structures, as related to faculty roles;
- d. Faculty roles and development in accreditation processes;
- e. Policies for faculty professional development activities;
- f. Processes for program review;
- g. Processes for institutional planning and budget development;
- h. 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 Academic Senate representative will 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.

E. Distance Education (DE) Committee.

1. Composition.

The Committee shall be comprised of the following: administrative representative (Co-Chair); Distance Education Coordinator (Co-Chair); six faculty representatives (including non-teaching and one part-time); classified representative; technology representative; DSPS representative; student representative.

All committee members need to have taken or taught an online class using the Blackboard 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..

F. 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.

G. Faculty Orientation Committee.

- 1. Composition. To be determined**
- 2. Duties. To be determined**

H. Learning Support Services Committee.

1. Composition.

The chairperson of the committee shall be the Dean of Arts, Letters, & Learning Services. Other committee members include Librarians, Tutorial Specialists, one student appointed by the ASG, and an indefinite number of faculty representing various disciplines.

2. Duties.

The purpose of the Learning Support Services Committee is to communicate about and provide support for the various aspects and programs of the Learning Services Department.

I. 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 Bylaws.
- 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-nine (29) members.
 2. The Senate shall be composed as follows:
 - a) Academic Senate President, elected at large;
 - b) Nine (9) Senators, elected at large;
 - c) Two Senators per Division (14), elected by the members of the following divisions:
 - 1) Arts and Letters;
 - 2) Behavioral and Social Sciences;
 - 3) Economics and Workforce Development;
 - 4) Health and Public Safety;
 - 5) Learning Services;
 - 6) Science, Math, and Engineering;
 - 7) Student Services.
 3. Two part-time faculty Senators, elected by the part-time faculty.
 4. Ex officio participants (nonvoting members):
 - a) Immediate Past President,
 - b) Vice President of Academic Services;
 - c) Student representative.

Section 3. 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 4. 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 5. Service Area Affiliation.

Part-Time faculty shall be considered, for election purposes, to be in the Part-Time Academic Unit.

Section 6. 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 Bylaws.
- 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 7. Voting.

Voting shall be in accordance with the Senate Constitution and Bylaws, 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 8. 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 9. 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 10. 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 Bylaws, those positions will be filled through the procedures established in the Senate Bylaws. If fewer At-Large Senators are required according to the Senate Bylaws, 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.