

## BYLAWS of the San Bernardino Valley College Academic Senate

### **ARTICLE I: Membership**

Section 1: The conditions for membership in the Academic Senate shall be as defined in the Constitution of the San Bernardino Valley College Academic Senate.

### **ARTICLE II: Duties of Members**

Section 1: The duties of the members of the Academic Senate include: representing their Division at Senate Meetings, providing a means of communication between Senate and the faculty, and participating in the work of the Senate as an officer or committee member.

### **ARTICLE III: Apportionment of Regular and Adjunct Senators**

Section 1: Regular Senators shall be apportioned according to the total number Faculty Members in each Division. Faculty members are defined as faculty, contractual or otherwise, with the equivalent of more than one-half of a full-time load. All such faculty will be counted in the Division in which they carry their majority workload. Where workload is evenly divided between two or more Divisions, the Divisional Assignment will be determined by mutual agreement among the Divisions involved, or in the case of a lack of agreement, by lottery. The Faculty Member count will include personnel on sabbatical or other leave so long as such leave does not exceed one year and so long as the position is not counted twice. (4/04/75) Each division shall be entitled to at least one (1) representative. In totaling division membership for representation on the Academic Senate, each major fraction of five (three) will entitle a division to an additional representative. Each representative shall be elected for a maximum of no more than three (3) years. but representatives may succeed themselves.

Section 2: Adjunct Senators representing part-time faculty shall be apportioned so that one Senator represents each 125 adjunct faculty bargaining unit members or major fraction thereof. For apportionment purposes, regular faculty members who teach overloads on an hourly basis shall not be counted as adjunct faculty. Adjunct Senators shall be elected at large rather than as representatives of Divisions. Adjunct Senators will attend all regular and special meetings of the Academic Senate and they will have voting rights in all Senate business. (4/12/95)

### **ARTICLE IV: Election of Regular Senators**

Section 1: All faculty members with a full-time contract and serving a majority of that time in a Division may participate in an election for Senators in that Division. (2/13/74)

Section 2: The Senate Elections Committee shall conduct Elections to the Senate within each Division of the College. For purposes of representation in the Senate, all counseling faculty not already represented will be considered a Division and all library faculty not already represented will be considered a Division. (5/15/13) The elections shall be held during the Spring Semester at such time as will permit the selection of Senators prior to the final preparation of the Fall Class Schedule. Announcements of elections will be circulated as soon after March 1 as possible. A special division may be formed when indicated by the Elections Committee and approved by the Senate to ensure that all faculty on campus are represented on the Academic Senate.

Section 3: A division senator from the Elections Committee will coordinate the election for their division. The division coordinator will solicit candidates from eligible faculty within the division. (2.6.19)

Section 4: The candidates are elected by popular vote. The division coordinator shall conduct a confidential election by paper ballot, email, or online voting. Elections shall conclude by April 15th and results shall be given to the Elections Chair. (2.6.19)

Section 5: The Elections Chair shall confirm all appointments of new Senators and prepare the full Senate Roster for the upcoming academic year by May 1st. (2.6.19)

Section 6: Senators elected at the regular elections will begin serving on the first day following Commencement. Their terms shall usually be for three years and they may succeed themselves. However, for Divisions having more than one Senator, the Elections Committee shall endeavor to provide for staggered terms. This shall be done by establishing that one or more of the terms be for less than the normal three-year period. Senators who are to fill short terms shall be determined by lot from among those chosen at the election. (5/12/93)

Section 7: To fill vacancies and to adjust to Divisional growth, a special election may be held during the first semester of each academic year, using a time schedule similar to that used in the regular elections. The announcement of such a special election is to be distributed to the appropriate Division no later than the Monday of the third week of instruction. The term of office of Senators elected at a special election shall begin immediately upon the official announcement of the election results.

Section 8: To fill a position declared vacant, a special election may be held by the Division. The division coordinator and Elections chair shall work together to conduct the special election. The announcement of the special election and call for candidates is to be distributed to all Division faculty at least two weeks prior to the special election. The division coordinator and Elections chair shall work together to conduct a confidential election by paper ballot, email, or online voting and shall confirm all appointments. A special election for a vacant senator position shall be completed at least 4 weeks prior to an officer election. (2/7/24)

Section 9: Vacancies on the Senate between elections resulting from leaves or resignations may be filled temporarily by an appointment made by other Senators from the Division involved. Such appointees shall only serve until a regular or special election is held. In the event a Division is represented by only one Senator, the temporary appointment to fill that vacancy may be made by the Chair of the Elections Committee. (3/14/79)

Section 10: No elected Senator, once his or her term has begun, shall have his/her term in office reduced, except as provided in paragraph 141. (3/14/79)

Section 11: A Senator must attend or be represented by proxy for at least five out of every nine meetings or that Senator shall be terminated as a member and a new election to replace that person shall be called. (3/14/79) Attendance is defined as physical presence at the meeting (11/12/02).

## **ARTICLE V: Election of Adjunct Senators**

Section 1: Adjunct Senators shall be elected to serve a one-year term, commencing at the first Fall Senate meeting following their election. (4/12/95)

Section 2: In order to be elected to serve as Adjunct Senator, a nominee must be employed as a member of the faculty bargaining unit at SBVC. If the number of nominees is less than or equal to the number of vacant positions, then the nominees shall be declared elected. Vacancies unfilled by election shall go unfilled be appointed by the President after nominations by Senators. (2/06/19) Adjunct faculty eligible to nominate themselves will be notified and sent the necessary forms at least two weeks prior to the closing date for nominations. Each nominee will submit a brief biographical summary and a declaration of intent to serve during the academic year along with his or her nomination form. (4/12/95)

Section 3: Election of Adjunct Senators shall be conducted by the Standing Committee on Elections at the second regular meeting of the Academic Senate in the Fall Semester. All nominees shall be listed on the ballot in alphabetical order, and brief biographical information about each nominee shall be included with the ballot. A confidential election shall be conducted using printed ballots, email or online voting. (4/12/95)

Section 4: Candidates receiving a majority of votes cast shall be considered elected as Adjunct Senators. (4/12/95)

Section 5: If a duly elected Adjunct Senator is not able to complete their term of office, the President of the Senate shall appoint a replacement to serve out the balance of their term. (4/12/95) (2.6.19) (12.2.20)

## **ARTICLE VI: Officers**

Section 1: Two candidates for the office of Senate President shall be selected by the Academic Senate from nominations made by and from the faculty at large, including nominations from the floor of the Academic Senate. The President will then be chosen by a secret ballot of faculty with more than one-half of a full-time contract no later than December 15 for the following fall term. During the spring semester prior to the president-elect taking office, the president-elect shall be a member of the Executive Committee. (11/12/02) The President shall serve a two-year term in office, and during this time will be considered a member-at-large of the Senate, not a representative of the Division of which the President is a member. The position of President carries no less than 0.67 reassigned time, per semester (12.2.20). In the event there is only one candidate, the ballot must include a space for a write-in candidate. (3/03/71) (2/13/74) (3/17/88) The president shall not serve more than two consecutive terms, but may return to stand for re-election after at least one term out of office. (4/15/15)

Section 2: The election of the Vice President and Secretary shall be staggered with the Vice President elected for two years in the spring of even years and the Secretary elected for two years in the spring of odd years.

### **A. Vice President**

1. An all-faculty election of the Senate Vice-President shall take place during the spring semester and be announced no later than the last meeting of the academic year. Their term of office shall be two years, and the Vice-President of the Senate may succeed themselves.

2. All current senators who have served the previous academic year prior to a Vice-President election are eligible to be nominated. It is advisable that candidates have at least one year of experience as an executive committee member or two years' experience as a senator. Senators can self-nominate. In the event there is only one candidate for Vice-President, the ballot must include space for an eligible write-in candidate.
3. If the Vice-President, during the first year of their term, relinquishes their position, the Academic Senate Executive Committee shall appoint an executive committee member or a sitting senator to serve in the position for the rest of the academic year and an election for the Vice-President to coincide with the Secretary election will be held in the spring to complete the second year of the term.
4. If the Vice-President, during the second year of their term, relinquishes their position, the Academic Senate Executive Committee shall appoint an executive committee member or a sitting senator to serve in the position for the rest of the term. The appointment is confirmed by popular vote of the Academic Senate.  
(4/17/24)

## **B. Secretary**

1. An all-faculty election of the Secretary shall take place during the spring semester and be announced no later than the last meeting of the academic year. Their term of office shall be two years, and the Secretary of the Senate may succeed themselves.
2. All current senators are eligible to be nominated for the election of Secretary. It is advisable that candidates have at least one year of experience as a senator. Senators can self-nominate. In the event there is only one candidate for Secretary, the ballot must include space for an eligible write-in candidate.
3. If the Secretary, during the first year of their term, relinquishes their position, the Academic Senate Executive Committee shall appoint a sitting senator to serve in the position for the rest of the academic year and an election for the Secretary to coincide with the Vice-President election will be held in the spring to complete the second year of the term.
4. If the Secretary, during the second year of their term, relinquishes their position, the Academic Senate Executive Committee shall appoint a sitting senator to

serve in the position for the rest of the term. The appointment is confirmed by popular vote of the Academic Senate. (4/17/24)

## **ARTICLE VII: Role of the Academic Senate President**

Section 1: The Academic Senate President plays a key role in making known the faculty recommendations with respect to academic and professional matters including 10+1, representing and promoting the collective interests of the faculty body, fostering collegiality and collaboration, and advancing academic excellence and integrity within the institution. Their leadership helps to ensure that faculty voices are heard, and that academic policies and decisions reflect the values and principles of higher education. (5/15/24)

Section 2: The position of President carries no less than 1.0 reassigned time, per semester. (5/15/24)

Section 3: General Responsibilities of the Academic Senate President (5/15/24):

- A. Advocate for faculty interests: Represent faculty concerns, resolve issues, and advocate for faculty development and funding.
- B. Promote an effective relationship with the Board of Trustees: Engage with the governing board, advocate for faculty positions, and participate in policy review.
- C. Maintain contact and involvement with the Academic Senate for California Community Colleges: Participate in statewide senate activities, attend meetings, and stay informed about legislative matters.
- D. Maintain effective relationships with other governance groups: Collaborate with bargaining units, students, classified professionals, and other college constituencies to address institutional issues and ensure effective participation.
- E. Develop local senate participation and leadership: Providing orientation, training, and mentorship to new and potential senate members to enhance participation and leadership.
- F. Foster communication and collegiality: Facilitate dialogue, ensure transparency, and maintain records to promote effective communication and collaboration among faculty and interest holders.
- G. Secure resources to ensure local Academic Senate success: Advocate for adequate resources and budget allocations to support the senate's activities and initiatives.
- H. Further efforts to appoint and retain qualified personnel: Participate in the hiring and evaluation processes, ensure faculty representation, and support diverse personnel.

- I. Organize and delegate authority by working with a local Academic Senate Executive Team: Delegate tasks, clarify roles, and foster collaboration within the senate's leadership team to effectively manage responsibilities.
- J. (More details can be found in the ASCCC Local Senate Handbook part III)

#### Section 4: Local Responsibilities of the Academic Senate President (5/15/24)

- A. The President of the Senate shall preside at meetings of the Executive Committee and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws and the Academic Senate Constitution.
- B. The President of the Senate shall preside at Academic Senate meetings and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws and the Academic Senate Constitution.
- C. The President shall represent the Academic Senate at all meetings of the Board of Trustees and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws and the Academic Senate Constitution.
- D. The President can call meetings of the Executive Committee and, with the approval of the Executive Committee, may call special meetings of the Academic Senate.
- E. The President is on the following committees:
  - 1. Chancellor's Council
  - 2. District Advisory Committees (or designee)
  - 3. Equivalency Committee
  - 4. SBVC College Council (Academic Senate President is co-chair)
  - 5. Tenure Review Committee and reports the results to the Senate (or designee)
  - 6. SBVC Academic Senate Executive Committee (at least the President (required), Vice President, Secretary, or designees) monthly meeting with SBVC Executive Team (during the Fall and Spring semesters) • SBVC Foundation (or designee)
- F. The President needs to regularly communicates with:
  - 1. Chancellor
  - 2. The College President
  - 3. The Vice President of Instruction
  - 4. The President needs to regularly reports out to:
- G. Board of Trustees (BoT) General Meetings
  - 1. The President (or designee) is the voting delegate at Fall and Spring Academic Senate for California Community Colleges (ASCCC) Plenary.

H. The President coordinates the assignment of Senate appointments on evaluation, hiring, and campus committees.

I. The President should regularly attend the SBVC President's Campus Wide updates, the State Chancellors' webinars, and communicate with the ASCCC as needed.

J. The President may appoint a designee as permissible to other committees except College Council and Equivalency Committee.

K. Documents that require the Senate President's signature must come to the Academic Senate for a 1st and 2nd read. (12.2.20)

#### **ARTICLE VIII: Role of the Academic Senate Vice President**

Section 1: The Academic Senate Vice President serves as a key partner and confidant to the President, providing support in various aspects of academic governance and helping to ensure the effective representation of faculty interests within the institution. (5/15/24)

##### **A. Responsibilities of the Academic Senate Vice President (5/15/24):**

1. Attend and participate in Academic Senate Executive Committee meetings and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws and the Academic Senate Constitution.
2. Attend and participate in Academic Senate meetings and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws and the Academic Senate Constitution.
3. Perform those duties of the Academic Senate President in their absence.
4. Assumes the role of the Academic Senate President in the event the current President is no longer able to continue in their duties.
5. Assumes the role of the Academic Senate President in the event the current President resigns, abandons or vacates the office, or no longer serves as faculty.
6. Conduct Academic Senate Meetings in absence of President.
7. Attend and report out at Board of Trustees meetings in absence of President.
8. Facilitates oversight of the Senate Standing Committees: Ensures membership is assigned and meetings are set.
9. Shall serve on at least one advisory committee as appointed by the Academic Senate President.
10. Shall serve as a communication liaison between the Academic Senate and the standing committees of the Academic Senate, between the



Academic Senate and the campus committees, and between the  
Academic Senate and the representatives of district advisory committees.

Section 2: Succession of the Academic Senate Vice President - The Academic Senate  
Vice President (5/15/24):

- A. Shall serve the remainder of Presidents term upon the current President resignation, abandonment or vacating of office, or discontinued service as faculty.
- B. Shall have the right to accept or deny the remainder of Presidents term.
- C. Shall remain as President Pro Tempore upon denying the remainder of Presidents term until an election can be held.
- D. If the President, during the first year of their term, relinquishes their position and the Vice President denies the remainder of Presidents term, an election for the President to coincide with the Secretary election will be held in the spring to complete the second year of the term.
- E. If the President, during the second year of their term, relinquishes their position and the Vice President denies the remainder of Presidents term, the Academic Senate Executive Committee shall appoint an executive committee member or a sitting senator to serve in the position for the rest of the term. The appointment is confirmed by popular vote of the Academic Senate.

Section 3: In the absence of both the President and the Vice-President, the Executive Committee shall appoint a Temporary Chairperson.

**ARTICLE IX:** Role of the Academic Senate Secretary

Section 1: The Academic Senate Secretary plays a vital role in supporting the effective functioning of the Academic Senate through meeting coordination and documentation, records management, and may serve as a point of contact for business related to the Academic Senate. (5/15/24)

Section 2: The position of Secretary carries no less than 0.2 reassigned time, per semester. (12.2.20)

Section 3: Responsibilities of the Academic Senate Secretary (5/15/24):

- A. Attend and participate in Academic Senate Executive Committee meetings and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws and the Academic Senate Constitution.

- B. Attend and participate in Academic Senate meetings and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws and the Academic Senate Constitution.
- C. Issue notices and conduct correspondence of the Senate unless otherwise provided for.
- D. Documents minutes of the Academic Senate and shall distribute a "Summary of Proceedings" to the faculty of the college.
- E. Maintain custody of all records and documents relating to the business of the Academic Senate.
- F. Maintain the Senate Website or collaborate with a website designee, including uploading current agendas and minutes.

Section 4: The President of the Senate may appoint a Parliamentarian who shall serve at the pleasure of the President.

Section 5: The officers of the Senate shall attend all meetings of the Senate and Executive Committee. Absence from these meetings can cause the President and/or the Executive Committee to request the officer's resignation. (11/12/02)

#### **ARTICLE X: Committees of the Senate**

Section 1: The Executive Committee: The Executive Committee shall be composed of the President, Vice President, Secretary, the past President, the Professional Development Coordinator (4/17/24), and the faculty chairs of the Curriculum, Program Review, and Accreditation and Outcomes Committees. (2/13/74) (4/15/15) (8.19.18) (12.2.20)

A. At-large members of the Executive Committee: There are three at-large members of the Executive Committee, an Academic, an Adjunct, and a Student Services At-Large Representative. A call for nominations to all full-time and adjunct faculty shall go out no later than the third week of August and are due September 1st.

1. Interested faculty should submit:

- a. Brief biographical information.
- b. Brief description of skills and experiences related to the Academic Senate or collegial consultation committees.
- c. Brief outline of the purpose or motivation for seeking the Academic Faculty At Large-Representative position.

2. If there is only one nominee for an at-large senator position, the Academic Senate shall confirm the nominees at the 1st meeting in September. In the event there are two or more nominees for an at-large senator position, the Academic Senate body will elect a candidate by popular vote. If there are no nominees for an at-large position, the election process will be repeated in September and October. If there are no nominees after the second process the Executive Committee may appoint a faculty member to serve in the position. (4/17/24)

Section 2: All decisions or recommendations purporting to issue from the Executive Committee shall have the approval of a majority of the Committee's membership. (4/15/24)

Section 3: The duties of the Executive Committee shall be to serve as a steering committee for expediting the affairs of the Senate in meetings with the Administration of the college and to serve as an advisory council for the President of the Academic Senate. (5/06/92)

A. Emergency business

1. If an item of emergency nature is brought before the Executive Committee, the Committee may call an emergency meeting of the full Academic Senate to consider the matter.
2. Notice of the Emergency Meeting, including the date, time, location, and agenda shall be sent to each Senate member at least 24 hours in advance.
3. Only those items of business on the agenda may be considered in an Emergency Meeting. (5/06/92)

Section 4: The Executive Committee shall:

- A. Meet at least once a month during Fall and Spring semesters and may schedule additional meetings online or in person as necessary. (8.19.18)
- B. Meet with authorized members of the College Administration at least once each month of the Academic Year.
- C. Prepare an agenda for the regular meetings of the Academic Senate.
- D. Have the authority to refer matters arising between regular meetings of the Academic Senate to appropriate committees for study and recommendation. All such interim referrals shall be reported to the Academic Senate at its next regular meeting.

- E. Assign Senators to membership on the several standing and ad hoc committees. Assignments shall be based on the stated preference of the Senators being assigned, where that is feasible. In all cases, however, the controlling consideration shall be the good of the Senate and the most effective discharge of its responsibilities to the faculty and to the College in general.

## **ARTICLE XI: Standing Committees**

Section 1: There shall be three standing committees: a Committee Elections, a Committee on Education Policy and Procedures, and a Committee on Personnel Policy. It shall be the duty of these committees to study and make recommendations concerning matters referred to them from the Senate or the Senate Executive Committee, and, in general, to concern themselves with matters affecting policy in the subject areas indicated by the titles of their respective committees. The officers of the standing committees shall consist of a chairperson who shall be appointed by the President of the Senate with the approval of the Senate Executive Committee. (4/04/75) (6/09/84) (11/20/24) The standing committees of the Academic Senate will be reviewed and appointed annually, no later than the last meeting in the Spring term. (4/15/15) Each senator will participate on at least one of the standing committees and will be appointed to the committee by the President and Committee Chairs before the second meeting of the Senate in the fall semester. (11/12/02) Committees shall meet the 4th Wednesday of the month during Fall and Spring semesters. (8.19.18) (12.2.20)

The chairperson of a standing committee may, with the approval of the committee, establish subcommittees and appoint committee members to the chair of such subcommittees as may be proper for the conduct of business.

Section 2: Elections Committee: The Elections Committee determines the need for elections, then conducts elections for faculty members to the Senate in conformity with these bylaws and the Constitution of the Academic Senate. Said elections include, but are not limited to, the Academic Senate President, full-time faculty senators, adjunct faculty senators, the Curriculum Chair, the Honors Chair, the Program Review Chair, and the Outstanding Faculty and Outstanding Adjunct Faculty elections. (revised 12.2.20)

### **A. Senate President Election:**

1. The Senate President is elected in the Fall for the following Fall. All full-time faculty members in good standing shall be allowed one vote. There is a two-year term for the Senate President. Senate

Membership: Each division will appoint, or if necessary, elect senators to serve in the Academic Senate. Senate membership by division will consist of 10% of the number of total full-time faculty in that division. Senators are elected for a three-year term. In addition to full-time faculty, two three at-large adjunct faculty may also serve on the Academic Senate. This election is held early in the Fall semester and adjunct faculty serve for the remainder of that academic year. Nominations and self-nominations are requested at the beginning of the Fall term. All current senators may vote in this election. (revised 12.2.20)

**B. Outstanding Professors:**

1. The Elections Committee conducts the election for Outstanding Professors (adjunct and full-time) in accordance with the Policy and Procedure for Selecting Outstanding Professors
2. Nominations for outstanding professors are requested via email in the Spring semester and voted on by faculty\*
3. Full-time faculty vote on the Outstanding Full-time and Outstanding Adjunct faculty member. Part-time faculty vote on the Outstanding Adjunct Faculty member.

Section 3: In conducting the noted nominations, assignments and elections, the Elections Committee will perform these actions in ways that support the college's mission, and with particular appreciation for the anti-racist, no-hate education to promote open and transparent processes, as well as collegial inclusion. (revised 2/6/19, 12.2.20)

**ARTICLE XII:** Educational Policy and Procedures Committee: The Educational Policy and Procedures Committee shall: (11/20/24)

1. report periodically to the Academic Senate on any legislative matters or proposals that would appear to have a significant bearing on the conduct of community college affairs.
2. investigate pending and current community college legislation and to keep the faculty informed as to the state of this legislation.

3. ensure that relevant legislation does not go unnoticed by faculty and to provide all faculty, with an emphasis on cultural inclusivity, with the opportunity to make their voices heard in Sacramento.
4. collect and integrate the diverse sources of information on legislation for dissemination to the faculty and to incorporate a diverse range of voices, perspectives, and input that truly reflect the campus community.
5. may also serve as a liaison with the community college legislative advocate only after thorough and careful consultation with the Academic Senate, ensuring that all faculty voices are heard. (4/04/75) (6/01/88) (12.2.20) (11/20/24)
6. shall collect and integrate the diverse sources of information on education policy for dissemination to the faculty and to serve as a liaison among the Academic Senate and the campus. These may include policies to be implemented either locally or at the state level, suggested positions on proposed policies or changes in existing policies, and responses to assignments given by the Academic Senate. (5/13/20) (12.2.20) (11/20/24)
7. shall track, review, provide recommendations for, and report on Board and Administrative Policies for review by the Academic Senate

**ARTICLE XIII: Personnel Policy Committee:** The Committee on Personnel Policy shall: (11/20/24)

1. report to the Academic Senate updates on the full- time obligation number (FON) at the District and SBVC
2. facilitate the yearly Advancement in Rank process and report the outcomes. (11/20/24)
3. update the Academic Senate on personnel matters or proposals that would appear to have a significant bearing on the Senate or the SBVC Faculty. (12.2.20) (11/20/24)
4. support the Tenure Committee/Sub-Committee and tenure review process as appointed in accordance with the contractual bargaining agreement
5. support the Academic Senate President in Faculty Committee and Peer Evaluation Appointments ensuring diversity, inclusivity, and representation to the fullest extent possible
  - a. Faculty Committee Appointments:
    - i. full-time faculty are appointed to campus committees in fulfillment of their contractual obligations

- ii. committee appointments shall be completed by March October for appointments beginning in the following fall, and October September for appointments beginning in spring
- iii. committee assignments are completed on a two-year cycle following the Policy and Procedure for Committee Assignments.

b. Peer Evaluation Appointments:

- i. evaluation appointments will be made for full-time instructors being evaluated in the Fall and Spring semesters
- ii. assignments will follow the timeline provided by the Office of Instruction
- iii. assignments will be in made in accordance with the contractual bargaining agreement

**ARTICLE XIV: Ad Hoc Committees**

Section 1: Ad Hoc Committees may be constituted from time to time by the Executive Committee upon authorization by the Academic Senate.

**ARTICLE XV: Committee Reports**

Section 1: All standing committees shall, no later than the last Senate Meeting of the academic year, report out all matters that have been referred to them from the Senate.

Section 2: The Senate, by majority vote, may require a committee to report to it at its next regular meeting concerning any matter that the committee has under consideration.

Section 3: In addition to the Senate Standing Committees, the following College committees report directly to the Senate, and are required to present a written or oral report at the end of each semester they meet and are active, or as requested by the Academic Senate: Honors, Curriculum, Student Success and Support, Accreditation and Outcomes, Program Review, and Guided Pathways. (12.2.20)

Section 4: Honors Committee & Faculty Chair: The Honors Committee is authorized by the Academic Senate to make recommendations to the Department Heads about the curriculum of new honors courses.

The position of Honors Committee Chair carries no less than 0.4 reassigned time per semester, for a term of two years with the possibility of a one– year extension should there be no viable candidate for the position. The process for electing the chair of the Honors Committee shall be as follows:

- A. An announcement stating a vacancy in the position of Honors Committee Chair will be distributed to all faculty in departments with honors courses at the beginning of the spring semester (January);
- B. A memo from interested faculty detailing their qualifications shall be submitted to the Chair of the Elections Committee no later than March 1;
- C. The candidates will be asked to attend the next Senate meeting following the submission deadline to present their qualifications and answer any questions;
- D. A vote will be taken following the presentations to select the new chair.

Section 5: Curriculum Committee & Faculty Chair: The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, and approval of prerequisites and co-requisites.

The membership of the Curriculum Committee shall include:

- A. 10% of faculty from each division represented on campus.
- B. The following shall be considered standing positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues: (See AP 2510).
- C. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Curriculum Chair shall cast the deciding vote.
  - 1. Articulation Officer
  - 2. Administrative Curriculum Coordinator
  - 3. Schedule/Catalogue Data Specialist Coordinator
  - 4. Librarian
  - 5. Vice-President of Instruction
  - 6. Faculty Co-Chair (only votes in case of tie)
  - 7. A Dean/Manager appointed by the Vice President of Instruction
  - 8. Two Student Representatives
- D. All standing members are voting members.



Section 6: The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% +1 of the voting membership. (12/4/19)

Section 7: The position of Curriculum Committee Chair carries no less than 0.58 reassigned time, per semester, for a term or three years with the possibility of a one-year extension should there be no viable candidate for the position. (revised 10/17/18)  
The process for electing the chair of the Curriculum Committee shall be as follows:

- A. An announcement stating a vacancy in the position of Curriculum Committee Chair will be distributed to all faculty at the beginning of the spring semester (January);
- B. A memo from interested faculty detailing their qualifications shall be submitted to the Chair of the Elections Committee no later than March 1;
- C. The candidates will be asked to attend the next Senate meeting following the submission deadline to present their qualifications and answer any questions;
- D. A vote will be taken following the presentations to select the new chair.

**ARTICLE XVI: Student Success and Support:**

Section 1: The Student Success Committee is authorized by the Academic Senate to annually review and update the College's Student Success Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation assessment, counseling, prerequisites, follow-up, training, and research.

Section 2: Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Director of Admissions & Records, Director of Financial Aid, Student Success Coordinator, Dean of Research, Planning and Institutional Effectiveness, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students. (College Council approved revisions on 5/14/14) (revised 12.2.20)

**ARTICLE XVII: Accreditation and Outcomes Committee & Faculty Chair:**

Section 1: The Accreditation and Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs and general education requirements. The committee generates and regularly reviews guidelines and

best practices for all aspects of student learning process. Membership is comprised of the Accreditation Liaison Officer, a faculty chair, at least one faculty member from each division and other interested faculty, administrators, staff and students. (8.19.18) (12.2.20)

**ARTICLE XVIII: Guided Pathways:**

Section 1: Guided Pathways is a student-centered approach that can dramatically increase the number of students earning community college credentials, while closing equity gaps. Rather than work with a subset of students, Guided Pathways is a college-wide undertaking that provides a framework for integrating California-based initiatives such as SSSP, Equity, Basic Skills Transformation, the Strong Workforce Program, and California College Promise. The California Guided Pathways project was modeled from the American Association of Community Colleges (AACC) Pathways Project and adapted for implementation in California. San Bernardino Valley College is implementing this model to increase student success by clarifying academic/career paths to student end goals, helping students to choose, stay on path and ensure quality learning. (12.2.20)

**ARTICLE XIX: Program Review Committee & Faculty Chair:**

Section 1: The Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas and their progress on meeting departmental, divisional, and institutional goals on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. In so doing, the Program Review Committee aids in short- and long-range planning and decision making, improvement of services, and dissemination of information and recommendations to other college processes as appropriate.

Section 2: The Program Review Committee is authorized by the Academic Senate to make needs assessment recommendations to College Council and the college president and to report program efficacy ratings to the Academic Senate and the entire the campus.

Section 3: The position of Program Review Faculty Chair carries no less than 0.58 reassigned time per semester, as determined by the Academic Senate, for a term of three years. The Program Review Faculty Chair shall not serve more than two consecutive terms but may return to stand for re-election after at least one term out of the chair position.

The process for electing the faculty chair of the Program Review Committee shall be as follows:

- A. An announcement stating a vacancy in the position of the Program Review Faculty Chair will be distributed to all faculty at the beginning of the spring semester (January);
  - B. A memo from interested faculty detailing their qualifications shall be submitted to the Chair of the Elections Committee no later than March 1;
  - C. The candidates will be asked to attend the next Senate meeting following the submission deadline to present their qualifications and answer any questions;
  - D. A vote will be taken following the presentations to select the new chair.
- (10.03.19)

#### **ARTICLE XX: Tenure of Standing Committees**

Section 1: The term of office of all standing committee members shall expire at the end of the academic year in which they were appointed.

#### **ARTICLE XXI: Meeting Procedures**

Section 1: There shall be at least nine meetings of the Academic Senate scheduled during the academic year. Additional meetings may be called by the President with the approval of the Executive Committee, or by petition of ten (10) members of the Academic Senate filed with the Secretary. If a regularly scheduled Senate meeting falls on a non-instructional day, such as during Spring Break, this meeting will be cancelled unless a motion is made to either hold or reschedule the meeting. (4/15/15)

Section 2: Meetings of the Academic Senate shall be open to all faculty members unless the Senate goes into executive session. An executive session will be ordered by the President after concurrence by a majority of the Senate present and voting.

Section 3: A quorum must be present in order for the Senate to conduct business. A quorum shall be a majority of the membership of the Academic Senate.

Section 4: An agenda for all regular meetings of the Senate shall be prepared by the Executive Committee and distributed by the Secretary of the Senate prior to each meeting.

Section 5: Individuals who are not members of the Academic Senate may be invited by the Executive Committee or any Committee Chairperson to make a presentation to the Senate.

Section 6: Any member of the college community may request of the Executive Committee that they be permitted to make a presentation to the Senate. Public comments shall be limited to five (5) minutes on a topic/item. If there are many public comments on an item, speakers will be given shorten time the lengths and be provided the opportunity to submit written responses in the event the participant does not believe they can present the material within the length of time provided.

Section 7: Robert's Rules of Order, Revised, shall be followed at all meetings of the Academic Senate and the Senate Committees unless otherwise stated in the Constitution of Bylaws of the Academic Senate.

## **ARTICLE XXII: Special Meetings**

Section 1: When decisions concerning professional or academic matters need to be made while faculty are off campus (days when faculty are not working to complete regular contract hours), including but not limited to summer, winter and spring breaks, the Senate President will convene the Executive Committee. In the absence of the President, the Vice President or Secretary, in order mentioned, will convene the Executive Committee.

Section 2: : During these eventualities, a quorum will be the number of Senators at the meeting, and the Executive Committee will have the authority to make decisions on behalf of the faculty.

Section 3: The Senate President or convening officer will inform the faculty of the decision(s) made within two weeks of the meeting via electronic mail.

## **ARTICLE XXIII: Amendment Procedure**

Section 1: A motion to amend these Bylaws may be initiated in the same way that any other motion is initiated by the Academic Senate, but the amendment may not be adopted before the next regular meeting of the Senate after the amendment was

introduced. To be adopted, the amendment will require a favorable vote of two-thirds of the Senators present.<sup>1</sup>

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<sup>1</sup> Adopted by the Academic Senate March 13, 1968 Revised 3/12/69, 10/1/69, 3/3/71, 2/13/74, 4/4/75, 6/9/84, 3/17/88, 6/1/88, 5/06/92, 4/12/95, 11/12/02, 12/5/12, 5/15/13, 4/15/15, 12/2/20, Last updated 5/15/24, 4/2/25