

ACADEMIC SENATE SECRETARY

Bethany Tasaka

2021 – 2022 Academic Year

SUMMARY OF ACCOMPLISHMENTS

Academic Senate Website	<ul style="list-style-type: none"> ● Maintained the Academic Senate’s website: <ul style="list-style-type: none"> ○ Agendas and Minutes ○ Resolutions List ○ Senator List ○ Subcommittee List
Academic Senate SharePoint	<ul style="list-style-type: none"> ● Maintained SharePoint sites for the Academic Senate and Academic Senate Executive Team. ● SharePoint sites house: <ul style="list-style-type: none"> ○ Senator attendance record ○ Sign-in and voting sheets for senators ○ Documents and presentations from conferences ○ Records of senator information: <ul style="list-style-type: none"> ▪ Committees ▪ Senator terms ▪ Agenda and meeting document archives ▪ Senate subcommittee information ▪ Bylaws and constitution archives
Virtual Academic Senate Meetings	<ul style="list-style-type: none"> ● Maintained sign-in and voting procedures for every meeting ● Assisted in running Academic Senate meetings via Zoom
Elections and Personnel Policy	<ul style="list-style-type: none"> ● Facilitated elections of adjunct senators ● Facilitated the election of the Academic Senate President for 2022 – 2024 ● Organized elections of Outstanding Faculty Award and Outstanding Adjunct Award ● Set up Advancement in Rank voting process ● Developed a form for faculty to make committee selections
Conferences and Events Attended	<ul style="list-style-type: none"> ● ACCJC Career and Noncredit Institute 2022 ● ACCJC Curriculum Institute 2021 ● ACCJC Faculty Leadership Institute 2021 ● ASCCC Plenary: Fall 2021 and Spring 2022 ● SBCCD Board of Trustee Meetings (virtual and in-person)

	<ul style="list-style-type: none"> ○ Co-authored and Read the Resolution: SP21.01 Condemning Anti-Asian Racism and Violence ● SBVC Academic Senate Plenary: Fall 2021 and Spring 2022
GOALS AND CHALLENGES	
Academic Secretary Goals	<ul style="list-style-type: none"> ● Update the website prior to Fall 2022: <ul style="list-style-type: none"> ○ Resolutions page ○ Senator membership page ○ Transfer agendas, minutes, and meeting documents to SharePoint ○ Develop best practices and recommendations for the next secretary
Academic Secretary Challenges	<ul style="list-style-type: none"> ● Collecting documents and presentations after each meeting. ● There's never enough time. ● Locating meeting documents prior to 2009 or so.