BYLAWS
of the
MENDOCINO COLLEGE ACADEMIC SENATE

Contents

ARTICLE I: Academic Senate for California Community Colleges Affiliation

Mendocino College Academic Senate pays dues to the Academic State for California Community Colleges (ASCCC) based upon the yearly full-time equivalency (FTES) figure reported by the college.

ARTICLE II: Membership

The Academic Senate shall be comprised of ten senators, eight full-time faculty members which includes the president and vice president, and two part-time faculty representatives. All terms are two years (July 1 – June 30).

Section 1: Full-Time Faculty

It is intended that the Academic Senate is an inclusive body with representatives that reflect the diversity of the district and academic disciplines. When faculty nominate others for service on the Academic Senate, they will consider the diversity, tenure status

and knowledge related to the academic and professional matters as outlined in the Academic Senate Constitution.

Section 2: Part-Time Faculty

The terms of the two part-time faculty senators shall be staggered to provide continuity. Any part-time faculty member serving on the senate must teach at least two units (or equated hours for part-time counselors and librarians) per academic year during their term. If they do not teach at all during a semester, and consequently is not an employee of the District, they must be replaced.

Section 3: Faculty Representation

The Faculty Senators and Vice President will serve as liaisons for a group of other faculty. The Academic Senate President, in consultation with the Vice President, may consider faculty discipline, guided pathway, location when assigning faculty to their representative liaison. The constituent list will be brought to the Senate for approval and will be readily available for all faculty.

Section 4: Elections

Academic Senate elections will be scheduled each Spring semester prior to May 15th, as needed.

A. Nominations

The president shall send an announcement of vacancies for both full and part-time faculty seats and a request for nominations at least two weeks prior to the election. The president (or vice president) will confirm the nominee is able to serve on the Academic Senate.

B. Ballots and Voting

Elections for faculty seats shall be held electronically over a minimum two-day and maximum three-day period. Full-time faculty will be allowed to submit one ballot. All part-time faculty teaching in any term of the current academic year shall be eligible to vote. All eligible faculty may vote for all Senator, President, or Vice President seats. The Election Committee shall determine and approve the ballot and conduct and verify the election.

ARTICLE III: Duties and Responsibilities

Section 1: Academic Senate President

The Academic Senate President's responsibilities shall include:
        A. Prepare In-Service presentations in consultation with the Vice President of Academic Affairs
        B. Participate in and prepare meetings and communication with the administration and/or faculty related to specific topics, etc.
        C. Prepare for and attend regular and/or special meetings:
            i.With Superintendent/President

ii. President's Policy Advisory Committee

iii. Planning and Budgeting Committee (August-June)

iv. Board of Trustees (Including the preparation of monthly reports of Academic Senate and/or faculty activities) Professional Development Committee

v. Faculty Meetings

D. Prepare for and attend bi-monthly meetings:
   i. With the Vice Presidents
   ii. With Senate Vice President (at least bi-monthly)
   iii. Academic Senate Meetings (at least bi-monthly), including annual Training and Planning Retreat

E. Serve as Co-Chair (which includes additional preparations and meetings to coordinate committee work):
   i. Educational Action Planning
   ii. Accreditation Steering Committee

F. Other on-going periodic duties include:
   i. Coordinate and oversee Minimum Qualifications Equivalency Committees (either the president or vice president will chair the committee).
   ii. Serve as a voting member of the Equal Employment Opportunities Advisory Committee meetings
   iii. Monitor, respond and communicate with faculty regularly about Academic Senate for the California Community Colleges (ASCCC) notifications, events, actions, etc.
   iv. Solicit volunteers and initiate the appointment of faculty to District committees (all standing and hiring committee) by the Academic Senate. If the senate is unable to convene to make appointments, the President in consultation with the Vice President may make such appointments.
   v. Consult with and coordinate regular (at least monthly) faculty meetings with the Faculty Meeting Coordinator (Appendix A)

G. Monitor Academic Senate Budget

H. Regular and ongoing meetings and communications with Faculty, Administration and Classified staff

I. Travel Requirements
   i. Attend ASCCC Regional meetings as appropriate
   ii. Attend ASCCC Fall and Spring Plenary sessions
   iii. Arrange for, prepare and submit appropriate travel documentation

Section 2: Vice President's Responsibilities

The Academic Senate Vice Presidents duties shall include:
A. Assist president in development of Academic Senate meeting agendas
B. Assist president in development and running faculty meetings
C. Co-chair Enrollment Management Committee
D. Serve as voting member of the Planning and Budgeting Committee

E. Serve as member a voting member of Educational Action Planning Committee (EAP)

F. Chair Minimum Qualification (MQ) Equivalency Committees (when designed by the President)

G. Oversee the Academic Rank subcommittee and make recommendations to the Academic Senate about academic rank criteria (Appendix B)

H. Attending Academic Senate meetings

I. Attend faculty meetings

J. Serve as a voting member of the President's Policy Advisory Committee (PPAC) – unless another senator or a Mendocino College Federation of Teachers (MCFT) Executive Committee member is appointed by the Academic Senate.

Section 3: Senator's Responsibilities

The Academic Senate member's duties shall include:

A. Read, study agenda documents, prepare questions, comments etc. to share during the meeting (publicly)

B. Follow up with constituents on a regular basis and specifically when input in needed and/or when a vote is likely – particularly on resolutions, PBC and PPAC

C. Prepare written and/or verbal reports of committee and other work partaking in on behalf of the Academic Senate (e.g., constituent input, workshops)

D. Be familiar with institutional structure and processes (particularly Board Policies and Administrative Procedures that affect faculty and students), accreditation processes, Title 5 Section 53200 ("10+1")

E. Represent the Academic Senate and faculty as a member of one of the key decision-making committees (e.g., EAP, SLOT, Staffing, Professional Development, Technology, Facilities, Outreach and Marketing)

F. Review all submitted resolutions and amendments and combine, reword, append, or render moot the solutions and amendments as necessary.

G. Research issues in order to make informed decisions on academic and professional issues.

ARTICLE IV: Meetings

Section 1: Academic Senate Meeting Schedule

The meeting schedule shall be determined each Spring semester for the following academic year based on the availability of Senate members. An attempt shall be made to keep the meeting schedule consistent to ensure maximum availability to interested parties. The meeting schedule will be posted on the Academic Senate website.

Section 2: Agendas

Agendas for senate meetings are developed by the Academic Senate President and Vice President. Academic Senate President will establish and publish submission

deadlines for agenda items, depending upon the meeting schedule. The agenda will be posted on the Academic Senate website, sent to all faculty, classified staff, management, the board of trustees and the Associate Students of Mendocino College. Additionally, it will be posted outside the scheduled meeting room. The agenda for regular meetings will be made public a minimum of 72 clock hours prior to any regularly scheduled meeting (per the Open Meeting Act). Agendas for Special Meetings and Emergency Meetings will be made public a minimum of 24 clock hours prior to the meeting (pre the Open Meeting Act).

Section 3: Meeting Procedures

A. The Academic Senate conducts meetings according to the Open Meeting Act (Brown Act) and according to Parliamentary Procedures, Discussions, Motions and Voting

No discussion on action items can occur without a motion on the floor. The President or other senator may provide a brief introduction regarding the action (but this should not include discussion) and the President should call for a motion from the senators, which then must be seconded in order for discussion of the topic to begin. Motions may be used for routine Senate business that does not require mutual agreement but does require a permanent record of the decision.

Consensus may be used when the Senate is doing simple internal business not likely to be of interest to the faculty in general or the community at large. Approval of the agenda may also signify approval of the consent calendar. Prior to voting to approve the agenda, any voting member may request that an item be removed from the consent calendar. Any removed items will become first priority on old business for further discussion.

All votes are to be made publicly. Secret ballots and proxy votes are not permitted

B. Minutes
The minutes of all Academic Senate meetings covered by the Open Meeting Act will be taken. A draft copy will be sent to all Senate members at least two workdays prior to each meeting and all members shall review the draft prior to the meeting. Approved minutes will be posted on the Academic Senate web site and kept in the permeant senate records/files indefinitely.

Section 4: Faculty Meetings

Regular faculty meetings are scheduled each semester. Typically, once per month. Faculty meetings are not subject to the Open Meeting Act (Brown Act).

ARTICLE V: Resolutions

Resolutions may be introduced by any faculty member, but must be seconded by a current Senate member and follow a common resolution template. A resolution is given a first reading at the next available meeting at which time questions and comments are presented and discussed, and any changes can be proposed to the author and the second. A second reading and vote are scheduled at the next appropriate meeting. A resolution may have more than one second reading if further research and/or input is required. Senate members shall solicit feedback from constituents during the time between the first and second readings.

Resolutions passed by the Academic Senate relative to academic and professional matters defined under Title V shall go to the Mutual Agreement process with the District. The Academic Senate President shall schedule a meeting with the College President/Superintendent, Vice President of Education and Student Services, and Senate Vice President to discuss the resolution and attempt to come to agreement. If there are no issues to be resolved, then the Academic Senate President and the College President/Superintendent shall sign the document, indicating agreement. If additional information is needed or further discussion with outside parties is required, the action is recorded on the mutual agreement forms and a timeline established. When issues are settled and agreement reached, the Academic Senate President and the College President/Superintendent sign the document, indicating agreement. If major alterations are proposed, the resolution shall go back to the Senate for approval. After signature, the original mutual agreement form is retained by the administrative assistant to the Superintendent/President and a copy filed in the Academic Senate permanent records.

ARTICLE VI: Committees and Appointments

Section 1: Hiring Committees

Requests for full-time and part-time faculty to serve on hiring committees are made to the Senate President by the Human Resources Office, The Academic Senate President shall send a request for volunteers to all full-time faculty, and to part-time faculty as needed and as appropriate. The Academic Senate will appoint hiring committee members, during open regular (or special) meetings. The Academic Senate will strive to distribute the workload equitably among all faculty, maximizing faculty participation in the hiring process. When making hiring committee appointments the Academic Senate will consider diversity, tenure status and knowledge related to the responsibilities of the position being hired.

If time and circumstances prohibit full Academic Senate action, the President, in consultation with the Vice-President, will appoint faculty to hiring committees. If this occurs the President will announce their action at the next regularly scheduled meeting of the Academic Senate.

Section 2: Standing and Special Committees

The Academic Senate is responsible for all faculty appointments to college standing and special committees, with the exception of tenure committees which are appointed by the Mendocino College Federation of Teachers (MCFT). Full- and Part-time faculty representatives on the Planning and Budgeting Committee (PBC) will be appointed by MCFT and Mendocino College Part Time Faculty Association (MPFA), respectively. When making committee appointments the Academic Senate will consider diversity, tenure status and knowledge related to the responsibilities of the committee.

The Academic Senate President will call for volunteers and/or nominations for all senate appointed committee positions. Committee appointments will be made by formal action of the Academic Senate. For Special Committees that must have members appointed before they can be put on an agenda, the President in consultation with the Vice President may make the appointment. This action is to be communicated to the Academic Senate at the next scheduled meeting. Policy for term limitations is set by Resolution S'01.03, *Committee Term Limits*.

The Academic Senate will consult with the faculty unions with regard to workload and compensation issues relating to committee appointments. Compensation for part-time faculty serving on committees is negotiated by the MPFA (union) and college administration through the collective bargaining process.

> A. The Academic Senate will maintain a list of all faculty serving on committees, including their term. All committee terms are for two years, except Staffing, which is three years. See Appendix A.
> B. In coordination with the administration, the Academic Senate will participate in maintaining a Committee Handbook to ensure it contains accurate information about Academic Senate appointed committees, as well as those that are participatory governance committees
> C. The Academic Senate will staff all committees with both full-time and part-time faculty (when applicable) by the end of each spring semester (for the next academic year), when possible. Each of the following committees will have one designated Academic Senate Senator or designated faculty representative and must be staffed by the end of the spring semester:
>> i. Curriculum Committee
>> ii. Education Action Plan (EAP)
>> iii. Enrollment Management Committee (EMC)
>> iv. Staffing Committee
>> v. Student Learning Outcome Team (SLOT)
>> vi. Technology Committee
>> vii. Facilities Committee
>> viii. Outreach and Marketing

Section 3: Faculty Committee Chairs

The Curriculum Committee, Student Learning Outcomes Team and Tri-Chair of the Guided Pathways Leadership Team shall be appointed by the Academic Senate. The criteria and duties of each are to be determined by the committee in consultation with the Academic Senate (Appendix C).

Section 4: Faculty Meeting Director

The Academic Senate will appoint a full-time faculty member to coordinate and lead faculty meetings. The criteria and responsibilities are listed in Appendix D.

Section 5: Committee Reports

Faculty members on committees are expected to provide formal reports to the Academic Senate, as needed. For the committees listed in this Article, Section B reports are to be provided *at least* annually. It is recommended faculty use the *Committee Report Guidelines* found in Appendix C.

ARTICLE VII: Academic Rank

The Senate shall establish an Academic Rank subcommittee during the fall semester, consisting of at least two Senators and chaired by the Academic Senate vice-president, to establish academic ranks for all faculty and periodically review rank criteria when requested by the Senate. The established rank criteria (Appendix B) shall be approved by the Senate. It is the responsibility of any faculty member interested in advancing their academic rank to verify their years of service forward the appropriate documentation to the Academic Rank Committee. Upon submission of the appropriate documentation, responses from those faculty members wanting to change their rank shall be brought before the Academic Senate for approval

ARTICLE VIII: Year End Report

The Academic Senate President shall draft a Year-End Report summarizing the work completed during the year and unfinished projects. It will include a list of goals accomplished, the status of all Resolutions, general issues discussed, and actions taken during that year. Any minority reports articulating contrasting viewpoints may be submitted by Senators, on behalf of their constituents or themselves, and will be included as supplements to the report. The summary report will be completed and presented to the Academic Senate for acceptance by the end of the academic year, but no later than the first full meeting each Fall semester. The accepted Year-End Report will be posted to the Academic Senate website. A cumulative history of Year-End Reports shall be available in the Academic Senate permanent files.

ARTICLE IX: Revisions to the Bylaws

Any revisions to the Academic Senate Bylaws shall be considered at a minimum of two readings of the Academic Senate (as close together as possible). Adoption of the revisions requires a majority vote of the Academic Senate.
Adopted: May 2013
Revised:
March 2016
May 23, 2019

February 13, 2020
April 8, 2021
April 4, 2025

Appendices

A. Academic Senate Appointed Committees
B. Criteria and Process for Advancement in Academic Rank
C. Faculty Committee Chair Qualifications and Responsibilities
D. Faculty Coordinator Responsibilities
E. Committee Report Guidelines

Academic Senate Appointed Committees

Academic Review
FT Faculty 4 (one counselor)

Accreditation Steering
Co-Chair: Academic Senate President and 2 FT Faculty (should be tenured)

Curriculum - Friday, 10:00-12:00
1 FT Faculty Chair & 5 FT Faculty (one of the 5 is a counselor, all should have tenure),
1 PT Faculty* (should have completed at least two semesters of teaching at MC)

Distance Education
1 FT Faculty Chair – DE Coordinator and 6 FT Faculty (one of the 6 is a counselor), 1
PT Faculty*

Educational Action Planning (EAP)
Co-Chair: Academic Senate President, Curriculum Chair, Academic Senate Vice
President, SLOT Chair, Distance Education Chair and 1 FT faculty from the Curriculum
Committee (should be tenured and have two semesters) 6 total and 1 PT faculty

Enrollment Management (EMC)
1 FT Co-Chair and 5 FT Faculty and 1 PT Faculty*

Equal Employment Opportunity Advisory (EEO)
2 FT Faculty (AS President and one other)

Facilities and Safety
2 FT Faculty

Faculty Meeting Coordinator
1 FT Faculty to work with AS President on planning, scheduling and reporting out faculty
meetings

FLEX
3 FT Faculty

Guided Pathways Leadership Team - membership under review / Spring 2022
6 FT Faculty, 1 Tri-chair (not counted in the 6) and 1 PT*

Outreach and Marketing
4 FT Faculty

Planning and Budgeting
3 Faculty by position Academic Senate President, Academic Senate Vice President, MCFT President and 1 PT Faculty*

President's Policy Advisory Committee (PPAC) - last Friday 2:00-3:30
Academic Senate President, Vice President (or FT Faculty designee)

Professional Development
Academic Senate President and 1 FT Faculty at large, 1 PT Faculty*

Professional Development Leave
3 FT Faculty (must be tenured and not applying for leave)

Staffing
5 FT Faculty - must have three years FT with the District (4 at-large and 1 senator) - Note: these are three-year terms

Student Learning Outcomes Team (SLOT)
1 FT Faculty Chair and 5 FT Faculty and 1 PT Faculty*

Technology
4 FT Faculty

Criteria and Process for Advancement in Academic Rank
Mendocino College
Academic Senate

Academic Title Request and Verification Form

Faculty Member Name:
Date:
Current Academic Title (if you're not sure, leave blank):
Department/Discipline(s):
_____

The granting of academic titles is based on a standard formula incorporating the number of full-time equivalent years a faculty member has engaged in higher education service (teaching, counseling, library service, etc.).   A year of full-time service is based on faculty load based on their contract. For instructional faculty, this is generally defined as 30 equated semester units at Mendocino College. However, there are instances where load is defined differently. Such as release time, counseling, lab courses, etc. When determining years of service from full-time by other colleges or universities where the faculty member has been employed, use the contract language from the institution for establish full-time equivalent years of service. Quarter units are converted to semester units by multiplying the quarter unit by .667.

It is the responsibility of the faculty member requesting advancement in rank to verify their full-time equivalent years. If they are not sure, they may make an appointment with Human Resources to view their personnel file.

The *Criteria for Academic Rank* (as approved by the Academic Senate) is listed on page three of this document.
_____

1.   Total number of equated units at Mendocino College:
        _____

    1. Number of years of services at other colleges or universities:
        _____

    •   Complete the verification worksheet found on page two of this document and include it with your request. It is not necessary to attach your resume or CV.

TOTAL FULL TIME EQUIVALENT YEARS OF SERVICE
(add lines 1 and 2 from above):   **_____**

I certify that the above is an accurate representation of my years of service to the best of my knowledge.

_____
Faculty Signature   Date
Years of Service Equivalency Verification Worksheet
(include additional pages if needed)

Name of college or university:
Dates of employment:
Percent full time equivalent:
Total full time equivalent years from this institution: _____

Name of college or university:
Dates of employment:
Percent full time equivalent:
Total full time equivalent years from this institution: +_____

Name of college or university:
Dates of employment:
Percent full time equivalent:
Total full time equivalent years from this institution: +_____

Add these together to obtain your total equivalent years
from other institutions: = _____
(insert this total on page one of this document)

Note: This worksheet *must* be included if you are claiming equivalent years of service from an institution other than Mendocino College.

Academic Title Criteria

As stated in Title V, Section 53200, Academic Senate is an organization whose primary function is to make recommendations with respect to academic and professional matters.

The Academic Senate has developed qualifications for eligibility to bear the honorary titles shown below. The use of these titles is not an official appointment of academic rank by the Board of Trustees, but instead is a traditional practice in higher education which recognizes professional preparation and experience.

Qualifications for academic rank are based on these requirements:

Instructor:
Full-Time faculty members, counselors and librarians with less than three (3) years of full-time service.

Assistant Professor:
Full-Time faculty members, counselors and librarians who have completed a minimum of three (3) but less than six (6) years of full time service.

Associate Professor:
Full-Time faculty members, counselors and librarians who have completed a minimum of six (6) but less than twelve (12) years of full time service.

Professor:
Full-Time faculty members, counselors and librarians who have completed a minimum of twelve (12) years of full-time service.

Part-Time Instructor:
Part-Time faculty members, counselors and librarians with the equivalent of less than three (3) years of full-time service.

Part-Time Assistant Professor:
Part-Time faculty members, counselors and librarians who have completed a minimum of three (3) but less than six (6) years of equivalent full-time service.

Part-Time Associate Professor:
Part-Time faculty members, counselors and librarians who have completed a minimum of six (6) but less than twelve (12) years equivalent full-time service.

Part-Time Professor:
Part-Time faculty members, counselors and librarians who have completed twelve (12) years equivalent full-time service.

_____
Document Revised April 4, 2025
Academic Senate of Mendocino College

Faculty Committee Chair Qualifications and Responsibilities

Curriculum Committee Chair Criteria and Duties
(from the Curriculum Committee Handbook)
SELECTION PROCESS FOR FACULTY CHAIR:
1. The Academic Senate will select the Faculty Chair from among interested and eligible Faculty.
2. In the event there is no member eligible based on adopted criteria, the Academic Senate will consult with the Vice Chair and at least one past Faculty Chair to appoint a new Faculty Chair.
3. Faculty Chair will serve a two-year term with no term limitation.
4. Faculty Chair appointment by the Academic Senate will take place in May for the following year. *
    (*ideally the chair should be appointed by February to begin serving the following fall semester to allow for consideration of teaching loads)
CRITERIA FOR FACULTY CHAIR:
 (criteria voted and approved by Curriculum Committee 4.7.17)
1. A full-time tenured faculty member who has previous service of at least one (1) term on the Curriculum Committee (One year of service is sufficient if the member has attended 90%+ of the meetings).
2. Familiarity with the curriculum process and the elements of the Course Outline of Record
3. Familiarity with institutional requirements, Generation Education, pre- and co-requisites, and Chancellor's office mandates and priorities, such as Transfer Degrees.
4. Ability to establish priorities and execute committee goals.
5. Ability to communicate and coordinate with all faculty, committee members, and relevant college staff.

Student Learning Outcomes Team Chair Duties

Revised by Academic Senate: November 14, 2019
Proposed reassignment is 20%

Coordinate and facilitate SLOT meetings, including, but not limited to:
- Arranging the time and location
- Preparing an agenda and sending it to committee members
- Monitoring and reviewing notes and sending to team members
- Make presentations to the SLOT committee regarding updates in processes and regulations

Institutional representation

- Make regular and ongoing updates/trainings for faculty at In Service and/or faculty meetings
- Guide and facilitate faculty in the development, assessment and reporting of course level, program and institutional SLOs and SAOs
- Serve as the liaison between the administration and between the faculty about the CCCIO / ACCJC requirements and processes of outcome assessment/requirements decisions, planning, etc.
- Serve as the ASCCC Student Learning Outcomes liaison
- Serve as a member of the Curriculum and Educational Action Planning Committees to provide information about how their work influences and / or supports SLO/SAO development, assessment and reporting (and share, guide, advise how their decisions impact student learning outcomes - in terms of development, assessment and reporting)
- Communicate regularly with the Academic Senate about the activities of SLOT, state mandates, regulations etc.
- Monitor elumen implementation and make recommendations to the Technology Committee, as necessary

Program Review
- Develop SLOT reports for PBC, EAP from Program Reviews
- Head the SLOT committee in summarizing Program Review information about student learning outcomes (course level, program level and institutional - service areas) for presentation to EAP and PBC

Guided Pathways Leadership Team Tri – Chair Duties
Revised by Guided Pathways Leadership Team: 2022
Proposed reassignment is 20%

Activities

- Ensure that the faculty and academic senate are engaged and involved in Guided Pathways implementation. Work collaboratively with administration and staff to establish effective working relationships which brings faculty expertise to the process.
- Implement Guided Pathways plan with attention to the Scale of Adoption Self Assessment (SOAA) and the planning priorities developed there.
- Lead faculty in the implementation of the Learning and Career Pathways
- Develop professional development / flex projects for faculty (& others)
- Attend ASCCC and regional special meetings, when appropriate and feasible
- Attend Guided Pathways Community of Practice meetings with the Regional Coordinators, when appropriate and feasible
- Assist in the organization and monitoring work/inquiry teams groups
- Serve as a member of the Guided Pathways / Integrated Planning Leadership Team and/or serve as Tri-Chair
- Make informational presentations to committees and constituent groups.

- Prepare regular reports for Academic Senate and Faculty Network with other colleges, the regional coordinators and ASCCC Guided Pathways Task Force
- Serve as the ASCCC Guided Pathways Liaison
- Research the requirements of and assist in the preparation for reports due to the Chancellor's Office

APPENDIX C
Faculty Coordinator Responsibilities and Duties

The main purpose of the faculty meeting director is to lead faculty meetings in coordination with the Academic Senate President.

These duties include:

- Setting up faculty meeting times and locations
- Create calendar invites for all faculty meetings at the beginning of the semester
- Send a reminder at least 48 hours before faculty meeting containing the meeting time, location, tentative agenda, and any other relevant meeting information
- Facilitating faculty meetings
- Creating meeting agendas
- Soliciting content from faculty, administration, student services, IT, other departments, and community groups that are relevant to faculty
- Providing meeting resources to faculty after faculty meetings

APPENDIX D
Committee Report Guidelines

_____ **Committee Report**
In order to better serve you, the academic senate seeks feedback about issues encountered and/or progress made while chairing or sitting on committees. Please use the questions below to guide your verbal and written report to Senate.
Committee Name:
Your name and role on committee (i.e. chair, co-chair, member, etc.)
Chair(s):
Meeting days/times (if regularly scheduled):

1) What are the most pressing issues your committee is currently addressing? Please be specific.
2) What actions (if any) has your committee undertaken to address these challenges?
3) How can the Academic Senate be of assistance in handling these issues? (Please see the primary purview of senate listed below in the "10+1" if needed.)
4) List any relevant timeline issues, such as grant application deadlines, academic calendar deadlines, accreditation deadlines, etc.
5) Anything else you want to discuss about your committee? Feel free to report here on progress and accomplishments as well.

Below are the "10 + 1" areas that make up the primary purview of Academic Senate
    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.
    11.   Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.