

**ACADEMIC SENATE**  
**Approved Minutes for November 9, 2017**  
**Place: CCC – 414 3:00 pm to 5:00 pm**

<b>ACADEMIC SENATE OFFICERS</b>		<b>PRESENT</b>
President	Bryan Seiling	<b>X</b>
President-Elect	Craig Goralski	<b>X</b>
Secretary	Joel Gober	<b>X</b>
Treasurer	Michael Klyde (Paul Kelly for MK)	<b>X</b>
Curriculum Chair	Mark Majarian	<b>Absent</b>
<b>ACADEMIC SENATORS</b>		
Business/CIS	Bret Clarke	<b>X</b>
Career Tech. Education 1	Carlos Urquidi	<b>Absent</b>
Career Tech. Education 2	Michael Klyde (Paul Kelly for MK)	<b>X</b>
Counseling 1	Mymy Lam	<b>X</b>
Counseling 2	Yolanda Duenas	<b>X</b>
Fine Arts 1	Katalin Angelov	<b>X</b>
Fine Arts 2	Paul Paiement	<b>Absent</b>
Health Science 1	Damon de la Cruz	<b>X</b>
Health Science 2	Dave McCament	<b>X</b>
Health Science 3	Lynn Mitts	<b>Absent</b>
Language Arts 1	Susan Klein	<b>X</b>
Language Arts 2	Keith Vescial	<b>X</b>
Language Arts 3	Kathy Wada	<b>X</b>
Library/Learning Resource Center	Billy Pashaie	<b>X</b>
Physical Education	Bill Pinkham/Margaret Mohr	<b>Absent</b>
Science, Engineering, Math 1	Adam Eckenrode	<b>X</b>
Science, Engineering, Math 2	Joel Gober	<b>X</b>
Science, Engineering, Math 3	Garet Hill	<b>X</b>
Social Science 1	Gary Zager	<b>X</b>
Social Science 2	Jason Thibodeau	<b>X</b>
Adjunct Senator 1	Tonya Cobb	<b>X</b>
Adjunct Senator 2	Jaclyn Magginetti	<b>X</b>
Adjunct Senator 3	Nicole Neitzke	<b>Absent</b>
<b>LIAISONS</b>		
Accreditation Self Study	Liana Koepfel	<b>X</b>
AdFac	Tonya Cobb	<b>X</b>
Associated Students	Kami Olimberio	<b>X</b>
Campus Diversity	Maha Afra	<b>Absent</b>
Campus Technology	Pete Molnar	<b>Absent</b>
CC Foundation	Damon de la Cruz	<b>X</b>
CTE	Carlos Urquidi	<b>Absent</b>
Distance Education	Kathleen McAlister	<b>X</b>
Program Planning and Review	Jolena Grande	<b>Absent</b>
Professional Development	Ruth Gutierrez/(Michael Brydges)	<b>Absent</b>
Student Success Committee	Keith Vescial	<b>X</b>
Student Learning Outcomes	Christie Diep	<b>X</b>
United Faculty	Tina Johannsen	<b>Absent</b>
<b>GUESTS:</b> Taylor Gaetje, Fullerton College Associated Students President		

- I. After establishing a quorum, Academic Senate President Seiling called the meeting to order at 3:00 pm with one alternate, Paul Kelly for Michael Klyde, in attendance.
- II. **Adoption of the Agenda:** A motion was duly made to adopt the agenda as published. The motion carried and the agenda was adopted without objections or abstentions.
- III. **Approval of Minutes:** Motion to approve the October 12th minutes was approved without objection or changes.
- IV. **Public Commentary:** None
- V. **Faculty Announcements and Invitations:**

Senator Thibodeau announced that World Philosophy Day presented by the philosophy club is hosting three speakers on Thursday November 16th in HUM-136, from 2:00-5:00 pm. All are invited to join and philosophize, and have questions answered!

Chairman Majarian announced that the dance department is putting on a dance concert on Thursday December 7th through Sunday December 10th.

Senator Zager introduced Taylor Gaetje, Fullerton College Associated Students President, as a guest who is interested in observing the faculty governance process.

Senator Hill remarked about the unreasonable amount of time the MATH department coordinator is spending accomplishing her assigned duties and wishes to start up an academic senate discussion about the MATH coordinator reassign time. The issue will be agendized for the next senate meeting.

Senator Vescial announced that UF Happy Hour is tonight after senate at Starting Gate in Los Alamitos, 5:15-7:15. Also received Strong Workforce funding to join with Santa Ana and Santiago Canyon Colleges in a regional proposal for teacher prep.

#### VI. Special Reports (11:41:61)

**A. Associated Students:** Associated Students representative to the Academic Senate, Kami Olimberio stated that the Pumpkin Bash was a big success. Shirts are coming after a delay. The homeless and hunger awareness week is next week focusing on education concerning the problem. Fill a Van with Cans food drive is planned for Monday at the pond along with a Thanksgiving Food Drive. Will attend general assembly next week.

**B. United Faculty:** Faculty must apply for SERP and the Board will make a decision to proceed with the program based on numerical participation. Applying faculty will not be forced into resignation if the Board cancels the program, and letters of resignation can be rescinded in that case. The next representative

council meeting at the District is Wednesday November 15 at 3:00 pm in room 107.

**C. Adjunct Faculty United (AdFac):** No report.

**D. Professional Development (PD):** Senator Klein relayed a message from Senator Gutierrez that professional development will be meeting with the president on Monday to finalize the FLEX schedule for January.

**E. Curriculum Committee:** Chairman Majarian said the fall regional curriculum committee registration is still open and will be held on Saturday the 18 from 9:00-3:00 at Long Beach City College, free! **The prelaunch deadline for fall 2019 classes is January 12<sup>th</sup> 2018.** AB-705 maybe should be discussed in the future in the senate, and no deadline for compliance with AB-705 has been established.

**F. Treasurer's Report:** Nothing has changes since the last report.

**G. Cypress College Foundation:** No report.

**H. Student Success Committee:** No report.

**I. Student Learning Outcomes Assessment:** Liaison Diep said that eLuman user's instructions will be emailed shortly. **All faculty need to submit SLO assessments in eLumen at the end of this semester, but they can be done over winter break.** ILOs and PLOs are still a topic of discussion. Only the instructor of record can submit assessments. Faculty only need to do one SLO. Answer the reflection comments which are believed to be anonymous comments. Please call Liaison Diep with questions and comments regarding eLumen.

**J. Program Review:** President Seiling reported for liaison Grande that the program review presentations will occur on Monday November 13 starting at 3:15 pm.

**K. Accreditation Self Study:** No report

**L. District Council on Budget and Facilities (CBF):** No report

**M. Diversity Committee:** No report.

**N. CTE:** No report.

**O. Distance Education (DE):** Coordinator Kathleen McAlister said the LMS vote went out on Monday. The DE committee still needs representative from BUS/CIS, CTE, and FA. Can be adjunct instructors if no full time faculty can take that position. Would also like to have adjunct and DSS representatives as well.

## **VII. President's Report and Committee Appointments**

The Senate made the following appointments by unanimous consent:

- 1) Alan Reza and Deborah Michelle for the EOPS/CARE/CW Hiring Committee.
- 2) Virgil Adams for the Director of Campus Safety Hiring Committee

Comprehensive Management Evaluation Committees:

- 1) Senators Gober and Wada volunteered, and the appointment is to be decided next time for Phil Dykstra
- 2) Brian Seiling for Santanu Bandyopadhyay
- 3) Mark Majarian for Mark Posner
- 4) Language Arts will decide for Eldon Young
- 5) President Seiling will put out a call for Rick Rams

District Enrollment Management Advisory Committee (DEMAC): See the Academic Senate President's Report in Appendix 1 for information on the winter session discussions.

## **VIII. Faculty Issues—Unfinished Business**

### **A. Further Revision of Senate By Laws**

President-elect Goralski presented recommended improvements to the by-laws by the By-Laws Revision Committee. Some revisions, amendments and corrections were made and then a motion to approve the new By-Laws was made and unanimously approved. The senate acknowledged the work of the by-laws committee and thanked them for their diligent hard work. The new By-Laws can be viewed in Appendix 2.

### **B. Resolution in Reaction to Charlottesville**

Senator Pashaie presented a second reading of the resolution. Comments and discussions followed and it was decided to move additional discussions and motion for approval to the next meeting.

### **C. Guided Pathways**

President Seiling said faculty participation is necessary on each workgroup because it will radically change what we do on a daily basis. The goal is to integrate programs and services together to create pathways for students to get them to a destination as soon as possible. See president's report for more details.

## **IX. Faculty Issues—New Business**

### **A. Accreditation Faculty Chair Reassign Time**

President Seiling that at the last meeting the senate approved the 80/100 reassign time for the Accreditation Faculty Chair and it was presented at PBC. The reassign time issue was pulled from discussions because vice-president Bandyopadhyay said that data is needed to justify an increase from 0/40 to 80/100. So it was agreed to remain at 0/40 with the understanding that if 40 is inadequate then some professional expert pay can be used to make up the difference in hours this year. Then, when the accreditation process is

completed the professional expert pay can be used to re-evaluated the official reassign time.

**B. Faculty Prioritization Update**

The process is accelerated this semester because it was not anticipated that new hires would occur.

**C. Fall Plenary Report**

President-elect Goralski attended plenary and made the following remarks. If the opportunity of doing something transformative doesn't get you motivated, then the fear of what can happen if faculty don't engage in the Guided Pathways process should motivate you. There are suggestions coming from the state legislature and the Chancellor's office that would be catastrophic to our campus. For example, the thought is to reduce class offerings or to narrow the pathway, and then only offer classes on the pathway.

We are told in many ways that there are unique things happening on this campus and District that prevents other things from happening. Plenary shows that we are not all that unique, and that the issues that we face locally can be overcome when there is the will to overcome them.

Go to [ASCCC.org](http://ASCCC.org) to see the [resolutions that were passed](#) by the state academic senate at the fall 2017 plenary. Many of the resolutions directly impact what you are doing. So it would be in your best interest to see and appreciate those resolutions.

**X. Adjournment:** A motion was duly made and carried to adjourn at 5:09 pm.

Respectfully Submitted,

Joel Gober  
Academic Senate Secretary

The Minutes of all Academic Senate meetings can be found at <http://www.cypresscollege.edu/facultystaff/senate>.

## APPENDIX 1. President's Report

### CYPRESS COLLEGE

#### ACADEMIC SENATE PRESIDENT'S REPORT (11/09/17)

Here's a summary of the main topics discussed in the various committee and other meetings since the last Senate session. I'll be happy to answer any questions you may have about anything contained within the report. Here we go:

##### **The Board Meetings:**

Due to a rare 5<sup>th</sup> Tuesday in October, the Board did not have a regularly scheduled meeting since our last meeting. Happy Halloween, indeed!

##### **PBC (Planning and Budget Committee):**

I was unable to attend this committee due to my being at Plenary. Jolena Grande filled in for me and will present any highlights during the meeting.

**Accreditation Chair Reassigned Time** – One issue I know was discussed was the reassigned time approved last Senate meeting for the Accreditation Chair. If you recall, the Senate approved increasing the reassigned time to 80% now with an increase to 100% once we start working on the findings from ACCJC. The item was pulled from the PBC agenda to allow time to ascertain the actual hours that will be spent on this work. Stay tuned.

##### **PAC (President's Advisory Cabinet):**

I was also unable to attend this committee due to my being at Plenary. Jolena filled in for me here as well and will present any highlights during the meeting.

##### **DCC (District Coordinating Council):**

The committee did not meet since our last Senate session.

##### **DEMAC (District Enrollment Management Advisory Committee):**

**Group Work in DEMAC Subcommittees** – The work of DEMAC has been broken down into five subcommittees to better focus on issues of enrollment management across the District. The five areas of focus are FTES Target Setting, Scheduling, Reporting, Outreach/Recruitment, and Success/Retention. For the majority of the meeting, the committee broke into these subgroups to discuss issues specific to the groups and map out work that can be done in the area over the next month. The committee then reconvened to share the work of the subcommittees.

I want to thank Jolena Grande for her efforts in organizing those discussions. As co-chair of the committee, she and Dr. Marshall decided to dedicate a large portion of the meeting for the subcommittees to get together to talk, organize, and plan the work ahead. I must admit that there have been times in the past when these meeting ended and I wasn't actually sure what we accomplished. But this was truly a "working meeting" that was probably more productive of any type that I have been to in some time. Thanks, Jolena, I think I actually understand what we're doing.

**Winter Intersession** – In the course of discussion, the idea of offering classes during Winter Intersession was brought up. We used to offer classes during this time and then got rid of them. Since then, there have been several people seeking to bring them back. Now may be that time.

There are conversations taking place at Fullerton College and the District about going back to offering classes during the Winter Intersession. We need to be a part of those discussions, and we need to act fast! I'm putting out a call for people interested in joining a Winter Intersession Taskforce to work on the issue. I'm still not completely sure whether this group will join with the one at Fullerton or just work at Cypress, but the Senate will need to take a position on the issue. This was all brought to my attention after the Agenda for this week's meeting was distributed, but I will ask the Senate to take some immediate action to support and directly oversee the work of the taskforce.

**IECC (Institutional Effectiveness Coordinating Council):**

The committee did not meet since our last meeting.

**CBF (Council on Budget and Facilities):**

The committee did not meet since our last meeting.

**Other Senate Business:**

**Fall Plenary** – President-Elect Goralski and myself attended Fall Plenary at the Irvine Marriot this past weekend. We'll share the highlights of the conference with the Senate this week, but two things particularly struck me: 1) "Guided Pathways" is the New Black, and 2) Cypress rocks!

**Leadership Meeting** – I wanted to thank all of those who participated in the Leadership Meeting last Friday. The bulk of the meeting was dedicated to Guided Pathways. There were presentations from the four workgroups working on different aspects of guided pathways: Meta Majors, Retention, Student Communication & Technology, and Marketing/Recruitment. This is obviously something we are going to be dealing with a great deal. It's not IF we are going to participate in guided pathways, it's HOW! We are in the discussion stage, and there are many more things to discuss. Wherever our work on guided pathways leads us, faculty must, and will, assert a leadership role. We could be in for a rather major overhaul of what we do. We need to have a dominant voice in what that will look like.

There was also a presentation on campus safety. There is a plan in M&O to phase in various safety measures across campus including new door locks, bulletproof film on classroom windows, and a campus-wide communication system. Currently the Humanities Building is the only one on campus with all of the safety features installed. There was also a discussion about having Cypress Police or other armed guards on campus. This is conversation that is on going.

**Guided Pathways Workgroup** – The group met to finalize the answers for the questionnaire that came out of the IEPI Workshop last month. I'll make a brief presentation of the questionnaire and ask the Senate to approve that it be moved along in the process.

**Reassigned Time for Department Chairs** – After the agenda was distributed, I was asked by a Senator to place an item on the agenda regarding reassigned time for department coordinators. They'll speak to the issue in Faculty Announcements, but because this is not the first time I've been approached by a faculty member about this issue, I said we would place the topic on the agenda for the meeting on November 30<sup>th</sup>.

**“Grab and Go” Program** – If you are interested in hosting a Grab and Go basket in your division, let me know. I want to thank all of those who have supported the program thus far and ask others to consider donating to a basket.

I look forward to discussing the contents of this report. Respectfully submitted by Bryan Seiling,  
Academic Senate President



## APPENDIX 2. Cypress College Academic Senate By-Laws

CYPRESS COLLEGE  
Academic Senate Bylaws  
Revised May 1991  
Revised April 1996  
Revised December 1999  
Revised February 2004  
Revised May 2007  
Revised November 2017

### Article 1 – Elections and Removal

Section 1. All elections conducted by the Academic Senate for Adjunct Senators or members of other committees responsible to the Academic Senate shall be decided on the basis of plurality. Write-in voting shall be allowed except when no vote is conducted, in accordance with the provisions in Section 3E of this article.

#### Section 2. Election of Full-time Division Senators

- A. Each Division shall be responsible for the election of its Senators to the Academic Senate.
- B. Elections shall be announced to the full-time Division faculty and conducted in an open, transparent, and reviewable manner.
- C. Division Senators shall be elected by their full-time Division faculty in April for two-year terms beginning on the final Senate meeting of the spring semester when they are elected.
- D. Division Senators shall assume their responsibilities at the last regular meeting of the spring semester.
- E. If at any time the seat of a Division Senator is vacated before the term expires, the President-Elect or Past President shall contact the Division and request an election to replace that Senator.

#### Section 3. Election of Adjunct Senators

- A. The President-Elect or Past President shall be responsible for the election of adjunct faculty Senators to the Academic Senate.

- B. Elections shall be announced to the adjunct faculty and conducted in an open, transparent, and reviewable manner.
- C. Elections shall be staggered to promote continuity so as to limit the election of three new Adjunct Senators in the same term.
- D. Adjunct Senators shall be elected by the adjunct faculty in April for two-year terms beginning on the final Senate meeting of the spring semester when they are elected.
- E. Adjunct Senators shall assume their responsibilities at the last regular meeting of the spring semester.
- F. If at any time the seat of an Adjunct Senator is vacated before the term of that Senator expires, the President-Elect or Past President shall hold an election to replace that Senator for the duration of that term if the vacated seat results in fewer than two Adjunct Senators.
- G. If, for either a regular election or a special election, the call for nominations does not result in a nominee, or if a replacement is not available under the provisions of section (e) above, the Senate shall vote to either (1) authorize the President to appoint an adjunct faculty member to fill the vacant seat, subject to confirmation by a majority vote of the Senate, or (2) direct the President-Elect or Past President to conduct another call for nominations and election.

Section 4. Removal of a Senator

Any Senator who misses three meetings in one semester without designating an alternate may be removed from the Senate by a majority vote. The vacancy shall be filled promptly according to the procedures contained in the other sections of this article.

Section 5. Committees

- A. The Senate may choose to create and maintain committees in order to delegate professional matters under its purview in accordance with Section §53200c of Title 5.
- B. The Senate may choose to have all preliminary work in the preparation of matters for its action carried out by committees.
- C. The Senate may create and maintain Subcommittees, Special Committees, or Standing Committees
  - 1. Subcommittees
    - a. Sub-Committees may be created and maintained in order to delegate ongoing professional matters under the Senate's purview in accordance with Section §53200c of Title 5.
    - b. Sub-Committees will be created or terminated by a two-thirds vote of the Senate. The membership and specific duties of the Sub-Committee will be decided on and amended by the Senate by a

- two-thirds vote. These rules of membership and duties will be stated in the Sub-committee's constitution, by-laws, or both.
- c. Sub-Committees may choose to follow guidelines set by the Academic Senate of California Community Colleges (ASCCC), provided they do not conflict with direction from the Cypress College Senate.
  - d. Sub-Committees will provide updates to the Senate at each Senate meeting.
2. Special Committees
- a. Special Committees may be created in order to accomplish a specific and short-term task, as defined by the Senate.
  - b. Special Committees shall have a chairperson who is responsible for updating the Senate on their progress and creating a final report to the Senate.
  - c. Special Committees will be created by a majority vote of the Senate. Only Senators may serve as members of a Special Committee. The specific membership and duties of the Special Committee will be decided on and amended by the Senate by a majority vote. Membership and duties of the committee will be made public in the Senate minutes.
  - d. Once the chairperson of the Special Committee has given a final report to the Senate, the Special Committee is terminated.
3. Standing Committees
- a. Standing Committees may be created in order to accomplish a specific task over the course of an entire academic year.
  - b. Standing Committees will be created by a majority vote of the Senate. Only Senators may serve as members of Standing Committees. The specific membership and duties of the Standing Committee will be decided on and amended by the Senate by a majority vote. Membership and duties of the committee will be made public in the Senate minutes.
  - c. Standing Committees are required to report to the Senate periodically throughout the academic year as needed. A report regarding the Standing Committee's accomplishments over the course of the academic year must be given at the last Senate meeting of the academic year. Once this report is given, the Standing Committee is terminated.

Article 2 –

Meetings

Section 1. Quorum

The Academic Senate quorum shall consist of a majority of the membership.

Section 2. Rules of Procedure

- A. Committees and Agenda
  - 1. Refer to Decision-Making Protocol in Appendix A.
- B. Senate Meetings
  - 1. Matters not specifically covered in the Constitution or Bylaws shall be governed by the current edition of *Robert's Rules of Order*.
  - 2. Motions proposed to the Academic Senate may be voted on in the same meeting they are proposed.
  - 3. Resolutions shall be presented to the Academic Senate for consideration at one meeting and voted upon at the next meeting. Resolutions represent the "voice of the Senate" and express the Senate's rationale and proposed actions.
  - 4. The time for presentation or debate on a given agenda item shall be limited to the time stated on the agenda. Debate may be extended under regular rules of order.
  - 5. The first regular meeting of the fall semester will include a Senate orientation ("Senate 101").

Section 3. Liaison Reports

The Senate shall provide time for the following Liaisons to make reports (written and/or oral) to the Senate:

- A. Associated Students
- B. Adjunct Faculty United
- C. Basic Skills
- D. Campus Diversity
- E. Campus Technology
- F. CTE Liaison
- G. Curriculum Committee
- H. Cypress College Foundation
- I. Distance Education
- J. Professional Development
- K. Program Planning and Review
- L. Student Learning Outcomes
- M. United Faculty
- N. Other reports as needed by Senate

Section 4. Special Meetings

- A. A special meeting may be called at any point in the semester to consider a single topic or multiple topics.
- B. A special meeting may be called by the President.
- C. A special meeting also may be called at the request of five members of the Senate. The written request shall be presented to the President and the Secretary. The President shall then set the time and place for the meeting, no less than two days nor more than one week from the time the request was received. If the President does not act, the President-Elect or Past President may schedule and conduct the meeting.
- D. The Secretary shall make every effort to ensure that the faculty are informed about the special meeting.

### Article 3 – Roles and Responsibilities of Executive Officers and Senators

#### Section 1. Academic Senate President

- A. The President shall set agendas for and preside over meetings according to Robert's Rules of Order.
- B. The President shall represent the faculty at appropriate campus, district, and statewide meeting.
- C. The President, in conjunction with the Academic Senate Treasurer, shall approve expenditures of funds held by the Academic Senate or designated for Academic Senate usage.
- D. The President shall present all potential candidates to the Senators, and shall have the power to appoint candidates as faculty representatives to campus governance committees. Such appointments may be overruled by a majority vote of the Academic Senate.
- E. The President shall be responsible for all Academic Senate correspondence.
- F. The President shall present a written President's Report to the Senate before each meeting.
- G. The President shall succeed to the past-presidency.
- H. The President shall perform other duties as authorized by the Academic Senate.
- I. The President shall be responsible for fulfilling the duties of the position outlined in the Constitution but may delegate the work to fulfill those duties to another full-time faculty Division Senator.

#### Section 2. Academic Senate President-Elect or Past President

- A. The President-Elect or Past President shall preside over meetings in the absence of the President.

- B. The President-Elect or Past President shall conduct all Senate elections with the exception of the office of President-Elect.
- C. The President-Elect or Past President shall maintain the Academic Senate Handbook, update the handbook to include a list of Senate appointments to campus committees and any other changes that have occurred during the past year, and be required to distribute a copy of the Handbook to all new Senators.
- D. The President-Elect or Past-President shall be required to hold a seminar for Senate Rules and Procedures, including the role/authority of the Senate, an overview of the Brown Act, and introduction of Robert's Rule of Order at the first regular meeting of the fall semester.
- E. The President-Elect or Past-President shall perform other duties as authorized by the Academic Senate.
- F. The President-Elect/Past-President shall be responsible for fulfilling the duties of the position outlined in the Constitution but may delegate the work to fulfill those duties to another full-time faculty Division Senator.

Section 3. Duties of the Secretary

- A. The Secretary shall be responsible for calling for agenda items from the Faculty and for publishing or posting announcements of meetings and agendas.
  - 1. The Secretary shall allow at least one week between the call for the agenda items and the deadline for submitting them.
  - 2. The Secretary shall ensure that the Senate Protocols are followed. (See appendix A.)
- B. The Secretary shall keep a record of the proceedings of all Academic Senate meetings. Such records shall be distributed to the faculty, the college administration, other district Senates, and the Board of Trustees.
- C. The Secretary or designee shall be responsible for working with the Campus Public Information Officer to keep the Senate website current with approved agendas, approved minutes, current committee appointments, and any other documents voted on or approved by the Senate.
- D. The Secretary shall make every effort to send out any reading materials for a given meeting at least 48 hours in advance of the meeting.
- E. The Secretary shall act as the meeting Chair in the absence of the President and President-Elect or Past President.
- F. The Secretary shall perform other duties as authorized by the Academic Senate.
- G. The Secretary shall be responsible for fulfilling the duties of the position outlined in the Constitution but may delegate the work to fulfill those duties to another full-time faculty Division Senator.
- H. At the request of the Secretary, a Recording Secretary may be enlisted and selected by the Secretary to fulfill recording duties as enumerated below:
  - 1. Senate shall approve the appointment of the Recording Secretary.
  - 2. Appointment of the Recording Secretary shall be for the duration of that Secretary's term.
  - 3. The Recording Secretary shall not have speaking rights unless the

- Recording Secretary is an elected Senator.
4. The Recording Secretary shall not vote on Senate business unless the Recording Secretary is an elected Senator.
  5. The elected Secretary will take minutes in Executive Committee meetings.
  6. Duties of the Recording Secretary
    - a. Draft minutes shall be typed and submitted to the Secretary in a timely manner.
    - b. Approved minutes shall be submitted to the Secretary in a timely manner.

Section 4. Academic Senate Treasurer

- A. The Treasurer shall be responsible for handling all the funds collected by the Academic Senate. The Treasurer shall maintain records of all receipts and expenditures of the Senate and periodically shall give financial reports to the Senate.
- B. The Treasurer shall act as the meeting Chair in the absence of the President, President-Elect or Past-President, and Secretary.
- C. The Treasurer shall perform other duties as authorized by the Academic Senate.
- D. The Treasurer shall be responsible for fulfilling the duties of the position outlined in the Constitution but may delegate the work to fulfill those duties to another full-time faculty Division Senator.

Section 5. Curriculum Chair

- A. The Curriculum Chair shall be responsible for fulfilling the duties of the position outlined in the Curriculum Committee Bylaws.
- B. The Curriculum Chair shall act as the meeting Chair in the absence of the President, President-Elect or Past President, Secretary, and Treasurer.

Section 6. Division Senators

- A. Division Senators shall be responsible for fulfilling the duties of the position outlined in the Constitution.
- B. Division Senators may be asked to be part of Standing Committees created by the Senate.
- C. As outlined in Article 5, Section 2a of the CCAS Constitution, “for purposes of the representation in the Senate, Counseling, Library, and Adjunct faculty ... shall be considered separate divisions.”

Article 4 – Academic Senate Recommendations

Upon the direction of the Academic Senate, the President of the Academic Senate shall forward all specific recommendations and concerns to the President of the college, the Chancellor of the North Orange County Community College District, and/or to the Board of Trustees of the North Orange County Community College District.

Article 5 – Academic Senate Representation – Liaison

- Section 1. The Academic Senate’s two representatives to the President’s Advisory Cabinet (PAC) shall be the President and either the Past President or the President-Elect.
- Section 2. The Academic Senate’s two representatives to the college’s Planning and Budget Committee shall be the President and either the Past President or the President-Elect.
- Section 3. The President of the Academic Senate shall serve as the Academic Senate’s representative to the District Consultation Council.
- Section 4. The President and either the Past President or the President-Elect shall serve as the Senate’s representatives to the Council on Budget and Facilities.
- Section 5. The President shall represent the Senate at the resource table at meetings of the Board of Trustees.

Article 6 – Nominating Committee for the Executive Committee Officers

- Section 1. The Nominating Committee for Academic Senate Officers shall consist of the Past President and two Senators appointed by the President.
- Section 2. Members of the Nominating Committee shall not be eligible for election to any Academic Senate office at that election.
- Section 3. In the absence of a Nominating Committee, nominations may come from the floor of the Senate. Senators shall not nominate themselves.

Article 7 – Amendments

- Section 1. These Bylaws may be amended by a two-thirds vote of the Academic Senate.
- Section 2. An amendment proposed at one meeting shall not be approved until the following meeting.



**Cypress College Academic Senate**

**Decision-Making Protocol**

**PROTOCOL ONE: SUBMISSION**

(Protocol for a new proposal, concept, or idea related to instruction that requires Senate to create an ad hoc campus exploratory committee)

**Step 1:** Submit agenda items to Academic Senate President or Academic Senate Secretary per instructions in the “Call for Agenda Items...” email sent to all faculty.

**Step 2:** Senate is presented the proposal, concept, or idea and engages in preliminary discussion.

**Step 3:** The Senate President puts a call out to all faculty to participate in an ad hoc committee to explore the idea further.

**PROTOCOL TWO: SOLICITATION:**

(Protocol to solicit faculty involvement for an ad hoc or standing committee)

**Step 1:** Senate President emails a call for participation to all faculty.

**Step 2:** The division representatives reiterate the call for participation when they report back to their divisions.

**Step 3:** The call for participation is recorded in the Senate minutes, which are available to all faculty.

**PROTOCOL THREE: SENSE OR APPROVAL OF THE SENATE:**

(Protocol for a new proposal, concept, or idea to be given either the 'sense' of the Senate or the approval of Senate)

**Step 1:** Request to agendize the item using the “Form to Seek Sense or Approval of Senate”, which asks two questions:

- a. “Have the relevant faculty and/or department coordinators participated in the development and early stages of this item?” Yes No

- a. Name of departments:
- b. Name(s) of faculty:
- b. "What is the level of faculty support within the affected disciplines?  
Greater than 50%   Equal to 50%   Less than 50%   Unknown

**Step 2:** If the form indicates that the relevant faculty have not participated or that the level of faculty support is unknown, a request is made to contact relevant faculty before the item is put on the agenda for the sense or approval of the Senate (Protocol 1).

**Step 3:** After the relevant faculty are involved and the level of support has been determined, the item shall be agendaized for the sense or approval of the Senate.