

CYPRESS COLLEGE ACADEMIC SENATE

CONSTITUTION

Adopted June 1974
Revised April 1986
Revised May 1991
Revised April 1996
Revised December 1999
Revised February 2004
Revised April 2007
Revised April 2008
Revised May 2013

Article 1 – Name

- Section 1. The organization shall be known as the Cypress College Academic Senate, hereinafter referred to as the Academic Senate.

Article 2 – Reference

- Section 1. The authority for the operation of the Academic Senate is established in Title 5, subchapter 2 of the California Administrative Code.

Article 3 – Purposes

- Section 1. The Academic Senate's primary purpose is to represent all faculty in consulting collegially with the Board of Trustees and its representatives regarding academic and professional matters affecting the college and the district. This requirement to consult collegially shall not limit other rights and responsibilities of the Academic Senate which are specifically provided in statute.
- a. The Academic Senate is thus to have a formal and effective procedure for participating in the formation and implementation of campus and district policies on academic and professional matters, and any other matters deemed important to the welfare of the college and the district.
 - b. Academic and professional matters are defined in the Education Code and Title 5. Section §53200c of Title 5 defines these as the 10 +1 areas over which the Academic Senate has primacy:
 1. Curriculum, including establishing prerequisites and placing courses within disciplines
 2. Degree and certificate requirements
 3. Grading policies
 4. Educational program development, review, or discontinuance
 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, and
11. Other academic and professional matters as mutually agreed upon by the Board of Trustees and the Academic Senate.

c. Consulting collegially is defined as the Board of Trustees relying primarily on the advice and judgment of the Academic Senate OR the Board of Trustees and the Academic Senate reaching mutual agreement.

Section 2. The Academic Senate shall also have the purpose of increased communication, awareness, and understanding with and among various entities, including the members of the college faculty as a whole, other groups concerned with the policies, welfare, and growth of the college, district representatives acting on matters affecting faculty concerns and interests, and statewide organizations.

Section 3. The Cypress College Academic Senate is committed to creating a collegial and professional climate in which to share ideas and engage discourse. The Senate is committed to the principles of respect and decorum. Senators will conduct themselves in a manner that is respectful of others, recognizing that disagreement and debate can occur without demeaning and disparaging one another.

Article 4 – Powers and Responsibilities

Section 1. The Academic Senate shall have the power to establish and amend its own composition, structure, and procedures.

Section 2. The Academic Senate has the right to meet with or appear before the governing board with respect to the views, recommendations, or proposals of the Academic Senate.

Section 3. The Academic Senate has the right to meet with or appear before the administration of the college and/or district with respect to the views, recommendations, or proposals of the Academic Senate.

Section 4. The Academic Senate shall have the exclusive right to appoint or to determine the method of appointment of the faculty members who serve on college and/or district shared governance committees, task forces, or other groups established for the purpose of implementing shared governance except in instances where the collective bargaining agents have been granted representation.

Section 5. The Academic Senate may assume such responsibilities and perform such functions as requested of it by the administration or Board of Trustees.

Article 5 – Academic Senate Organization

Section 1. Electorate

- a. The full-time Electorate (hereinafter referred to as the full-time faculty) shall be limited to those non-management academic faculty who are employed on a more than sixty percent contract. The full-time faculty shall elect Division Senators.
- b. The part-time Electorate (hereinafter referred to as the adjunct faculty) shall be limited to those non-management academic faculty who are employed sixty percent or less. The adjunct faculty shall elect the Adjunct Senators.

Section 2. Academic Senate Structure

- a. For the purposes of representation in the Senate, the Counseling, Library, and Adjunct Faculty (as defined by District and State regulations) shall be considered separate divisions.
- b. Division Senators: To ensure adequate broad representation across campus, there shall be Senators elected by and from each of the following divisions with divisions of up to 14 members having one Senator, those with 15 to 29 having two, and those with 30 and over having three (with elections as specified in the By-Laws). Entitlement to these positions will be determined by current Division census data prior to each election. Adjustments upward or downward shall be determined and adjustments made with each election.
 1. Business and Computer Information Systems
 2. Career Technical Education
 3. Counseling/Student Development
 4. Fine Arts
 5. Health Science
 6. Language Arts
 7. Library/LRC
 8. Physical Education and Athletics
 9. Science, Engineering, and Mathematics
 10. Social Sciences
 11. Adjunct Faculty

Division Senators shall consist of non-management academic faculty who are employed on contract and who are teaching a minimum of one unit or the equivalent in student contact hours per semester.

- c. Adjunct Senators: There shall be three Adjunct Senators elected by and from the adjunct faculty, except that Adjunct Senators may be appointed to fill vacancies under special circumstances that are identified in the By-Laws.
- d. Additional Representation
 - 1. The President of the Academic Senate shall sit as a voting member per Robert's Rules of Order.
 - 2. The Past President of the Academic Senate shall sit as a voting member.
 - 3. The President-Elect shall sit as a voting member but must resign from any remaining term as a Division Senator.
 - 4. The Curriculum Chair shall sit as a voting member of the Senate.
- e. Although liaisons with other committees and organizations may be invited to participate in Senate meetings on a continuing basis, the membership of the Senate is limited to the positions named above, and any reference to "member(s)" or "membership" of the Senate in this Constitution, or in the By-Laws, or in any official document produced by the Senate is understood to refer only to the above positions.
- f. No Senator shall serve a period of more than six consecutive years without a mandatory one-year break before seeking election to another Senate voting position, except to complete an elected term as an executive officer, or in the case where no other faculty member is willing to serve.

Section 3. Duties of Senators

- a. Areas of Responsibility:
Being governed by the 10 + 1 areas referenced above in Article 3, Section 1b, Senators shall concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and the district, including but not limited to:
 - 1. Professional Rights and Responsibilities (e.g., academic freedom, ethical standards).
 - 2. Professional Standards (e.g., local minimum qualifications, equivalencies, professional competence, accreditation).
 - 3. Professional Personnel Policies (e.g., recruiting, selecting, evaluating, assignment and teaching load, promotion, retention of

competent faculty, tenure, selection and retention of administrative personnel, and sabbatical leaves).

4. Academic Policies (e.g., curriculum, admissions, honors and degree requirements, retention of students).
5. Institutional Philosophy (e.g., college goals and objectives and relations with the community).
6. Student Personnel Policies (e.g., conduct, discipline, intercollegiate activities).
7. Education Expenditures (e.g., library, technology, other instructional supplies and equipment, maintenance and enhancement of instructional and campus facilities).

b. Senators shall:

1. Represent the voice of the faculty.
2. Inform their constituencies of Senate business in a timely manner.
3. Determine the will of their constituency.
4. Vote to represent the view of their constituency at all Academic Senate meetings.
5. Submit an item for the agenda as requested by any student, staff, or faculty member, provided that the item falls within the purview of the Academic Senate.

c. Alternates

6. Each Senator is responsible for choosing an alternate.
7. A Division Senator must select an alternate from the full-time faculty of the division represented.
8. The Adjunct Senator must select an alternate from the adjunct faculty.
9. The President of the Academic Senate shall call for the names of alternates and the Senators they represent at the beginning of each meeting.
10. An alternate shall assume all the rights and privileges of a Senator for the entirety of that meeting.

Article 6 – Officers

Section 1. The officers of the Academic Senate are the President, President-Elect or Past President, Secretary, and Treasurer. The term of office shall be two years for the President and one year for the other officers. The office of Past President will exist during the first year of the President's term, and the office of President-Elect will exist during the second year of the President's term.

In order to effect a transition from a one-year presidency to a two-year presidency, immediately after approval of this constitutional change, the current Senate will determine, by majority vote, whether the first President to have a two-year term will be the current President-Elect or the next President-Elect.

Section 2. The Executive Committee shall consist of the President, President-Elect or Past President, Secretary, Treasurer, and the Curriculum Chair. All elected officers of the Executive Committee must be members of the Academic Senate.

Section 3. For any elected Executive Committee officer position for which there is more than one candidate, the election shall be by voice, roll call, or a signed ballot (as specified in the By-Laws). Elections shall be held annually at the last regular meeting in May at the commencement of the new business section of the agenda. The voting members shall consist of the newly elected and returning members of the Academic Senate. The new or continuing President shall conduct the elections. The order of election shall be President-Elect (when needed), Secretary, Treasurer, and the additional Executive Committee member. All elections shall be conducted according to the rules provided in the By-Laws. Nominations for each position shall be followed by election before proceeding to the nomination and election of the subsequent position.

Section 4. If the retiring President is not available to serve as Past President, the Senate may choose to elect a Past President from among those current or retiring members who have served as President. If no previous President is able to serve, then the position shall be opened to any full-time Senate member, and an election shall be held to fill the vacated seat.

Section 5. Officers shall assume their responsibilities immediately upon the conclusion of the elections.

Section 6. Duties of the President

a. The President shall preside over meetings.

- b. The President or designate shall represent the faculty at appropriate campus, district and state-wide meetings.
- 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 succeed to the past-presidency.
- g. The President shall perform other duties as authorized by the Academic Senate.

Section 7. Duties of the President-Elect and 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 elections according to procedures specified in the By-Laws.
- 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 at the beginning of each academic year.
- e. The President-Elect or Past President shall perform other duties as authorized by the Academic Senate.

Section 8. Duties of the Secretary

- a. 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.

- b. The Secretary shall be responsible for calling for agenda items from the faculty and for publishing or posting announcements of meetings and agendas.
- c. The Secretary or designee shall be responsible for keeping 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 perform other duties as authorized by the Academic Senate.

Section 9. Duties of the Treasurer

- a. The Treasurer shall be responsible for handling all 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 perform other duties as authorized by the Academic Senate.

Article 7 – Meetings

- Section 1. Regular meetings of the Academic Senate shall be held twice per month during the fall and spring semesters unless the regular meeting date falls on a day when classes are not in session. The President shall establish a calendar of meeting dates and ensure that the day, time, and location of meetings are well publicized.
- Section 2. Special meetings may be called by the President of the Academic Senate or at the request of any five voting members of the Academic Senate during the fall and spring semesters. Rules for announcing and conducting special meetings shall be specified in the By-Laws.
- Section 3. All meetings of the Academic Senate shall be open to any interested parties.
- Section 4. The agenda of the Academic Senate shall be established by its members and published prior to the meeting in accordance with state law.
- Section 5. Actions of the Academic Senate shall be in the form of motions or resolutions approved by a majority vote.
- Section 6. A quorum shall be a majority of the total membership.

- Section 7. No proxy voting is allowed. Each voting member or alternate shall have only one vote and must be present to vote.
- Section 8. The Academic Senate operates in accordance with the provisions of the Ralph M. Brown Act (Cal. Gov. Code §54950-54963). All votes taken during Senate meetings shall be taken by voice, roll call, or a signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.

Article 8 – Liaison

- Section 1. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and administration of the college.
- Section 2. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and the North Orange County Community College District administration and Board of Trustees.
- Section 3. The President of the Academic Senate shall establish adequate liaison between the Academic Senate of Cypress College and the other academic Senates of the North Orange County Community College District.
- Section 4. The President of the Academic Senate shall establish adequate liaison between the Academic Senate of Cypress College and collective bargaining agents of the full-time faculty and the adjunct faculty of the North Orange County Community College District.
- Section 5. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and the Academic Senate for California Community Colleges (ASCCC).
- Section 6. The President of the Academic Senate shall establish proper liaison with other organizations as directed by the Academic Senate.

Article 9 – Recall or Removal

Section **1**. Recall of Division Senators

At a special divisional meeting called for the purpose of voting on a recall, a division Senator may be recalled by a two-thirds majority vote of the full-time faculty of the division present at that special meeting.

Section **2**. Recall of the Adjunct Senator

- a. Ten percent or twenty members (whichever is smaller) of the adjunct faculty may initiate the recall of the Adjunct Senator by written petition to the Academic Senate.
- b. The recall vote shall be by voice, roll call, or a signed ballot (as specified within the By-Laws) at a special meeting called within two weeks of the receipt of the petition of recall and at least two working days after formal announcement of the meeting.
- c. The Adjunct Senator may be recalled by a two-thirds majority vote of the adjunct faculty present at that special meeting.

Section 3. Removal

Failure to attend Senate meetings may result in the Senate removing a Senator from office. The criteria and procedures for removal are specified in the By-Laws.

Article 10 – Amendments

- Section 1. Amendments to the Constitution may be proposed by one-third of the Academic Senate or by ten percent of the academic staff eligible for election to the Academic Senate.
- Section 2. All proposed amendments shall be submitted in writing (in printed form or electronically) to the faculty at least one week prior to the deadline for voting.
- Section 3. Faculty voting shall be by secret ballot.
- Section 4. To be ratified, amendments must receive an affirmative vote of at least two-thirds of the faculty members voting and notice of the change must be sent to the Board of Trustees.

Article 11 – Adoption

This Constitution shall go into effect immediately upon approval by a two-thirds vote of the members of the faculty voting.