

# Academic Senate

[About CR](#) [Prospective Students](#) [Current Students](#) [Faculty & Staff](#) [Parents & Families](#) [Locations](#)

[Senate Homepage](#)

[Membership 2010-2011](#)

[Senate Role/Responsibility](#)

[Board Policy](#)

[Constitution](#)

[Senate ByLaws](#)

[Senate Committees](#)

[Senate Agendas/Minutes](#)

[The Senate Brief/Update](#)

[Senate Resolutions](#)

[State Academic Senate](#)

[College Committees](#)

## The Academic Senate For College of the Redwoods

### Bylaws

#### ARTICLE I Officers

Section 1. Officers: The officers of the Academic Senate (Senate) shall consist of two Copresidents.

Section 2. Duties: The duties of the Copresidents shall be as follows:

1. To preside at all Senate meetings;
2. To be non-voting, ex-officio members of all Senate committees;
3. To appoint all faculty and associate faculty who serve as representatives of the faculty to District committees, subject to review of the Senate;
4. To represent the faculty at the following:
  - a. Board of Trustee (Board) meetings;
  - b. College Council meetings; and
  - c. Other District committee meetings as appropriate;
5. To maintain communication with the Chief Academic Officer and with the President/Superintendent on a regular basis;
6. To maintain communication with the Senate support staff and other District offices;
7. To prepare Senate meeting agendas as prescribed by law; and
8. To post and distribute Senate meeting documents as prescribed by law.

#### ARTICLE II Committees

The Senate shall have the following standing committees: Executive Committee, Academic Standards and Policies Committee, Curriculum Committee, Faculty Development Committee, Faculty Qualifications Committee, CRFO/Academic Senate Liaison Committee, Professional Relations Committee, Tenure Review Committee, Associate Faculty Committee, and Multicultural and Diversity Committee. For the purposes of committee representation, the following units constitute divisions: Athletics and Physical Education; Arts, Languages, and Social Sciences; Business and Technology; Del Norte; Eureka Nonteaching; Humanities and Communication; Mathematics, Science and Engineering; Mendocino Coast; Nursing and Health Occupations; Public Safety Center.

Nonvoting, ex-officio committee members may make motions and participate in discussions, but shall not count towards a quorum. Substitutions will not be allowed on any Senate committee.

#### Section 1. Executive Committee

A. Membership: The three Senate members of the Executive Committee shall be nominated by the Copresidents and confirmed by the Senate no later than the second regular meeting in the fall. They shall serve a term of one year. The Committee shall consist of the following members:

1. The two Senate Copresidents; and
2. Three Senators, each from different divisions.

#### B. Duties and Purposes:

1. To assist the Copresidents in coordinating Senate activities;
2. To make recommendations to the full Senate regarding Senate business;
3. To assume other duties as designated from time to time by the Senate; and
4. To make decisions on behalf of the full Senate at times other than the fall and spring semesters subject to the following:
  - a. The Executive Committee must inform the Senate of any decisions at the next scheduled Senate meeting.
  - b. The Senate may override any Executive Committee decisions.
  - c. The power of the Executive Committee in this capacity is intended to be a limited power exercised only when the Senate is not in session.

#### Section 2. Academic Standards and Policies Committee

A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the Copresidents and confirmed by the Senate;
2. One faculty from each division, selected by the division. If a division chooses not to fill the position, the Copresidents may appoint a faculty member from any division to fill that vacancy. With the exception of the chair, no division shall have more than two representatives.

3. One associate faculty appointed by the chair; and
4. The Chief Academic Officer, who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:

1. To accept assignments from the Senate on issues of academic standards and policies;
2. To research, discuss, and make specific recommendations to the Senate regarding resolution of the above assignments; and
3. To develop, promote implementation of, and maintain policies that encourage
  - a. High standards of academic excellence and skills proficiency;
  - b. Quality counseling and advising for students;
  - c. Diagnostic skills testing, wherever appropriate;
  - d. Developmental instruction, when necessary; and
  - e. Long-range curriculum planning responsive to present and anticipated student needs.

### Section 3. Curriculum Committee

A. Membership: Terms of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed from the Committee's members past or present by the Copresidents and confirmed by the Senate;
2. One faculty from each division, selected by the division. If a division chooses not to fill the position, the Copresidents may appoint a faculty member from any division to fill that vacancy. With the exception of the chair, no division shall have more than two representatives.
3. The Chief Academic Officer, who shall serve as a nonvoting, ex-officio member; and
4. College articulation liaison, who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes: The Curriculum Committee is concerned with the development of and continual improvement of educational programs and the curriculum. The major functions of the Committee are the following:

1. To make recommendations to the Senate regarding additions, modifications, or deletions to the curriculum;
2. To advise the Senate and the administration on issues related to curriculum and educational programs;
3. To maintain an on-going evaluation of the college curriculum;
4. To assist in the development and long-range planning of the overall educational program of the college; and
5. To advise faculty who are developing groupings of classes into cohorts or other linked units.
6. The specific functions of the Curriculum Committee are to act on the following proposals:
  - a. Creation, modification or deletion of programs, courses, or certificates;
  - b. Revision of a catalog description to reflect changes in the nature of a course;
  - c. Changes in hours and/or units of a course;
  - d. Changes in the requirements of an existing certificate or degree program;
  - e. Changes in prerequisites, corequisites, and recommended preparation;
  - f. Assignment of courses to disciplines; and
  - g. Significant changes in the course outline related to grading standards, method of evaluation, or instructional materials.

### Section 4. Faculty Development Committee

A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:

1. The chair appointed by the Copresidents and confirmed by the Senate;
2. Three faculty members from Eureka appointed by the Copresidents;
3. One faculty member from CRDN or CRMC appointed by the Copresidents; and
4. Coordinator, Center For Teaching Excellence who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:

1. To oversee the distribution of faculty development funds to support the improvement of instructional skills or subject area expertise of faculty and associate faculty members;
2. To develop guidelines for funding requests;
3. To forward funding allocation recommendations to the Senate for approval;
4. To develop, implement, and coordinate the process for awarding funding; and
5. To evaluate faculty development activities district wide.

### Section 5. Faculty Qualifications Committee

A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the Copresidents and confirmed by the Senate;
2. Four faculty members from at least two divisions appointed by the Copresidents; and
3. The Chief Academic Officer who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:

1. To review and recommend changes to the Senate on policies related to minimum qualifications or other issues of faculty qualification;
2. To consider and make recommendations to the Senate on all applications for equivalency, both full and associate; and
3. To make recommendations on minimum qualification applications referred by the Chief Academic Officer.

#### Section 6. CRFO/Academic Senate Liaison Committee

A. Membership: The Committee shall consist of the following members:

1. The Senate Copresidents;
2. CRFO President; and
3. CRFO Vice President.

B. Duties and Purposes:

1. To provide a forum for the collegial discussion of faculty issues.
2. Composition, duties, and purposes are subject to change pursuant to the CRFO Collective Bargaining Agreement.

#### Section 7. Professional Relations Committee

A. Membership: The term of the chair shall be two years. The members will serve on an ad hoc basis. The committee shall consist of the following members:

1. The chair, trained in Interest-Based Approach (IBA), appointed by the Copresidents and confirmed by the Senate; and

2. One faculty, trained in IBA, appointed by the Copresidents.

B. Duties and Purposes:

1. To develop and to maintain cooperation and understanding among Academic Senate constituents and Senate support staff; and

2. To promote and to maintain professional and collegial relations.

3. The following procedures will be followed:

- a. Initial contact may be made to a Copresident;
- b. The Copresidents will appoint a Committee to mediate the issues raised using IBA;
- c. The Committee will forward its mediation outcome to the Academic Senate Executive Committee;

and

- d. All matters brought before the Committee are considered personal and confidential.

#### Section 8. Tenure Review Committee

A. Membership: The term of each faculty member shall be four years with staggered terms expiring July 1.

The committee shall consist of the following members:

1. Four tenured faculty members from different divisions appointed by the Copresidents and confirmed by the Senate, one of whom will serve as chair; and

2. Chief Academic Officer.

B. Duties and Purposes:

1. To review documents provided by the Faculty Evaluation Committees; and
2. To issue an annual report and recommendations to the Senate and the President/Superintendent.

This report will include recommendations on the reemployment and tenure of each tenure-track nontenured faculty member.

3. To perform other duties pursuant to the CRFO Collective Bargaining Agreement.

#### Section 9. Associate Faculty Committee

A. Membership: The term of each member, including the chair, shall be two years with staggered terms expiring July

1. The committee shall consist of the following members:

2. The chair, appointed by the Copresidents from among the associate faculty senators and confirmed by the Senate;

3. One faculty appointed by the Copresidents; and
4. At least one associate faculty appointed by the Copresidents.

B. Duties and Purposes:

1. To advise the Senate on issues of specific concern to associate faculty; and
2. To promote district-wide collegiality.

#### Section 10. Multicultural and Diversity Committee

A. Membership: The term of each faculty and associate faculty member, including the chair, shall be two years, with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the Copresidents and confirmed by the Senate;
2. At least three faculty appointed by the Copresidents;
3. At least one associate faculty appointed by the Copresidents;
4. Director of Human Resources who shall serve as a nonvoting, ex-officio member;
5. President/Superintendent who shall serve as a nonvoting, ex-officio member;
6. Liaison from Disabled Student Services who shall serve as a nonvoting, ex-officio member;
7. Liaison from among division chairs who shall serve as a nonvoting, ex-officio member;
8. Liaison from Academic Support Center who shall serve as a nonvoting, ex-officio member; and
9. At least one community member who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:

1. To encourage the educational, vocational, and social value of a rich variety of backgrounds and perspectives to the students and the campus community;
2. To work with the administration to review the Student Equity Plan;
3. To assist Human Resources in the development and implementation of equity and diversity training for search committee members;
4. To expand multicultural and diversity training for all faculty;
5. To promote the retention of students, faculty, and staff of underrepresented groups on campus; and
6. To assist in the development of strategies to create a campus community environment that promotes

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Questions and/or Comments?

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Human Resources / Jobs  
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