

6.4.B. Curriculum Committee

The membership of the Curriculum Committee consists of faculty, students and administrators as outlined in AR 5100.

6.4.C. Department Chairs

The membership of the Department Chairs Committee is comprised of all department chairs. Others may be invited as non-voting interested parties.

6.4.D. All Other Committees:

1. Faculty members are nominated to Senate committees by the committee chair. They are seated on committees upon appointment by the Senate President with the advice and consent of the Senate.
2. Committee Chairs shall strive for diversity of membership in terms of electoral area, departments, disciplines, and academic perspective, as well as ethnic, cultural, gender, and age diversity.
3. The majority of members on all Senate Committees shall be faculty members.
4. Joint Standing Committees, other than Curriculum, shall be comprised of at least six voting faculty and three voting administrative members; the ratio of voting faculty to voting administrators shall be two to one.

Section 6.5 Rules of Operation

6.5.A. Meetings shall be called by the Chair of each committee.

6.5.B. Committees will determine their own rules of operation as long as they do not violate the Senate Constitution, Bylaws, or regulations including but not limited to the Brown Act, Title V, and Board Policy. Such rules will be reconsidered yearly and will be posted on the committee's Academic Senate web page.

6.5.C. In the beginning of the Fall semester, committees shall delineate their objectives for the year with the advice and consent of the Senate.

6.5.D. All meetings shall be open to the faculty and to the public, except for sessions designated as closed to consider current or anticipated litigation, matters that must be kept confidential or other matters as permitted by law.

6.5.E. All votes taken at meetings will be public votes and will be recorded by name. All decisions by committees must be made by formal vote; consensus agreements are not valid.

6.5.F. Should the Chair fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by a majority of committee members provided that all members, including the Chair, are given sufficient notice and provided the Senate President has been apprised of the situation

6.5.G. A majority of members shall constitute a quorum.

Section 6.6 Scope of Standing Committees

6.6.A. Adjunct Faculty (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee addresses issues relevant to the professional and academic responsibilities of the adjunct faculty.

6.6.B. Career Technical Education (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee acts as a liaison between CTE programs and various constituencies at the local and state levels, focusing on providing direction to existing and new programs.

6.6.C. Curriculum (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee evaluates proposed courses, changes in courses, proposed programs, and changes in the programs that comprise the Santa Monica college credit and non-credit offering. The committee's responsibilities include compliance with state laws, maintenance of academic integrity, and dissemination and archiving of course and program information. It assists faculty and departments in preparing curriculum proposals and in making curriculum changes.

6.6.D. Department Chairs (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee addresses matters that affect academic, professional, and organizational aspects of the departments and special programs and facilitates the flow of information between departments and programs, the Academic Senate, and the District.

6.6.E. Distance Education (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee serves as the Senate's primary resource and primary recommending body on academic and professional matters regarding distance and online education. It disseminates information on and deals with evolving issues, including but not limited to development of, delivery of, and support for online education.

6.6.F. Election and Rules (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee conducts elections in accordance with the bylaws and academic regulations and recommends changes as needed in the constitution and bylaws. The committee shall not endorse or campaign for candidates and ensures that Senate resources are not used for such purposes.

6.6.G. Environmental Affairs (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee serves as the Senate's resource and recommending body on academic and professional matters related to the environment, ecological literacy and greening the curriculum.

6.6.H. Equity and Diversity (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee explores academic and professional matters concerning faculty equity and diversity practices and policies at the college. It works with appropriate campus groups to develop, recommend, and assess policies, programs and strategies that promote equity and diversity in student success and to update the college's equity plan.

6.6.I. Executive (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and in accordance with the constitution and bylaws, the committee serves as a liaison between Senate committees and the Committee of the

Whole. It advises the president on the 10 + 1 duties and responsibilities outlined in Title 5 Section 53200, and assists the president in developing Senate goals, objectives, and agendas. It serves as a sounding board for committee chairs and assists them in developing and focusing the work of their committees. This committee has appointment authority as outlined in these Bylaws.

6.6.J. Fiscal Affairs (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee develops and monitors the Senate budget and oversees internal Senate financial policies and procedures.

6.6.K. Global Council (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee helps develop and support experiences and activities, including but not limited to, study abroad, grants, professional development trips, annual themes, etc., that promote the ideas and values of global citizenship among faculty and students. It promotes the infusion of global citizenship throughout the curriculum.

6.6.L. Information Services (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee examines policies, provides vision, and develops plans for academic information technology and digital education (systems, resources, and pedagogy) and considers other technology matters that fulfill the goals of the college and improve instruction for students. It collaborates with the Technology Planning Committee and with departments to ensure that the need for superior instructional technology and the infrastructure to support it are met.

6.6.M. Institutional Effectiveness (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee works with all district units and departments and other major committees to achieve and sustain proficiency in the formulation, assessment, and analysis of multiple evidence-based effectiveness measures used to inform departmental, program and institutional planning and decision making.

6.6.N. Legislative Action (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee works to effect changes in public policy on academic and professional matters, tracks and studies legislation that impacts community colleges, and informs faculty on such. It studies state resolutions and position papers and advises the president on plenary voting matters.

6.6.O. Personnel Policies (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee examines all board policies and administrative regulations regarding personnel.

6.6.P. Professional Development (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee develops, coordinates, supports, and monitors the institutional and individual non-sabbatical professional development activities of faculty, including but not limited to team building and wellness activities and contract and Senate issues. To further collegiality and make good use of resources, it

coordinates faculty professional development opportunities with both classified and administrative professional development committees.

6.6.Q. Professional Ethics and Responsibilities (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee investigates ethical and academic freedom issues and responsibilities of faculty; and it develops, publicizes, and promotes policies that encourage ethical practices in higher education, including but not limited to a code of ethics.

6.6.R. Program Review (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee reviews all existing instructional, student and administrative services programs to document and ensure that all programs are engaged in ongoing self-evaluation and assessment to maintain and enhance their quality, vitality and responsiveness. It ensures that all portions of the mandated program review studies are necessary and that they inform the college's planning process. It works with department and unit heads to ensure they understand what is expected of them, disseminates its written responses promptly, and seeks feedback from departments and units about how the process can be improved.

6.6.S. Sabbaticals and Fellowships (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee recommends to the Board of Trustees the awarding of leave time and financial stipends to support individual faculty as they pursue worthwhile professional development activities, such as formal study, independent research, creative projects, field studies, travel related to their profession, etc., not offered otherwise through normal workload assignments. It assesses proposals using a set of published formal standards and timelines for submissions and procedures, and it provides workshops to assist people in developing proposals.

6.6.T. Social (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee facilitates events that foster collegial relations among faculty and between faculty and others in the campus community and that contribute to a positive campus climate.

6.6.U. Student Affairs (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee evaluates and updates all administrative regulations concerning student affairs, including but not limited to admissions and registration, student progress and graduation, student conduct, student activities, counseling, and financial aid.

6.6.V. Student Instructional Support (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee makes recommendations to the Academic Senate on strategic planning for and institutionalization of supplemental instruction, tutoring and other instructional support services.

Section 6.7 Scope of Ad-Hoc Committees

6.7.A. New Faculty Position Ranking (Joint Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee recommends its priorities for new full-time faculty positions to the college's superintendent/president. In so doing, it determines the process by which this will be done, examines the objective and subjective data for each proposal, and ranks the proposals given to it by instructional and student service departments.

Article 7. Amendments

Section 7.1 The Senate can propose, change, and amend its Bylaws by a two-thirds vote of the members present providing that quorum is established and that notice of the proposed changes has been sent to all Senators at least seventy-two hours in advance of the meeting where changes will be considered.

Section 7.2 Motions to create or to change existing Bylaws must be proposed in writing and submitted to the Elections and Rules Committee.

Article 8. Standing Rules

Section 8.1 Standing rules cover points of procedure and other matters that are not of sufficient importance to be covered in the Bylaws. Current Senate Standing Rules will be posted on the Senate webpage.

Section 8.2 The Senate may, by majority vote and without notice, establish standing rules.

Section 8.3 All other constituent bodies of the Senate may establish standing rules as needed to govern their conduct of business so long as the rules are consistent with the Constitution and Bylaws of the Senate and the Brown Act. All standing rules shall be submitted in writing to the Senate President and agreed to by the Executive Committee and the Committee of the Whole.