

Academic Senate Committee Chairs

This document is meant to provide guidance in understanding their roles, responsibilities, and expectations as Academic Senate Committee Chairs. Please note that Chairs of Joint and Faculty committees and are expected to attend all Executive Cabinet committee meetings as well as full Academic Senate meetings regularly. Please notify the Academic Senate President as soon as possible if you will be unable to attend a meeting.

Brown Act Adherence

The Brown Act is a California law that guarantees the public's right to attend and participate in meetings of local legislative bodies in person. Quorum is met with a simple majority. Quorum must be met for any Action items, as Quorum ensures that decisions are made by a representative portion of the group rather than a small subset. Quorum is not required for discussion and other items but is good practice to adhere to.

1. **Open Meetings:** Meetings must be open and accessible to the public.
2. **Public Notice:** Agendas must be posted in advance (72 hours/3 days before meetings).
3. **Public Participation:** Members of the public must be allowed to attend and provide input. (Public Comment portion of agenda.)
4. **No Secret Decisions:** Decision-making outside of meetings (e.g., private "serial" meetings among a majority of members or email exchanges among a majority of members "daisy chain") is prohibited.
5. **Closed Sessions:** Certain matters (like personnel issues or pending litigation) can be discussed privately, but the reason for the closed session must be announced, and actions taken must be reported afterward.

In Practice

- Committee should meet at least once a month, in-person
- Use Senate templates for agendas and minutes for all meetings
- Email agendas at least **3** business days prior to meeting, CC: Tamika and Vicenta
- Update and maintain committee webpages (members, agenda, & notes)
- Review Scope & Functions at first meeting and update as needed
- Share Committee Reports at Executive and Senate meetings
- Complete Committee Membership Form
- Complete Year End Report
- Follow Roberts Rules of Order

Academic Senate Committee Chairs

- Quorum – a simple majority, for joint committees you must have at least one administrator representative and faculty representative present

Resources

- Review the SMC [BP 2511 PARTICIPATORY GOVERNANCE: ACADEMIC SENATE](#)
- Review the [Academic Senate Bylaws](#)
- Reach out to Tamika to book the Senate Office or other meeting rooms on campus
- Sign up to receive your relevant committee's [ASCCC Listserv](#)
- Review the [ASCCC](#) website for a wealth of resources and information.
- Review the [ASCCC Local Senate Handbook](#)
- Familiarize yourself with the Senate purview areas of the [10+1](#)

10+1

Title 5 § 53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. In Sections 53200 (c), "Academic and professional matters" mean the following policy development and implementation matters

- Curriculum including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Academic Senate Committee Chairs

The Academic Senate represents the faculty in academic and professional matters while Faculty Association is the collective bargaining agent that represents faculty on matters regarding working conditions.

[SMC Board of Trustees Meetings](#)

- Review agenda and minutes
- Listen when you are able to