

# **By-Laws of the De Anza College Academic Senate**

## 2004-2005

### **By-law I. NAME**

None.

### **By-law II. PURPOSE AND FUNCTION**

These By-Laws are written to act as the current operating procedures of the Academic Senate. They are meant to be updated and confirmed the Executive Committee each June to reflect any changes in the organization of De Anza College or the Academic Senate. Each By-law carries the same number as its associated Constitutional article.

### **By-Law III. MEMBERSHIP**

Duties of Membership

It is expected that the faculty of De Anza College will:

- support the officers and elected representatives of this organization through informed suggestions, recommendations, feedback and voting on issues under discussion
- initiate recommendations and suggestions to the officers and elected representatives that will improve the educational welfare of our students and the professional growth of our faculty
- fulfill their professional obligations as a member of the Academic Senate
- pay dues to the organization

### **By-law IV. DUES**

The dues for this organization are \$3/contract month for faculty. Faculty can arrange for a payroll deduction of dues by completing the appropriate form (which can be obtained from the Executive Secretary) or may simply write a check to the Academic Senate.

### **By-law V. OFFICERS**

Released Time

The District and College have temporarily reduced the released time from 1.5 to 1.3. for use by the Officers of the Academic Senate. Specific release time for each Officer varies based on the load factor of the person holding the office. The split is approximately one half of the total released time for the president, one third of the total released time for the vice president, and one sixth of the total released time for the executive secretary.

## Summer Stipend

A budget for paying Officers to be available during the months of July and August shall be split between the Officers based on the time they will provide to service. For summer 2004 the split is:

President	\$2000
Vice President	\$2000
Exec. Sec.	\$2000

## Meetings

For the 2004-2005 academic year, the Senate officers will meet each Monday from 1:30 pm – 2:30 pm and Wednesday from 1:30 – 2:30 pm for planning purposes.

## Duties of the President

The President serves as the chief executive officer of the Academic Senate and the Executive Committee and as such has the following responsibilities:

- Prepare an agenda for and preside over all meetings of the Academic Senate and Executive Committee
- Supervise all affairs of the Academic Senate
- Execute such plans and policies as the members of the Academic Senate or Executive Committee may have authorized, directed or approved
- Maintain a list of current members of the Executive Committee. Inform Division Deans of the need for division Senators or in the event that Senators miss 4 or more meetings in a quarter
- Attend the following committee meetings
  - Board of Trustees
  - College Council
  - Chancellor's Advisory Committee
  - Joint Development Group
  - Classified Senate
  - Dean's Council
  - State Plenary sessions
- Prepare and present for approval to the Executive Committee an annual budget for the Academic Senate at the beginning of each fall quarter
- Make recommendations on behalf of the Academic Senate to the Governing Board with respect to academic and professional matters
- Represent the Academic Senate at District and College functions
- Act as co-chair of the Campus Budget Committee and attend District Budget committee meetings (or assign a designee)

## Duties of the Vice President

The primary function of the Vice President is to assume in the absence or at the request of the President the duties of that office. In addition, the Vice President has the following responsibilities:

- Assist the President in agenda building

- Monitor the list of committees needing faculty representatives and recruit faculty to serve on committees
- In conjunction with the Diversity Coordinator and the Tenure Review Coordinator, present faculty for confirmation to committees
- Perform other duties as requested by the President or the Executive Committee

#### Duties of the Executive Secretary

The primary function of the Executive Secretary is to maintain an ongoing record of discussions and actions of the Executive Committee. In addition, the Executive Secretary has the following responsibilities:

- Act as Treasurer for the Academic Senate which means depositing dues, paying bills, balancing the checkbook and reporting to the Executive Committee on the checkbook balance at the end of each quarter
- Maintain (or supervise) as current the Academic Senate's web page
- Act as Editor of the Academic Senate Newsletter to be published at least quarterly

#### Removal from Office

A recall election to remove an officer from office may be called by the Executive Committee at any time during an officer's term by a petition signed by two-thirds to the Executive Committee membership.

### **By-law VI. THE EXECUTIVE COMMITTEE**

The Executive Committee of the Academic Senate meets each Monday during the academic year from 2:30 – 4:30 with the exception of holidays, the first week of class and Finals week. The agenda for the Executive Committee is distributed every Wednesday afternoon. Items to be included on the agenda or in the agenda packet for Senators must be in the possession of the President by noon on Wednesday.

A quorum is considered present at Executive Committee meetings if there is 1 person more than half the sum of division confirmed Senators and Officers present.

#### Duties of the Executive Committee

As members of the Executive Committee, the Officers and Senators have the following responsibilities:

- Know the Constitution of the Academic Senate
- Carry out the purpose and function of the Academic Senate as a whole as outlined in Article II of the Constitution
- Recommend and make policies and decisions for the Academic Senate which are consistent with the Constitution
- Review current policies and procedures initiated by the College and District, and make recommendations for changes in these as necessary as outlined in Section 3 of Article II of the Constitution
- Deliberate and act on all proposals and matters of concern to the collective and individual membership of the Academic Senate
- Maintain a strong liaison with the Foothill College Academic Senate, the Faculty Association, the Classified Senate, the De Anza Student Body Senate and College and District administration, as well as with such regional, state, and national

organizations that are deemed important and relevant to De Anza College and its faculty

- Be responsible for confirming all faculty to all committees
- Review and approve the annual budget presented by the President by October 15 of each year. Review, at least quarterly, the expenses/revenues of the Academic Senate as presented by the Executive Secretary

#### Duties of Senators

In addition to representing the interests of their division's faculty, Senators have the following responsibilities:

- Attend all meetings of the Executive Committee. Teaching schedules should be such as to allow attendance for the full meeting time. Notify the President when not attending an Executive Committee meeting
- Bring their division's faculty concerns or recommendations to the Executive Committee
- Communicate to their division's faculty, on a weekly basis, the discussions and actions of the Executive Committee
- Serve, as needed, on at least one other College or District governance committee
- Assume a leadership position with regard to academic issues within their division

#### Associate Membership.

The people holding the following positions are granted associate membership on the Executive Committee:

- Vice President of Instruction (or designee)
- Classified Senate President (or designee)
- De Anza Student Body President (or designee)
- Faculty Co-chairs of Decision Making Teams (Currently three Planning and Budget Teams and the Campus Budget Team)

## **By-law VII. ELECTIONS**

#### Nominating and Election Committee

A Nominating and Election Committee (NEC) will be formed no later than the sixth week of winter quarter each year. The NEC will consist of a chairperson and two members (all chosen from the Executive Committee membership). Neither officers nor persons running for office shall be members of the NEC. The NEC has the following responsibilities:

- put out an invitation to all faculty to run for office or nominate another faculty member to run.
- contact nominated faculty to see if they are indeed interested in running
- accept Candidate Statements from faculty running for office (Statements must be submitted to the NEC chairperson no later than May 1.)
- request a list of full and part-time faculty from Human Resources at least 3 weeks prior to the election date (Only faculty listed will be allowed to vote.)
- publish the official ballot with Candidate Statements no later than one week before election date

- arrange for faculty to supervise the election. (Neither officers nor persons running for office shall supervise the election.)
- count the ballots ASAP after the polls close and submit the results to the Executive Committee for certification by announcing the results
- keep ballots secure at all times

#### Campaigning

Campaigning by and for candidates or other issues on the ballot is allowed as long as it is done at no cost to the college, and there is no campaigning at the election site on election days.

Faculty supervising the election may not campaign, make recommendations, or advocate for any individual or issues on the ballot. Election supervisors can provide faculty an information sheet (available at the poll) should they have questions.

#### Election dates

Election of Officers shall occur in May. An election poll shall be open and supervised each day. Only faculty not running for office may supervise elections.

#### Installation of Officers

The installation of Officers shall occur by way of introduction to the Executive Committee at the last meeting of spring quarter.

### **By-law VIII. COMMITTEES**

Academic Senate sub-committee, ad-hoc committees, task teams

#### Campus Decision making teams

Decision making at De Anza is done via four (4) Planning and Budgeting Teams, a Campus Budget team and a College Council. The Academic Senate appoints a co-chair (these are two year terms) to the following decision making teams:

- Instructional Planning and Budgeting Team
- Student Services Planning and Budgeting Team
- Workforce Planning and Budgeting Team

The President of the Academic Senate serves as co-chair of College Council.

#### Duties of co-chairs

- attend all meetings of the team
- attend College Council meetings
- attend, when requested, Executive Committee meetings
- prepare agendas for team meetings with the respective Vice President
- represent, along with other team faculty, the position of the Academic Senate to their team
- report regularly to the Executive Committee the discussions and decisions of their team
- report regularly to the Executive Committee any concerns they have about discussions and decisions of their team

#### Duties of faculty on committees

- attend all meetings of the team
- represent the position of the Academic Senate to their team
- when a faculty co-chair does not exist, report regularly to the Executive Committee the discussions and decisions of their team
- report to the Executive Committee any concerns they have about discussions and decisions of their team

### **By-law IX. COMMITTEES**

None.

### **By-law X. OTHER**

#### Academic Senate Checkbook

The Academic Senate checking account is located at Washington Mutual, 20573 Stevens Creek Blvd., Cupertino, CA 95014. Only current Officers shall have signature authority on the checking account. Each June, current and incoming Officers shall sign new signature cards at Washington Mutual.

#### Standing contributions

The Academic Senate will contribute, each October, a sum of \$500 from the checkbook to the Contingency Fund administered by the Financial Aid department.

#### Senate Scholarships for students

In order to fulfil the following resolves from a Spring 2002 resolution,

“Be it further resolved, that a review committee established by the Financial Aid Office consisting of De Anza College faculty and at least one officer/senator of the Academic Senate make the decision as to whom to award the scholarships and,

Be it finally resolved, that the De Anza College Academic Senate fund the scholarships at a rate of at \$2000 per year until such time as the endowment fund has sufficient funds to pay the scholarships and then continue to contribute to the endowment fund at a rate of at least \$2000 per year.”

The Academic Senate will also contribute to the endowment fund each quarter the amount that it would normally spend on meeting refreshments, currently \$500 per quarter.

Each fall quarter the Executive Committee of the Academic Senate will identify at least one member to be on the review committee and notify the Financial Aid Office of that person’s name and the Executive Secretary of the Academic Senate will write a check from the Academic Senate checkbook to either fund the scholarships outright or to the endowment fund at the FHDA foundation. Further, the Academic Senate should continue fundraising to increase the endowment fund so that the current scholarships can be funded and additional scholarships added.

## State dues

State dues are paid from the checkbook or the college account depending on what was approved by the Executive Committee for the year. The invoice comes from the State Academic Senate around January.

## General Education Review

Per a motion passed on April 22, 2002, the president of the Academic Senate shall assure that the following timeline is followed for the review of General Education Philosophy/Criteria and implementation.

1. The Winter quarter following each Accreditation visit, the Academic Senate will review, edit and/or confirm the General Education Philosophy/Criteria established in the last review.
2. Upon confirmation of the GE Philosophy/Criteria, the Academic Senate through the Curriculum Committee will make any necessary adjustments to the De Anza associate degree requirements so that catalog changes are in place no more than two years after the accreditation visit.
3. Upon finishing the adjustments to the De Anza associate degree requirements, the Academic Senate through the Curriculum Committee will make any necessary adjustments to GE certification via IGETC and CSU GE so that catalog changes are in place no more than three years after the accreditation visit.

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