

By-laws of the De Anza College Academic Senate

[Note: Each By-law carries the same number as its associated
Constitutional article.]

Last Updated June 2024

I. NAME

De Anza College Academic Senate

II. PURPOSE AND FUNCTION

By-laws of the De Anza College Academic Senate (henceforth referred to as ‘By-laws’) are written to act as the current operating procedures of the Academic Senate. The By-Laws. By-laws of the De Anza College Academic Senate (henceforth referred to as ‘By-laws’) are written to act as the current operating procedures of the Academic Senate. By-Laws are updated as needed and will be reviewed at least once per accreditation cycle for updates needed to reflect any changes in the organization of the Academic Senate.

Each By-law carries the same number as its associated Constitutional article.

Code of Conduct

Officers, Senators, Members, and Associate Members of the Executive Committee shall:

- Fulfill the “Duties of the Executive Committee” described herein;
- Faithfully abide by the Constitution, By-laws, and policies of Academic Senate;
- Uphold the official positions taken by the Academic Senate through resolutions and policies;
- Follow through and complete accepted tasks;
- Promote collaboration, cooperation, and partnership within the Academic Senate;
- Maintain a professional level of courtesy, respect, and commitment in all Academic Senate activities;
- Keep personal opinions and actions separate from those made as a representative of this organization;
- Respect the diversity of opinions as expressed or acted upon by the Executive Committee;
- Respect dissenting opinions as expressed or acted upon by the Executive Committee.

Officers, Senators, Members, and Associate Members of the Executive Committee shall not:

- Engage in harassing or discriminatory behavior based on ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or gender, age, sexual orientation, or any other legally protected status, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law;
- Engage in expression, which is obscene, libelous or slanderous;
- Utilize any De Anza College resource to promote personal gain. Personal gain includes, but is not limited to:
 - Use any of the faculty listservs in promotion of candidacy for office;
 - Misappropriation of Academic Senate funds;

Any violation of the Code of Conduct is sufficient grounds for the introduction of a Resolution for Removal from Office in the Executive Committee.

III. MEMBERSHIP

Duties of Membership

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

- support the officers and elected representatives of the De Anza Academic Senate through informed suggestions, recommendations, feedback, and voting on issues under discussion
- initiate recommendations and suggestions to the officers and elected representatives aimed at improving the educational welfare of De Anza's students and the professional growth of the faculty
- fulfill their professional obligations as members of the Academic Senate
- pay dues to the organization

IV. DUES

The dues for this organization are \$5.00 per contract month. 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 for \$50 once per year.

V. OFFICERS

Reassign Time

The District and College provides FTEF (Full Time Equivalent Faculty) in the amount determined in negotiations for use by the Officers of the Academic Senate. Specific reassign time for each Officer varies based on the load factor variables in the regular faculty load of the person holding the office. The Senate Officers will determine an equitable division of available FTEF prior to the start of Fall Quarter. FTEF is split between the following offices and positions: President, Executive Vice President, Vice President of Curriculum, Executive Secretary, Curriculum Committee Vice Chair.

Compensation for Officer Positions held by Part-Time Faculty

If a Senate Officer position is held by a Part-Time faculty member, the compensation for this position will be equivalent to the amount of FTEF on the appropriate salary scale

Summer Stipend

The college provides a \$6,000 summer stipend for the officers as a group to be available during the months of July and August and to provide a predictable on campus presence for faculty, administrators, and members of the public. The stipend shall be split among the Officers based on the time they will provide service.

Meetings and special empowerments

During the academic year, the Senate officers will meet twice per week, typically each Monday and Wednesday for planning purposes.

The officers will meet in the summer as appropriate to conduct tasks, projects, and other meetings. The officers have the authority to recruit and confirm faculty for various committees that have shown a need to meet before week two of the fall quarter. The officers may appoint themselves to committees as they see fit, especially in cases where delaying recruiting would be problematic. Tenure committees not constituted before the end of Spring Quarter may be approved during Summer in the interest of maintaining the timeliness and equity of the tenure process for new faculty hires. The officers will report any such decisions made during the summer at the first Executive Committee meeting of the following Fall quarter and provide the opportunity for discussion by the Senate.

In case of an emergency academic senate meeting, a simple majority vote of the present academic members will inform the decision of the Academic Senate officers.

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:

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- 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 if Senators miss four or more meetings in a quarter
- Participate in the following committee meetings on behalf of the Academic Senate and regularly report information and actions back to the Academic Senate
 - Board of Trustees
 - College Council
 - Chancellor's Advisory Committee
 - Academic and Professional Matters Committee
 - Classified Senate
 - State Plenary sessions
- 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 College Council and attend District Budget committee meetings (or assign a designee)
- Coordinate and conduct regular communications to the Academic Senate, which may include any or all the following: newsletter; email communications, Academic Senate website updates, and other means of communications approved by the Executive Committee.

Duties of the Executive Vice President

The primary function of the Executive Vice President is to assume, in the absence or at the request of the President, the duties of that office. In addition, the Executive 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 following the procedure set by the Executive Committee.
- In conjunction with the Tenure Review Coordinator for Tenure Review Committees, present faculty for confirmation to committees
- Perform other duties as requested by the President or the Executive Committee
- Participate in State Plenary Sessions on behalf of the Academic Senate and regularly report information and actions back to the Academic Senate
- Co-Chair the Instructional and Planning Budget Team
- Assist and support the Academic Senate Officers and Executive Committee with regular communications to the Academic Senate, which may include any or all the following: newsletter, email communications, Academic Senate website updates, and other means of communications approved by the Executive Committee

Duties of the Vice President of Curriculum

The primary function of the Vice President of Curriculum is to oversee and support the development and implementation of curriculum processes at De Anza College. Most notably the Vice President of Curriculum is the faculty co-chair of the Curriculum Committee and Chair of the Curriculum Advisory Team. In addition, the Vice President of Curriculum has the following responsibilities:

- Facilitate the Curriculum Committee's and Curriculum Advisory Team's efforts with agenda planning and problem-solving as related to college curriculum matters.
- With the Curriculum Office, monitor the five-year review of course outlines and maintain consistent curriculum submission and review processes
- Research current State and Legislative changes as impacting curriculum and assist in the development and implementation of processes that address such policy changes
- With the Curriculum Committee, assist faculty in creating new course outlines and revising course outlines
- With the Curriculum Committee, assist in the evaluation and review of course outlines in terms of appropriateness to respective divisions, college mission, and equity goals.
- Provide training to division curriculum representatives and deans (as appropriate) on curriculum policy and processes.
- Represent Curriculum Committee interests by attending College Council meetings.
- Coordinate certificate/degree updates as needed including:
 - Serving as a liaison between initiator, deans and staff
 - Helping to proof catalog certificate/degree requests
 - Problem-solving unit and requirement issues
 - Problem-solving inconsistencies in certificate-degree requirements
- Monitor the maintenance of and review of the college's Curriculum Inventory with the State Chancellor's Office including:
 - Working with initiators to create and develop certificates and degrees in compliance with Title 5 guidelines and SB1440/TMC guidelines.
 - Guiding, revising, and finalizing state application materials
 - Ensuring accuracy of information in the Curriculum Inventory
- Collaborate/coordinate with the Administrative Co-Chair and Curriculum Vice-Chair on the following:
 - Research, plan and prepare "other business" items for weekly curriculum committee meetings and Curriculum Advisory Team (CAT) meetings
 - Preside over weekly meetings in conjunction with the Co-Chair
 - Revise and improve curriculum processes and policies
 - Serve as a key resource for ensuring compliance with Title V curriculum-related policy (e.g. TBA hours, repeatability, lecture and lab hours, basic skills coding)
 - Troubleshoot/problem-solve with initiators, division representatives, deans, counselors, articulation officer, etc. on curriculum-related issues that impact the entire campus and students
- Participate in annual ASCCC Curriculum Institute in July and ASCCC plenary sessions on curriculum-related topics and regularly report information and actions back to the Academic Senate

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- Maintain the College “Courses Into Disciplines and FSAs” Report, update the report annually, and preside over a confirmation of the report by all faculty input and Executive Committee approval every three years. Additionally, provide training for faculty and administration on assigning courses, and monitor changes and proposed changes to the state minimum qualifications for faculty and administrators.

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 in October and in January
- Prepare and present a financial report of the Academic Senate bank account funds to the Executive Committee at the beginning of each quarter.
- Maintain (or supervise) as current the Academic Senate’s web page
- Assist and support the Academic Senate Officers and Executive Committee with regular communications to the Academic Senate, which may include any or all of the following: newsletter; email communications; Academic Senate website updates; other means of communications approved by the Executive Committee.
- Participate in State Plenary Sessions on behalf of the Academic Senate and regularly report information and actions back to the Academic Senate
- The primary responsibility for the integrity of votes taken in the Executive Committee falls upon the Executive Secretary. However, all Officers are duty bound to protect the democratic process. Any eligible voting member of the Executive Committee can call for a roll call vote (to assure accuracy) at any time.

Removal from Office

Officer removal requires two steps:

Step 1: an affirmative Resolution of a simple majority of all eligible voting members of the Executive Committee.

Step 2: an affirmative vote of the resolution by two-thirds of all eligible voting members of the Academic Senate casting an electronic vote.

The burden of proof for a factual finding confirming the allegations against Officers or Senators shall be by “clear and convincing” evidence. No Resolution for Removal from Office shall be considered in the same meeting where said Resolution is introduced.

“Clear and convincing” means the evidence is highly and substantially more likely to be true than untrue; the trier of fact must have an abiding conviction that the truth of the factual contention is highly probable. (Colorado v. New Mexico, 467 U.S. 310 (1984).

VI. THE EXECUTIVE COMMITTEE

The Executive Committee of the Academic Senate has regular meetings each Monday during the academic year from 2:30 – 4:30 PM, with the exception of holidays, the first week of class, and Finals week. Agendas for Executive Committee meetings are normally distributed the Thursday afternoon prior to an Executive Committee meeting the following Monday. In all cases, agendas will be distributed prior to 2:30 PM on Fridays ahead of the Executive Committee meetings the following Monday. 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 Thursday

A quorum is considered present at Executive Committee meetings if there is 1 person more than half the sum of all voting members of the Executive Committee.

Areas will have the following Faculty Senator representation:

- Biological Health and Environmental Sciences Division 2
- Business, Computer Science, & Applied Technologies Division 2
- Career Technical Education & Workforce Development 2
Area includes: any current department and program offering CTE and Workforce courses and degrees
- Creative Arts Division 2
- International Intercultural Studies Division 2
- Language Arts Division 2
- Physical Education Division 2
- Social Sciences and Humanities Division 2
- Physical Sciences, Mathematics and Engineering Division 2
- General Counseling Division 2
- Embedded Counselors 2
Area includes: Student Success & Retention Services; First Year Experience; Puente/ LEAD; UMOJA; IMPACT AAPI; International Students Program; English Performance Success – including Adult Ed consortium; Math Performance Success; Men of Color; College Promise / Outreach; Career Training; Veterans; REACH; Biological, Health & Environmental Sciences
- Disability Support Programs and Services (includes Adapted Physical Education) 2
- Academic Services and Learning Resources Division 1
- Student Development Division 1
- Equity and Engagement Division 1

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- Faculty designee of the Black Faculty, Staff, and Administrators' Association (BFSA) 1
- Faculty designee of the Asian Pacific American Staff Association (APASA) 1
- Faculty designee of the De Anza Latinx Association (DALA) 1
- Faculty Chair of the Committee On Online Learning (or designee) 1

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 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 Academic Senate College B budget presented by the President by October 15 of each year.
- Review, at least quarterly, the expenses/revenues of the Academic Senate private dues account at U.S. Bank 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 sufficient training activities for Academic Senate, which can be any of the following:
 - Prior to joining the executive committee, identify a currently serving member of the executive committee to serve as a mentor and attend at least 4 Academic Senate meetings as their mentee, or
 - During first quarter of service, identify a mentor to work with over the course of at least 4 meetings as a mentee, or
 - Complete offered workshops/training/orientation on shared governance and Academic Senate norms, practices, and policies prior to or within first quarter of service on the Academic Senate.

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- Mentors will have the following responsibilities:
 - Review agenda and minutes prior to meetings with the mentee
 - Sit next to the mentee and answer questions during the meeting
 - Act as a guide to help navigate and understand meeting norms and processes
 - Communicate with the mentee within 48 hours of the meeting to answer any questions that arise during the meeting
- Attend all meetings of the Executive Committee. Faculty schedules should allow attendance for the full meeting time. Notify the Officers 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.

Part-time Faculty Stipends

The two part-time at-large senators shall each receive a \$300 quarterly stipend. Additionally, this stipend will also apply to any part-time faculty members appointed by the Academic Senate serving as a designated Part-Time faculty representative to a college wide shared governance committee. Part-time faculty serving as senators should consult their division deans regarding compensation.

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)
- Faculty Association President (or designee)
- Two DASG-appointed Student Representatives

Removal from Office

For the two At Large Part Time Faculty Representatives, removal requires two steps:

Step 1: an affirmative Resolution of a simple majority of all eligible voting members of the Executive Committee.

Step 2: an affirmative vote of the resolution by two-thirds of all eligible voting members of the Academic Senate casting an electronic vote.

The burden of proof for a factual finding confirming the allegations against Officers or Senators shall be by "clear and convincing" evidence. No Resolution for Removal from Office shall be considered in the same meeting where said Resolution is introduced.

“Clear and convincing” means the evidence is highly and substantially more likely to be true than untrue; the trier of fact must have an abiding conviction that the truth of the factual contention is highly probable. (Colorado v. New Mexico, 467 U.S. 310 (1984)).

Meeting Format and Attendance

Academic Senate meetings are typically held in a hybrid format, allowing for in-person and online attendance. Members of the executive committee are required to attend in person or online from within district boundaries. Remote attendance must be reported to the Officers prior to the posting of the agenda.

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, including making it available on the Academic Senate website, no later than one week before election date
- supervise the election. (Neither officers nor persons running for office shall supervise the election.)
- arrange for electronic balloting, gather the results ASAP after the polls close, and submit the results to the Executive Committee for certification of the votes.
- keep means of voting 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. This includes campaigning or soliciting on the Academic Senate-managed email listservs (e.g. the all-faculty listserv and the part-time listserv). Any information about the elections may only be put out on the listservs at the direction of the NEC (Nominations and Elections Committee) and not by the individual candidate.

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Faculty supervising the election may not campaign, make recommendations, or advocate for any individual or issues on the ballot.

Any violation of the Code of Conduct by a candidate, as stated in the By-laws, will result in immediate disqualification from holding office for the current term.

Election dates

Election of Officers and At-Large Part-Time Senators shall occur sometime in May to June. In the event that a recall election is called for, it will be held as needed. Elections for office, and for recall from office shall be held electronically. Only faculty not running for office may supervise elections. An election poll shall be open and supervised.

Introduction of Officers

The introduction of newly elected Officers and At-Large Part-Time Senator to the Executive Committee shall occur at the last meeting of spring quarter.

Removal From Office

Recall of an Academic Senate Officer or any Senator of the Executive Committee

- A proposal to recall an Academic Senate Officer or any Senator of the Executive Committee must be in the form of a resolution from a Senator.
- The resolution must include a signature of support from 1/3 of the members of the Executive Committee eligible to vote.
- Upon receipt of the recall resolution, the President shall distribute ballots on the recall to each eligible voting member within 15 days of receiving the resolution requesting removal.
- Ballots must be returned within 30 days from the day the ballots were distributed. The recall shall be approved if 2/3 of eligible voting members vote in favor of it.
- If the recall is approved, then the vacancy may be filled in accordance with section IV of the Constitution.

VIII. COMMITTEES:

Academic Senate sub- committee, ad-hoc committees, task teams, Campus Decision making teams

Decision making at De Anza is done via the Resource Allocation and Program Planning (RAPP) Committee and College Council.

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

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The Executive Vice President of the Academic Senate serves as co-chair of the Resource Allocation and Program Planning Committee

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 committee co-chairs
- represent, along with other team faculty members, 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

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

IX. CONSTITUTION ADOPTION, AMENDMENTS, AND BY-LAWS

None.

X. OTHER

Academic Senate Checkbook

The Academic Senate checking account is located at U.S. Bank. Only current Officers shall have signature authority on the checking account.

Senate Scholarships for students

In order to fulfill 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, Annual Academic Senates of the California Community Colleges (ASCCC) dues are paid by the college district from the Academic Senate B budget funds set aside for the purpose.

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 form a General Education Review Committee in order to begin a process of General Education review including a review of the General Education Philosophy/Criteria established in the last review and consideration of any new requirements or elimination of any requirements proposed since the previous review.
2. Upon confirmation of the GE Philosophy/Criteria and consideration of any proposed additions or deletions from current requirements, 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.

APPROVED May 2001

Updated October 2001

Updated June 2002

Updated June 2004

Updated June 2010

Updated March 2016

Updated April 2021

Updated June 2024