



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

### **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

For more information about the Academic Senate, visit  
<http://deanza.edu/gov/academicssenate/>