

Committee Examples

Academic Senate

Example 1:

Membership:

- Five Academic Senate Officers elected at large by faculty for two-year terms:
 - President
 - Vice President
 - Secretary/Treasurer
 - State Senate Delegate
 - Faculty Enrichment Chair (two-year term)
- One to three senators from each of the following divisions:
 - Agriculture
 - Allied Health and Nursing
 - Business
 - Consumer/Family Studies
 - Fine Arts
 - Industry and Technology
 - English
 - Language and Communication Studies
 - Mathematics and Engineering
 - Physical Education and Athletics
 - Science
 - Social Sciences
 - Student Services

The number of senators from each division is contingent on the number of full-time faculty in that division: each division with 1 to 10 full-time faculty elects one senator; each division with 11 to 20 full-time faculty elect two senators; and each division with 21 to 30 full-time faculty elect three senators. The division determines the term length.

- Two senators elected by adjunct faculty
- One non-classroom library faculty member
- One classified member elected at large by classified staff, non-voting. The term length is undefined.
- One representative selected by the Student Senate Executive Board, nonvoting. The Student Senate determines the term length.

Example 2:

Membership:

- A. Each of the departments that selects a department chair or designed “lead”, in accordance with the collective bargaining agreement; Student Support Services as a group (EOP&S, Financial Aid, Educational Assistance Center, and Health Care Center); and the Library may select a minimum of one (1) Senator. Selection process as stated in Article I, Section 4. Each department may have one (1) senator for up to five (5) full-time faculty or full-time equivalent faculty members (FTEF); departments with more than five (5) full-time members and full-time equivalent faculty members may have no more than two (2) senators, e.g., departments with 0-5 FTEF are entitled to one (1) senator representative, while departments with 5.1 or greater FTEF are entitled to a maximum of two (2) senator representatives.¹ Senators will be seated annually at the start of each academic year for a period of one (1) year.
- B. Part-time faculty shall be represented by one elected representative at-large, in addition to the department representation as described in Paragraph C below. See Article II of these Bylaws for election procedures.
- C. Additional part-time Senators can be selected from each department as described in Paragraph A of this Section at the rate of one representative for each five (5) FTE, or portion thereof, comprising the hours scheduled for part-time faculty (not to include extra hourly assignments by full-time faculty.) All part-time Senators shall be part-time faculty. For the purposes of this paragraph, the FTE of the previous academic year as reported by the Office of Student Learning shall be used. See Article I, Section 4 of these Bylaws for the selection procedures for additional part-time Senators.

Example 3:

Membership:

- A. Representation shall be based on representative faculty groups
- B. Representation for each division shall be one senator for every 9 full time faculty or fraction thereof, as of September 1 of each academic year. Each division shall have at least one representative.
- C. Problems regarding the distribution of division representative positions shall be presented in writing to the Senate Executive Committee and resolved by this committee as well.
- D. There will be one at-large part-time faculty representative who shall be self-nominated and appointed by the Senate Executive at the beginning of the academic year. The position will be for a one-year term.
- E. Any faculty member who is holding or who has held office in the Academic Senate of the California Community Colleges shall be an ex officio member of the Senate Council.
- F. The Curriculum Committee Faculty Co-Chair shall be a voting member of the Senate Council.

Example 4:

Membership:

2.1.A. Members by Senate Election

1. Full-time faculty representatives elected by the current electoral area faculty pool subject to Article 9 of these Bylaws are herein referred to as Full-time Electoral Area Senators.
 - a. Allocate one full-time Senator to each electoral area for each ten full-time faculty members or portion thereof, e.g. 1 Senator for 0 to 10 full-time faculty members, 2 Senators for 11-20 full-time faculty members, and so on. Electoral areas that have reductions in allocation only lose a position when a Senator's three-year term ends.
2. Adjunct faculty representatives elected by the current adjunct faculty pool subject to Article 9 of these Bylaws are herein referred to as Adjunct At-large Senators. (11 seats)

2.1.B. Members by Appointment

1. The Senate President shall appoint a Parliamentarian with the advice and consent of the Senate.

2.1.C. Members by Virtue of Office

1. The following shall serve as members by virtue of their office and herein will be referred to as Ex-Officio Senators.
 - a. All elected officers of the Senate
 - b. Chairs of Standing Committees
 - c. Faculty Association President or designee
 - d. Faculty members serving on the Executive Committee of the statewide Academic Senate for California Community Colleges.
2. The following may serve as nonvoting members and will not count in quorum and herein will be referred to as Ex-Officio Senators.
 - a. At most two representatives from the California School Employees Association
 - b. At most one representative from the Associated Students

Professional Learning/Development

Example 1: Faculty Enrichment Committee

Purpose/Charge:

- Approve enrichment activities proposed by faculty, staff, and administration
- Track flex hours for faculty
- Communicate available development opportunities

Membership:

- Faculty co-chair, elected from faculty membership
- VP of Academic Services or designee
- Faculty (up to one per division) appointed by Academic Senate upon recommendation from the divisions
- One librarian
- One adjunct faculty appointed by adjunct faculty
- One classified employee appointed by classified employees

Example 2: Instructional Improvement (Flex) Committee

Purpose/Charge:

- Provide opportunities for faculty to maintain currency in their respective disciplines, to improve and expand their knowledge of pedagogical skills, instructional methodologies, and technological abilities, and to develop interdisciplinary approaches to classroom instruction and service delivery to students
- Designs, reviews, implements, and evaluates instructional improvement activities and ensures that instructional improvement activities meet the guidelines for professional development as prescribed in Title 5.
- Makes recommendations to the Instructional Services Council at regularly scheduled meetings.

Membership:

- Academic Senate (10): At-large, appointed by the Academic Senate
- Administration (1): Appointed by the Vice President of Instruction
- Co-Chairs: Faculty and administrative representatives

Example 3: Faculty Professional Development Committee

Purpose/Charge:

The Professional Development Committee creates and fosters opportunities for faculty and staff to grow and improve as professionals. These opportunities should be designed so as to promote and practice better inclusivity and diversity for faculty, staff, and students.

Membership:

- Chair: Faculty Chair appointed by Academic Senate
- 1 faculty member appointed by AFT
- All other interested faculty

Example 4: Professional Development Committee

Purpose/Charge:

The Professional Development Committee makes recommendations on the direction of professional development activities for full-time and part-time faculty and staff, including:

- Planning, implementing, and assessing Fall and Spring faculty Professional Development (FLEX) Program activities;
- Planning, and implementing, and assessing Classified Staff Professional Development opportunities;
- Coordinating, promoting, and assessing College-wide Professional Development activities;
- Evaluating applications and awarding professional development funds to full-time faculty; funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement;
- Evaluating applications and awarding other funds provided to the Professional Development Committee.

Membership:

Co-chairs:

- Dean appointed by the Vice-President of Academic Affairs and Student Support
- Faculty member appointed by the Academic Senate Council
- Classified Senate Vice-President or designee

Members:

- One Dean appointed by the Vice-President of Academic Affairs
- Two faculty members from each Student Learning Division appointed by the Academic Senate Council

- Two classified staff members recommended by the Classified Senate and appointed by the College President
- One faculty member appointed by AFT
- One classified staff representative appointed by SEIU and approved by the College President
- One representative from Instructional Technology
- One student appointed by Associated Students who serves in an advisory role (non-voting)
- Professional Development Coordinator (ex-officio, non-voting)
- Academic Senate President (ex-officio, non-voting)