

BYLAWS OF NORCO COLLEGE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT/NORCO COLLEGE ACADEMIC SENATE

PREAMBLE

The Academic Senate of Norco College of the Riverside Community College District (herein referred to as the “Senate”) can change and amend its Bylaws by a minimum of 2/3 majority vote of its voting members present providing that (1) motions to change and amend the Bylaws are proposed in writing, (2) at least one week elapses between the making of a motion to amend and any vote to adopt the motion is taken, and (3) a quorum is present when the vote occurs.

ARTICLE I

Section 1. Senators represent areas of study. Areas of study are defined as departments for the purposes of these Bylaws.

Section 2. Regular Senate meetings are generally held on the first and third Monday of each whole month (contract holidays excepted) during the spring and fall semesters at a location and time announced by the Senate President or as otherwise scheduled by the Senate.

Section 3. Senate meetings and faculty meetings called by the Senate are conducted under the parliamentary guidance of *Robert’s Rules of Order, Revised*, unless otherwise stipulated.

Section 4. The Senate President shall establish the agenda for each Senate meeting, which must be approved by simple majority vote of the voting members present at the meeting. The agenda must be established in accordance with California laws and regulations. Any member of the Norco College faculty may submit an agenda item to the Senate. The established agenda may be abridged or amended by majority vote or by consensus of the members present.

Section 5. The Senate President may contact any Senator who misses two regularly scheduled meetings in a term to assess the attendance issue. If appropriate, the Senate President may contact the Senator’s Department Chair regarding such absenteeism with the hope of resolving the situation and avoiding underrepresentation. Such absentee Senator may be replaced by the Department.

Section 6. A special meeting of the Senate may be called by the Senate President or any five voting members of the Senate.

Section 7. All faculty members are encouraged to participate in Senate discussions.

ARTICLE II

Section 1. Duties and Responsibilities of Senators

Department representatives to the Senate (herein referred to as “Senators”) and their alternates, are accountable to all members of the Norco College faculty. Senators and their alternates shall:

- A. participate in regularly scheduled Senate meetings as active and informed representatives of their electoral constituencies;
- B. consider, and where the Senate agrees, ratify appointments made by the Senate President;
- C. consider, and where the Senate agrees, authorize the execution of contracts and other agreements entered into by the Senate;
- D. inform their constituents about general issues and concerns facing Norco College and specific matters coming before the Senate;
- E. inform the Senate about relevant issues and concerns facing their constituents;
- F. assist the Senate President in gathering data as needed for projects of the Senate;
- G. communicate with other Senator members, in adherence with State laws and RCCD Board Policies;
- H. inform potential or newly elected Senator members of Senate policies;
- I. serve when possible on the Senate's ad hoc committees and other committees as requested by the Senate President and/or the Senate; and
- J. encourage faculty members to become involved in the Senate and its committees.

Section 2. Duties and Responsibilities of the Senate President

The Senate President shall:

- A. develop agendas and conduct meetings of the Senate
- B. distribute, in compliance with relevant State laws and RCCD Board policies, agendas for upcoming regular Senate meetings at least 72 hours prior to the beginning of scheduled meetings.
- C. convene and preside over general meetings of the faculty (full and/or part-time) called by the Senate;
- D. serve as the official Senate spokesperson and advocate on academic and professional matters;
- E. meet regularly with the College President and the District Chancellor, and report the pertinent details of those meetings to the Senate;
- F. meet with other administrators and classified professionals as needed, and report the pertinent details of those meetings to the Senate;
- G. represent faculty matters within the purview of the Senate to the College President;
- H. represent the Senate at meetings of the RCCD Board of Trustees and before all appropriate College and District administrative groups;
- I. participate as requested in the evaluation of administrative staff;
- J. represent the Senate on appropriate Norco College and District administrative councils;
- K. represent the Senate as an ex-officio member of all standing committees of the Senate;
- L. meet with the representative(s) of the Faculty Association to both ensure that the academic and professional aspects of negotiable issues reflect Senate concerns and maintain open lines of communication and cooperation between the Faculty Association and the Senate;
- M. work with the leadership of classified professionals and student groups to maintain open lines of communication and cooperation between those groups and the Senate;
- N. register the Senate's endorsement of relevant documents sent to the state or other authorities;

- O. address academic and professional aspects of regulatory issues in the California Education Code and Title 5, as well as organize the Senate's response in a collegial and timely manner;
- P. serve as a member of the District Academic Senate and serve as the District Academic Senate President every three years on a rotational basis with the Academic Senate Presidents of Moreno Valley College and Riverside City College;
- Q. serve as the primary contact for the Senate of the California Community Colleges (ASCCC) and attend conferences, meetings, and seminars of organizations that relate to California community colleges;
- R. allocate Senate resources within the constraints of the Senate Budget;
- S. meet with new faculty members to familiarize them with collegial governance and Senate operations;
- T. appoint faculty members to Norco College and District committees, task forces, and work groups and have those appointments ratified by the Senate;
- U. appoint, when necessary, a Parliamentarian from among the Senators;
- V. communicate official Senate proceedings to the entire faculty; and
- W. perform such other functions that are necessary for carrying out the purposes and policies of the Senate;

Section 3. Duties and Responsibilities of the Senate Vice President

The Vice-President shall:

- A. act in the capacity of the Senate President in Senate meetings when the President is unavailable to serve;
- B. chair the Nomination Committee and all faculty meetings called to seek nominations for elections;
- C. conduct nominations and elections for the Senate under the provisions of Article VII of the Senate Constitution;
- D. maintain records of Senate appointments, including date of appointment, length of term, and other information as necessary.
- E. convene the first yearly meeting of any standing committee without a chair;
- F. participate with the Senate President in monthly meetings with the College President; and
- G. perform such other functions as the Senate and/or the Senate President reasonably assigns in carrying out the purposes and policies of the Senate.

Section 4. Duties and Responsibilities of the Secretary/Treasurer

The Secretary/Treasurer shall:

- A. keep minutes of Senate meetings when a classified professional is unavailable and make these records available to the entire faculty following Senate approval;
- B. maintain a file of all minutes and official documents of the Senate, including but not limited to dated copy of Constitution and Bylaws, expiration dates of all terms of office of officers, committee members, and members of the Senate;
- C. prepare and distribute meeting notes for Senate meetings to the entire faculty within five business days of the conclusion of said meeting;
- D. prepare and distribute meeting notes for general faculty meetings convened by the Senate to the entire faculty within five business days of the conclusion of said meeting;

- E. ensure the currency of all contact information for the Senate;
- F. ensure the currency of information on the Senate's website;
- F. keep, as necessary, the financial records of the Senate up-to-date and in good order;
- G. with the approval of the Senate President, make all properly authorized payments that are consistent with the Constitution, the Bylaws, or Senate orders, and which do not threaten the solvency of the Senate; and
- H. perform such other functions as the Senate or the Senate President assigns in carrying out the purposes and policies of the Senate.

ARTICLE III. THE ELECTION OF SENATORS

Section 1. The Nominations Committee shall request that the Norco College academic departments select Senators and Alternate Senators and shall inform the Norco College academic departments in a timely manner whenever a special need exists to fill a vacancy.

Section 2. Each of Norco College's academic departments shall choose one full-time faculty member as its Senator to serve on the Senate and one Alternate Senator to serve in Senate meetings when the primary departmental Senator cannot attend; in this case, the Alternate Senator shall assume all rights and duties the primary Senator including the right to vote in Senate meetings. It is recommended that tenured faculty members be given priority for these positions.

- A. Senators and Alternate Senators shall be chosen by a democratic process with each full-time faculty member of the department having one vote for each member to be elected. Faculty members with assignments in two or more departments will exercise their one vote in the department that houses their primary designated FSA.
- B. Senators and Alternate Senators shall serve for two years beginning on the July 1 following their election.
- C. There are no limitations on the number of consecutive terms to which a member may be elected as a Senator or Alternate Senator.
- D. If an elected Senator or Alternate Senator is unable to serve for any reason, the academic department represented by that Senator/Alternate Senator shall elect a replacement representative for the balance of the term.
- E. Departments may change representatives at any time for any reason for the remainder of any existing term as long as a democratic process is followed.
- F. Any disputes concerning the selection of representation shall be resolved by the Academic Senate. Senate decisions with regard to processes and eligibility shall be final.

Section 3. Senators and Alternate Senators may represent only one academic department at a time.

ARTICLE IV: ELECTIONS OF SENATE OFFICERS, PART-TIME SENATOR, DISTINGUISHED FACULTY LECTURER, AND FACULTY COMMENCEMENT SPEAKER

Section 1. The Nomination Committee shall conduct official Senate elections.

Section 2. The Nomination Committee shall be chaired by the Senate Vice-President and composed of two additional Senators appointed by the Senate. No Officer other than the Senate Vice-President shall be eligible to serve on the Nomination Committee. If the Senate Vice-President is a candidate in an election, then the Senate will select a Senator who is not a candidate in the election to serve as the Nomination Committee chair.

Section 3. The Nomination Committee shall call for nominations from the faculty at least one week in advance of the holding an election and strive to have least two candidates who are willing to serve in each election.

Section 4. The Nomination Committee shall distribute ballots for the election of Senate Officers, Part-time Senator, and Distinguished Faculty Lecturer to faculty at least one week in advance of the election. The Nomination Committee shall verify the consent of nominees, either verbally or in writing, prior to distributing the ballots. Elections for these positions shall follow the procedures below.

- A. Elections for the positions of Senate President, Vice-President, and Secretary/Treasurer shall take place every three years in the Spring term before the end of April, and the winners will assume their offices on July 1. If an elected Officer is unable to complete their term, the Senate shall follow the guidelines set forth in Article 5 of the Constitution to fill the vacancy.
- B. Elections for the Part-time Senator shall take place every two years in the beginning of Fall term, and the winner will take their office immediately. If for any reason the elected part-time Senator is unable to complete their term, the Senate shall appoint to the position the candidate who received the next highest number of votes in the election in which the original Part-time Senator was elected. If these provisions cannot be fulfilled, then Section 10 of this Article shall prevail.
- C. Elections for the Distinguished Faculty Lecturer shall take place every three years in rotation with Riverside City College and Moreno Valley College with the election taking place in the prior Spring term.
- D. Elections for the Faculty Commencement Speaker shall take place every Fall semester, except in those years in which the Distinguished Faculty Lecturer rotates to Norco College. In those years, the Distinguished Faculty Lecturer shall serve as the Faculty Commencement speaker.

Section 5. In those years in which Officers are elected, the Senate may arrange for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

Section 6. All elections shall be conducted in such a manner as to promote the integrity of the electoral process.

Section 7. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted as quickly as possible after votes are counted.

Section 8. All elections shall be decided by majority vote. A run-off election will be held between the top two vote getters if no candidate receives a majority.

Section 9. The results for all Senate elections shall be kept for 30 days for review by any faculty member.

Section 10. In the event of a vacancy for any reason in any elected position not otherwise provided for in the Senate Constitution or Bylaws, the Nomination Committee shall submit the name(s) of at least one, and preferably two or more, replacement candidates for an election within the Senate. Upon presentation of the name(s) of the candidate(s), the Senate shall appoint the candidate who receives a majority of the votes of the Senate voting members who are present for the election. The replacement candidate shall assume office immediately for the remainder of the term of office.

Section 11. The Senate may designate temporary replacements for Officers who are temporarily unable to perform the duties of the office to which they were elected.

ARTICLE V. PETITIONS, REFERENDUM, AND RECALL

Section 1. Petitions

Anyone may submit a petition proposing an action or policy for the Senate, and the Senate President shall determine if the petition will be heard by the Senate. However, a petition signed by at least ten (10) full-time faculty members must be heard by the Senate in a timely manner.

Section 2. Referendum

Within four weeks following an official action of the Senate, a petition signed by at least ten (10) full-time faculty members to reverse or reconsider such action may be filed with the Senate President. Within fifteen (15) calendar days of the petition's filing, the Senate Nomination Committee shall arrange for a vote of the faculty to take place. A majority of those faculty members voting shall be necessary to rescind an action of the Senate.

Section 3. Recall of Officers and Senators

- A. Officers may be recalled from office by a vote of at least 2/3 of the full-time faculty voting in an election conducted by the Senate. A petition signed by at least 1/3 of the appropriate full-time faculty and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called. If the officer being recalled is the Vice-President, another Senator will be named to take the Vice-President's place on the Nominations Committee.

- B. The Part-time Senator may be recalled by a vote of at least 2/3 of the appropriate part-time faculty voting in an election conducted by the Senate. A petition signed by 1/10 of the part-time faculty constituency and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called.
- C. Recall elections shall take place only during the Fall and Spring semesters in not less than ten (10) calendar days nor more than twenty-one (21) calendar days following the receipt of the petition by the Senate or the vote authorizing the recall election by the Senate.
- D. In the event of a successful recall election of an Officer, the position shall be filled in accordance with Article V of the Constitution.
- E. In the event of a successful recall election of a Senator, the Norco College academic department that was being represented by the recalled Senator shall elect a different full-time faculty member as a replacement representative for the balance of that term.

ARTICLE VI. SENATE STANDING COMMITTEES

The purpose of standing committees is to facilitate the work of the Senate. Each standing committee shall have at least one faculty chair or co-chair. A standing committee may also choose by a majority vote of the faculty on the committee to have an administrative and/or staff co-chair. Administrative and staff committee co-chairs must be approved by the Senate. Faculty chairs and co-chairs do not require Senate approval. Committee chairs or co-chairs will be elected by a majority of the faculty voting members of the committee at its last spring meeting and serve for two years with no limit on the number of terms a chair or co-chair can serve. Faculty co-chairs, or their designated representatives, will present regular reports to the Senate regarding each of their committee's activities.

Standing committees may choose to include administrators, classified professionals, students and/or community members to serve as voting members of the committee, but the majority of voting members of a Senate standing committee must be faculty. Administrators, classified professionals, students, and/or community members shall be selected in a manner determined by their respective constituency groups. Standing committee faculty chairs or co-chairs will inform the Senate President of its constituent voting members on a yearly basis and present reports to the Senate on a regular basis. Senate committees shall notify the Senate President in writing of any changes to committee leadership.

The Senate will provide each committee with general functions and responsibilities, but each committee will create and update their specific mission and purpose when appropriate and necessary. Any changes to committee mission and/or purpose must be approved by the Senate. Standing committee chairs/co-chairs shall establish meeting schedules, create agendas, and ensure minutes are recorded. Faculty chairs or co-chairs will also ensure pertinent documents are memorialized appropriately. Committees should strive to meet no less than once monthly during the full months of the fall and spring semesters.

Section 1. Academic Planning Chairs (APC)

- A. APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.

- B. APC will be led by the Chair of Chairs, a faculty member who is elected by the other members of APC.

Section 2. Assessment Committee

- A. The Assessment Committee supports and encourages assessment of student learning in all instructional programs as well as in student and learning support services. Assessment is defined as the process by which data are used to ensure students are learning the outcomes set by the institution and the use of those data for the purpose of improving student learning, faculty pedagogy, and student and learning support services.
- B. The faculty chair of the Assessment Committee shall serve as the Assessment Coordinator.

Section 3. Course Materials Affordability Committee (CMAC)

- A. CMAC creates equal opportunities for students' success, regardless of socioeconomic circumstances, by providing equitable access to course materials.

Section 4. Curriculum Committee

- A. The Curriculum Committee reviews and approves:
 - 1. curricula for new courses, course modifications, new programs and program modifications and
 - 2. the curriculum approval process.

The Curriculum Committee is the sole approving body for Norco College-only curriculum.

- B. The Curriculum Committee is also responsible for keeping abreast with state-mandated curriculum changes and reporting those changes to faculty.
- C. Curriculum Committee members report on curriculum issues at their department meetings and solicit suggestions and recommendations when needed.
- D. The faculty Chair of the Curriculum Committee shall be a member of the District Curriculum Committee and shall also serve as the District Curriculum Committee Chair every three years on a rotational basis with the Curriculum Committee Chairs of Moreno Valley College and Riverside City College.

Section 5. Distance Education Committee (DEC)

- A. DEC:
 - 1. develops guidelines for distance education courses;
 - 2. recommends policies and procedures to the Senate for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning;
 - 3. advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment; and
 - 4. recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.
- B. The faculty Chair of DEC shall be a member of the District Distance Education Committee and shall also serve as the District Distance Education Chair every three years

on a rotational basis with the Distance Education Chairs of Moreno Valley College and Riverside City College.

Section 6. Faculty Professional Development Committee (FPDC)

A. FPDC

1. offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment and
2. collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles in the college with focused efforts around Fall and Spring FLEX

B. The faculty chair of FPDC will serve as

1. the Professional Development Coordinator,
2. a member of the Institute Effectiveness and Governance Council (IEGC), and
3. a member of the Professional Development Coordinating Network (PDCN).

Section 7. LGBTQ+ Advocates Committee

A. The LGBTQ+ Advocates Committee supports, defends, and serves as an advocate for LGBTQ+ students, faculty, and classified professionals and makes recommendations on academics, supportive measures, and training related to intersectionality (sexual orientation, gender identity, sex, race, ethnicity, etc.), LGBTQ+ campus climate, student success, and retention.

B. Members of the committee serve as points of contact on LGBTQ+ issues and make recommendations to the Senate.

Section 8. Library and Learning Resource Center Advisory Committee (LLRCAC)

A. The LLRCAC serves as an active and collaborative forum to foster student success, strategic planning, and sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations, in order to uphold the overall mission of Norco College.

B. LLRCAC members facilitate discussions and feedback on Library and Learning Center resources, services, and events to ensure that they optimally support academic programs at the college and are of sufficient quantity, currency, depth, and variety.

Section 9. Program Review Committee

A. The Program Review Committee establishes guidelines, tools, and content requirements for the Program Review process at Norco College. The committee reviews and evaluates the Program Review and Annual Update of units/programs/disciplines to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning.

B. The faculty chair of the Program Review Committee will serve as

1. the Program Review Coordinator and
2. a member of the Institute Effectiveness and Governance Council (IEGC)

Section 10. The Teaching and Learning Committee (TLC)

- A. TLC fosters a culture of cross-disciplinary communication to support genuine exchange of successful pedagogy and scholarly research. It vows to protect respectful collaboration amongst faculty to ensure student success.
- B. The faculty chair/co-chairs of TLC shall serve as a member/members of the Professional Development Coordinating Network (PDCN).

Section 11. Other Committees

The Senate shall consider the need for, and establish as appropriate, standing, ad hoc, or temporary committees as needed.