

# **CONSTITUTION OF NORCO COLLEGE ACADEMIC SENATE**

## **ARTICLE I. NAME AND MISSION**

Section 1. This body shall be known as the Norco College Academic Senate (herein called the "Academic Senate").

Section 2. Mission of the Academic Senate:

- A. The Academic Senate operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Education Code.
- B. The Academic Senate will make recommendations to the Norco College (herein called the "College") administration, the district academic senate (herein called the “District Academic Senate”), the district Chancellor, and the district Board of Trustees with respect to policy development and implementation in the following areas:
  - 1. curriculum, including establishing prerequisites and placing courses within disciplines;
  - 2. degree and certificate requirements;
  - 3. grading policies;
  - 4. educational program development;
  - 5. standards or policies regarding student preparation and success;
  - 6. district and college governance structures, as related to faculty roles;
  - 7. faculty roles and involvements in accreditation processes, including self-study and annual reports;
  - 8. policies for faculty professional development activities;
  - 9. processes for program review;
  - 10. processes for institutional planning and budget development; and
  - 11. other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.(These areas will hereafter be collectively known as “10+1”).
- C. The Academic Senate shall consider in good faith any item submitted for consideration to the Academic Senate by a member of the College’s faculty, classified staff, student governing body, or administration.

## **ARTICLE II. PURPOSES**

The purposes of the Academic Senate shall be to: (1) participate in the formation of policies and procedures in academic and professional matters; (2) coordinate communication with the District Academic Senate and the academic senates of the Moreno Valley and Riverside City Colleges; and (3) facilitate communication between the administration, faculty, students, and the Board of Trustees in all 10+1 matters.

## **ARTICLE III. REPRESENTATION**

Section 1. The Academic Senate represents all faculty members employed at the College. Faculty shall include those persons who teach full-time or part-time at the College and who do

not perform any services for the College that are identified in the College structure as administrative or supervisory.

Section 2. All members of the Academic Senate, except those representing the part-time faculty, shall be elected by the full-time faculty of the College. The term "full-time faculty" shall include those faculty members who are under yearly contract as well as those who are under a yearly contract and carrying a reduced load. Senators from the ranks of the part-time College faculty shall be elected by the part-time faculty.

Section 3. Officers for the Academic Senate shall be a President, a Vice-President, and a Secretary/Treasurer (herein collectively called the "Officers").

Section 4. The Academic Senate shall be composed of Voting Members and Non-Voting Members.

- A. The Voting Members shall include Officers; Senators representing the College's Departments or other groupings of faculty members as defined in the Academic Senate By-Laws (herein called the "By-Laws"); and Senator(s) representing the College's part-time faculty.
- B. The Non-Voting Members shall include chairs of Academic Senate standing committees, as defined in the By-Laws.

Section 5. All terms of office for Officers of the Academic Senate shall be three years. Officers shall be term-limited in an individual position to two full consecutive terms of office. However, an Officer can reassume a position after another person has been elected to, and served in, the position. Partial terms of office shall not be counted in these term limits. The beginning and ending criteria for terms of office for Officers shall be provided in the By-Laws.

Section 6. All other terms of office for Senators shall be two years. The beginning and ending criteria for terms of office of Senators shall be provided in the By-Laws.

Section 7. All Officers and Senators are expected to regularly attend Academic Senate meetings. The Academic Senate may, through its By-Laws, determine procedures to be used in the case of excessive absences on the part of Officers and Senators.

Section 8. A majority of Voting Members shall constitute a quorum at an Academic Senate meeting.

Section 9. One-third of the full-time faculty shall constitute a quorum at a general faculty meeting.

Section 10. The Academic Senate President may put the Academic Senate into executive session at any time for purposes of either protecting the privacy of individuals or for considering personnel matters. Attendance at the executive sessions shall be limited to the Officers, Senators, chairs of Academic Senate standing committees, and designee(s) of the Academic Senate President.

## **ARTICLE IV. THE ACADEMIC SENATE**

**Section 1.** The Academic Senate shall:

- A. initiate studies relating to 10+1 areas;
- B. provide and maintain channels of communication between students, faculty, administration, and the Board of Trustees;
- C. hear, investigate, deliberate, negotiate, recommend or refer any matters brought to its attention by a member of the faculty;
- D. be the representative body of faculty in all academic and professional matters;
- E. participate with the Board of Trustees in the joint development of institutional policies such as minimum qualifications, equivalencies, and hiring procedures; and
- F. coordinate with and advise the District Academic Senate.

**Section 2.** The Academic Senate shall hold regular meetings not less than three times during the Fall semester and not less than three times during the Spring semester of an academic year. The time and place of regular meetings shall be determined by the Academic Senate. A quorum shall be necessary in an Academic Senate meeting to conduct official business. All Academic Senate votes will be decided on the basis of one vote per member, except that the Academic Senate President, or anyone acting in place of the Academic Senate President, shall only be allowed to vote to break a tie. Proxy voting shall not be allowed.

**Section 3.** Special meetings of the Academic Senate or the faculty may be called when necessary by the President or by at least five members of the Academic Senate as provided by the By-Laws. Such special meetings may be held at any time during the year as defined in the By-Laws.

**Section 4.** All meetings of the Academic Senate, and all agencies authorized under Academic Senate auspices, shall be open to all members of the faculty, administration, students, and public, except as provided in Article III, Section 10.

**Section 5.** The Academic Senate shall establish agendas for meetings by the simple majority vote of the Voting Members present. Any Voting Member or Non-Voting Member of the Academic Senate may submit agenda items for Academic Senate meetings. Suspension or modification of the established agenda at a meeting can be made by a majority vote of the Voting Members present.

**Section 6.** The Academic Senate shall address academic and professional matters of the College faculty. On petition of at least 10 members of the faculty, or by a simple majority of the Voting Members present at an Academic Senate meeting, any item of business shall be put to a vote of the Academic Senate.

**Section 7.** The Academic Senate shall deliberate as a body, but the right of the entire constituency to be heard in an Academic Senate meeting shall be affirmed by an open hearing opportunity listed in every meeting agenda.

Section 8. The Academic Senate shall establish, by approval of Voting Members, its own rules and regulations. Such rules and regulations shall be published in the By-Laws. No rules or regulations shall supersede or be contrary to this Constitution.

## **ARTICLE V. OFFICERS**

Section 1. Officers shall be elected by the full-time faculty according to the By-Laws. An unscheduled vacancy in any elected Officer's position shall be filled by a:

- A. majority vote of the Academic Senate for the remainder of the academic year and
- B. special election of the full-time faculty if more than the remainder of an academic year remains in the Officer's term.

Section 2. Officers shall be elected every third year for three-year terms of office.

Section 3. All Officers of the Academic Senate are accountable to all faculty members of the College. Officers shall represent the views and positions of the Academic Senate in carrying out their various responsibilities and functions, as specified in the By-Laws.

## **ARTICLE VI. ACADEMIC SENATE COMMITTEES**

Section 1. The Academic Senate shall create such standing committees as it deems necessary for the fulfillment of its role in the governance of the College. Standing committees shall be listed in the By-laws, along with their functions, membership, and membership-selection processes.

Section 2. The Academic Senate shall create such ad hoc committees as it determines necessary to either conduct the business of the Academic Senate or to fulfill any of its governance responsibilities. Membership on ad hoc committees may come from the Academic Senate, the faculty at large, or from any combination of sources that the Academic Senate deems appropriate. The Academic Senate President shall appoint members of ad hoc committees with the approval of the Academic Senate Voting Members.

## **ARTICLE VII. PARLIAMENTARY AUTHORITY**

The By-Laws shall establish the parliamentary rules that govern meetings of the Academic Senate and its agencies.

## **ARTICLE VIII. AMENDMENTS**

Section 1. This Constitution may be amended only during the Fall and Spring semesters by a majority of the votes cast by the full-time faculty in an election held for the purpose of amendment, provided that written notice of all proposed amendments have been distributed to the full-time faculty at least one week in advance of the election.

Section 2. Amendments may be proposed by a majority vote of Voting Members or by petition signed by at least 10 full-time faculty members.