



Charter for Academic Senate

Spring 2022-Spring 2025

This Charter is established between the Academic Senate and Norco College (herein after the "College") to structure the processes and planned outcomes included herein through the end of the 2024-2025 academic year.

Purpose

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 on all 10+1 matters.

Charge

The Academic Senate is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below:

2030 Goal 4: (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement.

- 2025 Objective 4.3: Increase percentage of faculty who complete Teaching Men of Color in the Community College certificate from 3% to 40% (125 out of 315 faculty)

2030 Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

- 2025 Objective 7.1: Develop comprehensive breadth of academic programs
- 2025 Objective 7.2: Develop Career & Technical Education programs and industry credentials related to regional needs
- 2025 Objective 7.3: Develop and implement plan for noncredit and noncredit-enhanced programming
- 2025 Objective 7.5: Add capacity to existing disciplines with a demonstrated need.2025 Objective

2030 Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.

Charge

- 2025 Objective 8.3: Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.
- 2025 Objective 8.4: Develop, evaluate, and monitor our governance, decision-making, and resource allocation processes on the basis of the college mission and plans.

2030 Goal 9: (Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture.

- 2025 Objective 9.5: Develop strategy to maximize student-faculty time; Resist pulling faculty from students to do administrative work; Evaluate release time
- 2025 Objective 9.6: Develop strategy and work collaboratively with the district to increase the proportion of full-time faculty toward the 75/25 ratio.

Guiding Principles and Assumptions

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 makes recommendations to the College administration, the District Academic Senate, the Chancellor, and the 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 are collectively known as “10+1”.

- C. The Academic Senate shall consider in good faith any item submitted to it for consideration by a member of the College’s faculty, classified staff, student governing body, or administration.

Equity

The Norco College Academic Senate is committed to working with its constituents, its sub-committees, and other College entities on policies and issues pertaining to the 10+1 to reduce/close racial and equity gaps as identified in the College's EMP and Equity Plans.

Scope & Expected Deliverables

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.

Membership

The membership is identified by Article III of the Norco College Academic Senate Constitution and By-laws as follows:

Officers

- President
- Vice President
- Secretary/Treasurer

Senators (Academic Department Representatives)

- Arts, Humanities, & World Languages Representative
- Business, Engineering, & IT Representative
- Communications Representative
- Mathematics Representative
- Sciences & Kinesiology Representative
- Social & Behavioral Sciences Representative
- Associate Faculty Representative

Academic Senate Committee Chairs

- Academic Planning Chairs Chair/Co-Chairs
- Assessment Committee Chair/Co-Chairs
- Course Materials and Affordability Committee Chair/Co-Chairs
- Curriculum Committee Chair/Co-Chairs
- Distance Education Committee Chair/Co-Chairs
- Faculty Professional Development Committee Chair/Co-Chairs

Membership

- LGBTQ+ Advocates Committee Chair/Co-Chairs
- Library & Learning Resource Center Advisory Committee Chair/Co-Chairs
- Program Review Committee Chair/Co-Chairs
- Teaching and Learning Committee Chair/Co-Chairs

The Officers and Senators are voting members of the Academic Senate, while the Committee Chairs/Co-Chairs are non-voting members. An alternate Senator may serve as a voting member when the Senator from their Department is absent from a Senate meeting.

The Academic Senate also has Liaisons/Representatives from the following groups:

- Accreditation
- ASNC
- Career and Technical Education (CTE)
- Classified Professionals
- CTA
- District Budget Advisory Committee (DBAC)
- Equity/Racial Literacy
- Professional Growth & Sabbatical Leave (PGSL) Representative
- Open Educational Resources (OER) Representative

Meeting Times

The Norco Academic Senate usually meets the first and third Mondays of the month from 1:30-3:30 PM during the fall and spring semesters. Special meetings may be scheduled.

Roles of Chairs and Members

The following duties of the Senators and Officers are set forth in Article II of the Academic Senate Bylaws.

Section 1: Duties and Responsibilities of Senators

- A. Participate in regularly scheduled Academic Senate meetings as active and informed representatives of their electoral constituencies.
- B. Ratify appointments by the President.
- C. Authorize the execution of contracts and other agreements entered into by the Academic Senate.
- D. Approve the annual budget submitted by the President.
- E. Inform their electoral constituencies concerning problems facing the College in general and pending Academic Senate business in particular.
- F. Keep the President apprised of relevant electoral concerns or developments for necessary action in the appropriate committee of the Academic Senate.
- G. Assist the President in gathering data for research projects of the Academic Senate.

Roles of Chairs and Members

- H. Communicate with other Senators in order to foster better communications between the Academic Senate and the faculty, classified professionals, student government, College administration, District administration, and the Board of Trustees.
- I. Inform potential or newly elected Senators of the purposes and policies of the Academic Senate.
- J. Serve, when possible, on the Academic Senate's ad hoc committees and other committees as requested by the President.
- K. Encourage faculty members to become involved in the Academic Senate and Academic Senate committees.

Section 2: Duties and Responsibilities of the President

- A. Develop agendas and conduct meetings of the Academic Senate and convening and presiding over general meetings of the faculty (full and/or part-time) called by the Academic Senate.
- B. Serve as the official spokesperson and advocating on academic and professional matters for the Academic Senate.
- C. Meet with the College President, the Chancellor other administrators, and classified professionals, as needed, and report to the Academic Senate on relevant issues.
- D. Represent any faculty matter within the purview of the Academic Senate to the College President.
- E. Represent the Academic Senate at meetings of the Board of Trustees and before all appropriate College administrative agencies.
- F. Participate, as requested, in the evaluation of administrative staff.
- G. Represent the Academic Senate on any College-wide, District-wide and/or administrative council.
- H. Represent the Academic Senate as an ex-officio member of all standing committees of the Academic Senate.
- I. Meet, or selecting a designee to meet, regularly with the College and District leadership of the bargaining agent to ensure that the academic and professional aspects of negotiable 7 issues reflect Academic Senate concerns and to help maintain open lines of communication and cooperation.
- J. Work with or select a designee to work with the leadership of classified professional and student groups to maintain open lines of communication and cooperation.
- K. Register Academic Senate endorsement of documents sent to relevant state or other authorities upon consent of the Academic Senate.
- L. Address, or selecting a designee to address, academic and professional aspects of regulatory issues in the Education Code and Title 5, and organize an Academic Senate response in a collegial and timely manner.
- M. Interact with the District Academic Senate and the Academic Senates of Riverside City College and Moreno Valley College as well as for the academic senates of other California community colleges, as well as attending conferences, meetings, and seminars of organizations that relate to California community colleges.

Roles of Chairs and Members

- N. Ensure adequate resources are available for Academic Senate operations and, with the Secretary/Treasurer, managing them.
- O. Allocate Academic Senate resources, including secretarial support, within constraints of budget adopted by the Academic Senate.
- P. Meet, with or selecting a designee to meet, with new faculty members to discuss their concerns and to further familiarize them with collegial governance and Academic Senate operations.
- Q. Appoint faculty members to College committees, task forces, or other work groups, and maintain communication with Academic Senate representatives on those groups.
- R. Appoint a Parliamentarian from among the Senators.
- S. Make appointments not otherwise provided for in the Constitution, such appointments to be ratified by a simple majority of the Academic Senate.
- T. Perform such other functions as the Academic Senate assigns in carrying out the purposes and policies of the Academic Senate.

Section 3. Duties and Responsibilities of the Vice-President

- A. Act in the capacity of the President in any case where the President is unable to serve.
- B. Preside at meetings of the Nomination Committee and at all faculty meetings called to seek nominations for elections.
- C. Conduct nominations and elections for the Academic Senate according to the provisions of the Academic Senate Constitution.
- D. Convene the first yearly meeting of any standing committee whenever such a committee shall be without a chairperson.
- E. Participate with the Academic Senate President in monthly meetings with the College President, other administrators, and classified professionals, as needed.
- F. Perform such other functions as the Academic Senate or the Academic Senate President assigns in carrying out the purposes and policies of the Senate.

Section 4. Duties and Responsibilities of the Secretary/Treasurer

- A. Keep minutes of the Academic Senate meetings when support classified professionals are unable to do so.
- B. Keep minutes of any general faculty meeting called by the Academic Senate.
- C. Make these records available to the entire faculty following Academic Senate approval.
- D. Maintain a file of all minutes and official documents (e.g. dated copy of Constitution and By-Laws, expiration dates of all terms of office of officers, committee members, and members of the Academic Senate, etc.).
- E. Maintain a resource file on faculty affairs for the use of the members of the Academic Senate.
- F. Communicate all official Academic Senate proceedings to the faculty.
- G. Ensure the currency of all contact information for the Academic Senate.
- H. Ensure that all written material be prepared in a timely manner for dissemination at general sessions of the Academic Senate.
- I. Circulate the agenda for upcoming Academic Senate meetings to all members of the Academic Senate at least 72 hours prior to the scheduled meetings.

Roles of Chairs and Members

- J. Keep the accounts, books, tax status, and other financial records up-to-date and in good order.
- K. Give oral and written testimony as relates to the financial status of the Academic Senate upon request from the Academic Senate President or the Academic Senate.
- L. With the approval of the Academic Senate President, making all properly authorized payments that are consistent with the Academic Senate Constitution, By-Laws, or directives that do not threaten the solvency of the Academic Senate.
- M. Assist the Academic Senate President in preparing an annual budget to be submitted to the Academic Senate for adoption at its first meeting in each school year.
- N. Maintain records on Academic Senate fund raising activities and supervise all contracts for services provided by hotels and other businesses.
- O. Perform such other functions assigned by the Academic Senate or the Academic Senate President to carry out the directives and policies of the Academic Senate.

Meeting Procedures and Expectations

The following are taken from the Academic Senate By-laws.

- Academic Senate meetings and faculty meetings called by the Academic Senate are conducted under the parliamentary guidance of Robert's Rules of Order, Revised, unless otherwise stipulated. Either the resolution process or motions will be used.
- The President shall establish the agenda for each Academic Senate meeting to be confirmed by simple majority vote of the senators present at the meeting. The agenda must be established in accordance with State laws and regulations. Any member of the Norco faculty may submit an agenda item to the Academic Senate. The established agenda may be abridged or amended by majority vote or by consensus of the Voting Members present.
- The President may contact any Senator who misses two regularly scheduled meetings to assess the problem. If appropriate, the President may contact the Senator's Department Chair regarding such absenteeism to resolve the situation and avoid underrepresentation. An absentee Senator may be replaced by their Department.
- A special meeting of the Academic Senate may be called by the President or any five Voting Members of the Academic Senate.
- All faculty members are encouraged to participate in Academic Senate discussions.