

Academic Senate Bylaws

Approved January 13, 2021

ARTICLE I: ACADEMIC SENATE CONSTITUENCIES

The academic divisions shall be composed of faculty constituencies as specified below.

Academic Representatives

- A. Business Education Division (one senator)
- B. Educational Support Division (two senators)
- C. English Division (one senator)
- D. Fine Arts Division (one senator)
- E. Health and Human Services Division (two senators)
- F. Mathematics Division (one senator)
- G. Physical Education, Health, Dance, and Athletics Division (one senator)
- H. School of Modern Languages/ESL Division (one senator)
- I. Sciences Division (two senators)
- J. Social Sciences Division (two senators)
- K. Technologies Division (one senator)
- L. Two Part-Time Faculty Senators (one credit and one non-credit)

Academic Senate Constituencies by Department

- A. Business Education Division (four voting departments)
 - 1. Accounting Education
 - 2. Business Administration, Management, Real Estate
 - 3. Computer Information Technologies
 - 4. Finance, International Business and Marketing

- B. Educational Support Division (nine voting departments)
 - 1. Academic Counseling and Matriculation
 - 2. Career Center
 - 3. Disabled Students Programs and Services (DSPS)
 - 4. Extended Opportunity Programs and Services (EOPS)
 - 5. Faculty Resource Center (FRC)
 - 6. Student Health Services
 - 7. Learning Resource Center (LRC)
 - 8. Library
 - 9. Transfer Center
 - 10. Adult High School / GED / Bi-Lingual GED / Adult Basic Education (votes for Non-Credit Part-Time Senator, not credit senator)

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C. English Division (one voting department)

1. English

D. Fine Arts Division (eight voting departments)

1. Art
2. Film Studies
3. Film and Television Production
4. Graphic Design and Photography
5. Journalism
6. Multimedia Arts and Technologies (MAT)
7. Music
8. Theater Arts

E. School of Modern Languages/ESL Division (two voting departments)

1. English as a Second Language (ESL)
2. School of Modern Languages

F. Health and Human Services Division (eleven voting departments)

1. Addictive Disorders Counseling (ADC)
2. Allied Health
3. Associate Degree Nursing
4. Cosmetology Academy
5. Early Childhood Education (ECE)
6. Health Information Technology (HIT)
7. Medical Imaging Sciences
8. Orfalea Early Learning Center (OELC)
9. Parent Child Workshop)
10. School of Justice Studies
11. Vocational Nursing

G. Mathematics Division (one voting department)

1. Mathematics

H. Physical Education, Health, Dance, and Athletics Division (one voting department)

1. Physical Education, Health Education, Dance, and Athletics

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I. Sciences Division (five voting departments)

1. Biological Sciences
2. Chemistry
3. Computer Science
4. Earth and Planetary Sciences
5. Physics and Engineering

J. Social Sciences Division (seven voting departments)

1. American Ethnic Studies
2. Communication
3. History
4. Philosophy
5. Political Science/Economics
6. Psychology
7. Sociology and Anthropology

K. Technologies Division (seven voting departments)

1. Automotive Service and Technology
2. Computer Networking, Engineering and Electronics (CNEE)
3. Construction Technology
4. Drafting, CAD, Interior Design
5. Environmental Horticulture
6. School of Culinary Arts and Hotel Management
7. Marine Diving Technology
8. Water Science (votes for Credit Part-Time Faculty Senator)

L. Part-Time Senators

1. Part time credit faculty
2. Part time non-credit faculty

SPECIAL NOTE: Short Term Vocational faculty in non-credit are assigned to each of the respective divisions (Technologies, Business, etc) based on discipline.

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ARTICLE II: ELECTION PROCEDURES

Section 1. Elections

Either the Past President or President-Elect, as appropriate, shall coordinate the elections of division senator(s). As a governance body, the Senate establishes procedures for its election processes. The election coordinator distributes all announcements, timelines, and information regarding candidates.

All election and campaign processes must also comply with relevant Board Policies and Administrative Procedures. Per Board Policy 2717, "Personal Use of Public Resources," Senate candidates shall not use District funds, services, supplies or equipment to campaign, including but not limited to campus email, and an individual's use of them for campaign purposes would be in direct violation of BP 2717. Violation of this policy shall result in the candidate being disqualified from the Senate election.

Section 2. Election Timeline

The election timeline shall provide for election of the President-Elect prior to election of senators. The timeline shall ensure completion of elections prior to the last regular meeting of the Academic Senate in the spring semester.

Section 3. Election Procedures for Academic Senate President

Ballots shall protect the integrity of the voting process. The votes shall be confidential and anonymous to all except the election coordinator. The reported results will only communicate the new senator by name and not include department vote, or individual vote, information.

Section 4. Election of Division Senators

Division senators shall be elected by tenure-track faculty from departments within a Division. Prior to any election, the election coordinator shall conduct an audit of tenure-track and tenured faculty positions in the division. The audit will include full-time positions budgeted for the following academic year and will be conducted to ensure that the number matches the divisional representation formula outlined in the Constitution. Once confirmation of the number of division senators is established, the election cycle will commence. If at any time a division gains faculty members sufficient to warrant a second senator (26 or more full-time faculty), the division may request a special election, which will be conducted in keeping with Academic Senate election procedures. Anyone elected in a special election only serves out the portion of the term which remains in the cycle. Any tenure-track faculty from the Division may be nominated. Department members will confer regarding how that department's vote will be cast. The Chair will submit the department's vote to the President Elect or Past President of the Academic Senate who

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coordinates the election of division senators. A simple majority of department votes prevails. Faculty members with split appointments (e.g. more than one department, division, or some that have split appointments between credit and non-credit) shall vote in only their primary home department and primary home division as determined by HR and reported by the Executive Vice President's Office. Full time faculty members with split appointments may vote in only one department for election of the first senator and in only division, for the second senator.

In the event of a tie vote, the winner shall be decided by lot with the President of the Academic Senate drawing the name of the winning candidate, with two (2) witnesses present, and those witnesses are determined by a majority vote of the senators at a meeting.

Large divisions entitled to a second senator, as specified in the Academic Senate Constitution (Article IV, Section 2), will elect that representative by a plurality vote of all tenure-track faculty of the division.

Section 5: Election of Part-Time Senators

In part-time faculty elections, when more than one person is running, the Past President or President-Elect shall solicit personal statements from candidates and disseminate them to all part-time faculty. The election procedure for the Adjunct Faculty Senator is outlined further in the Academic Senate Constitution (Article V, Section 3). As with divisional senators, anyone elected in a special election only serves out the portion of the term which remains in the cycle.

Section 6: Special Elections

Resignations initiate a special election that is completed by plurality only. Anyone elected in a special election only serves out the portion of the term which remains in the cycle. If a resignation happens during a regular academic term (Fall or Spring semesters), the special election happens immediately after the resignation is communicated to the Senate President. If the existing senator is unable to fulfill their role while a special election is taking place for a replacement, then a substitute from the division may be designated. If the resignation happens outside of a regular term, then the special election will take place during the first week of a regular term. A substitute may be designated for any senate activity that takes place after the resignation and before the election has concluded. If a resignation happens concurrent with regular elections for senators, the special election will happen after the regular election.

Section 7: Rotation of Senators

To ensure rotation senators, elections shall be conducted according to the following schedule.

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Group A - Senators elected for three-year terms beginning Fall, 1993:
(With rotation elections in Spring 2014, 2017, 2020, 2023, 2026)

Credit Part-Time Senator
Educational Support Division
Fine Arts Division
Health and Human Services Division
Physical Education, Health, Dance, and Athletics Division
Social Sciences Division *

Group B - Senators elected for three-year terms beginning Fall, 1994:
(With rotation elections in Spring 2015, 2018, 2021, 2024, 2027)

Business Education Division
Mathematics Division
Noncredit Part-Time Senator
Sciences Division
Social Sciences Division

Group C - Senators elected for three-year terms beginning Fall, 1995:
(With rotation elections in Spring 2016, 2019, 2022, 2025, 2028)

Educational Support Division *
English Division
Health and Human Services Division *
Sciences Division *
School of Modern Languages/ESL Division
Technologies Division

* Division senator elected by plurality vote - see Academic Senate Constitution Article V, Section 3.

Section 8. Installations

- A. New senators will be installed at the last regular Senate meeting of the spring semester. Assumption of all duties as Academic Senate President and newly elected Senators shall begin on the day following spring commencement.
- B. Senators elected because of a special election will be installed at the next regular Senate meeting after the election has completed and results have been communicated.
- C. Senate liaisons will be confirmed no later than the fourth week of the fall semester.

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ARTICLE III: MEETINGS

Section 1. Schedule

Regular meetings of the Academic Senate will be held on the second and fourth Wednesdays of the month at 3:00 p.m. Additional regular meetings will be scheduled on alternate Wednesdays when needed. Special meetings will be scheduled as necessary.

Section 2. Agenda

The Steering Committee of the Academic Senate shall meet prior to each regularly scheduled Senate meeting to prepare the agenda. Seventy-two hours prior to the meeting, the agenda will be distributed electronically to all college employees and any non-employees who request agenda via the Brown Act provisions.

In addition, a copy of the agenda will be posted on the Academic Senate section of the main bulletin board in the Administration Building.

Section 3. Conducting Meetings

Senate meetings will be conducted according to *Robert's Rules of Order*, current edition. Issues under consideration will be presented at one meeting for discussion and action will be taken on that issue at a subsequent meeting. Where time is a crucial factor, the Senate may vote to suspend the rules and vote to take action on an issue immediately. The motion to move to action is non-debatable and must pass by a two-thirds majority. Once the item has been approved for action, it may be debated before it is voted on. Action items may be grouped in a consent agenda to expedite the agenda.

Section 4. Minutes

Minutes of all regular and special meetings of the Academic Senate shall be recorded by the Academic Senate administrative assistant, or designee. Following approval by the Senate, minutes will be distributed according to the Agenda distribution list in Article III, Section 2.

Section 5. Substitutes for Academic Senate Members

A division senator who is unable to attend an Academic Senate meeting may designate a faculty member from the senator's division, or another senator, to represent the division in their absence. The Executive Vice President for Educational Programs may designate another administrator in their absence. The Academic Senate member shall inform the President of the Academic Senate of the substitute prior to the Senate meeting. The designated individual shall have all rights and privileges accorded to that position at that meeting. The designation of a substitute shall be limited to three (3) consecutive meetings.

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Section 6. Special Procedures

A. Resource Allocation: Full-Time Faculty Positions

The Academic Senate shall make recommendations on the allocation of resources for new and replacement full-time faculty positions. Solicitations of requests for faculty positions will be conducted by the Office of Educational Programs, and such requests will be forwarded to the Senate for consideration. Recommendations in ranked order shall be forwarded to the Superintendent/President. Senate consideration of requests for faculty positions shall be governed by the following:

1. All requests for new and replacement faculty positions shall be reviewed collectively and ranked based upon criteria established by the Senate in consultation with the Office of Educational Programs. In establishing criteria, the Senate shall review relevant data.
2. The Senate may adopt criteria for exempting certain replacement positions from the ranking process. Recommendations for exempt replacements shall be forwarded to the Superintendent/President prior to commencing the ranking process.
3. Replacement positions that are not exempted, and that are either ranked below the level of expected funding or are not recommended for permanent funding, may be resubmitted for a permanent replacement the following year. In the event that the resubmitted request for a replacement position is ranked below that year's funding level or is declined, a request will no longer be considered as a replacement position.
4. In the event that a faculty position is approved and funded, but a qualified candidate cannot be successfully recruited and hired, the department, in consultation with the Office of Educational Programs and the Superintendent/President, may elect to fill the position by temporary contract or leave the position vacant for up to one academic year without jeopardizing the approval of the position. During that period, provided that the department data used to meet the initial ranking criteria does not substantially change, the department may request an exemption from further ranking. The Academic Senate will review the request and make a recommendation to the Superintendent/President.

ARTICLE IV: SENATE COMMITTEES AND LIAISON APPOINTMENTS

A. Committee Structure, Function, and Appointment

1. Standing Committees of the Academic Senate are established to focus on

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specific issues or areas of responsibility that occur on an ongoing basis. Committee recommendations shall be submitted to the Academic Senate for endorsement and action.

2. Faculty members of standing committees shall be appointed by the President of the Academic Senate subject to approval by the Academic Senate. If a faculty appointment to a Senate committee would create a conflict of interest, the Academic Senate shall be notified and an alternate assignment will be made.
3. The Chair of The Curriculum Advisory Committee (CAC) will be selected for a period of three years through a campus-wide search process. Applications will be reviewed by CAC and a recommendation will be forwarded to the Academic Senate for approval. All other committee chairs will be elected by the membership of the committee, subject to approval by the Academic Senate.
4. All regularly assigned faculty members of committees shall have voting rights (see Article VIII, Section B.1.)

B. Senate Liaisons to Committees

1. Academic Senate liaisons facilitate communication and coordination of effort between college committees and the Academic Senate. The Academic Senate President or designee (does not need to be a senator) will serve as Senate liaison for the meetings of the Associated Student Government (ASG), Board of Trustees, Board of Trustees committee meetings, Strategic Enrollment Management Committee, Institutional Effectiveness Committee (IEC), Non-Teaching Compensation Committee (NTCC), President's Cabinet (PC), Professional Development Advisory Committee (PDAC), Program Evaluation Committee (PEC), Student Equity and Achievement Committee (SEA), Student Learning Outcomes Coordinating Committee (SLOCC), and other college-wide committees, as deemed appropriate. If a designee is appointed, the designee is responsible for timely reporting to the Senate.

2. Designated Senators will be a liaison to specific committees as indicated below:

ACADEMIC POLICIES LIAISON

Liaison to: Academic Policies Committee *
 Guided Pathways Core Team
 Faculty Partnership for Student Success*

EQUITY AND FACULTY DEVELOPMENT LIAISON:

Liaison to: Committee on Faculty Resources *
 Committee on Online Instruction
 EOPS Advisory Committee
 Student Equity Committee

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CURRICULUM AND COLLEGE PLANNING LIAISON

Liaison to: College Planning Council
Curriculum Advisory Committee *

PLANNING AND RESOURCES LIAISON

Liaison to: Facilities and Safety Committee
Planning and Resources Committee *
Instructional Technology Committee *
District Technology Committee

* Academic Senate Committees

- C. Senate Committees, Educational Programs Committees, and College-Wide Committees
The following is a list of standing committees, including membership, functions and responsibilities. The list is organized according to committees of the Academic Senate, Educational Programs, and College-wide committees. In accordance with the policy on committee service, faculty are appointed to campus committees by the President of the Academic Senate, except where otherwise specified.

ACADEMIC SENATE	
	<i>Responsible to:</i> Superintendent/President and Board of Trustees
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Academic Senate President (elected at large) ● 1 Immediate Past-President or President-Elect ● 11 Senators elected by departments or divisions ● 1 Additional Senator from Sciences ● 1 Additional Senator from Educational Support ● 1 Additional Senator from Social Sciences ● 1 Additional Senator from Health & Human Services ● 1 Senator representing part-time credit faculty ● 1 Senator representing part-time non-credit faculty 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Functions as an academic planning body for the college in pursuit of its mission. ● Serves as a forum for consideration of matters of significance to faculty in academic, instructional support and student service units. ● Reviews and recommends policies concerning academic issues to appropriate college units, Superintendent/President and Board of Trustees. ● Advises the Superintendent/President and the Board of Trustees in matters of faculty concern. ● Defines faculty goals, priorities, strategies, and makes

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<ul style="list-style-type: none"> ● 1 President, Associated Student Government or designee (non-voting, resource) ● 1 Faculty Association President or designee (non-voting) 	<p>recommendations to appropriate college units.</p> <ul style="list-style-type: none"> ● Defines academic priorities for allocation of resources with input from the Office of Educational Programs. ● Reviews resource requests from Educational Programs departments and recommends specific resource allocations to the College Planning Council. ● Constitutes, oversees, and maintains Academic Senate committees. ● Assigns faculty to Academic Senate and other committees where faculty participation is requested. ● Prioritizes and recommends new and replacement faculty positions to Superintendent/President and Board of Trustees.
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Academic Policies Committee (AP)	<i>Academic Senate Committee</i>
	<i>Responsible to: Academic Senate</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 11 Faculty (1 from each division) ● 4 At-Large faculty (no more than a total of 3 from any one division) ● 1 Educational Programs Dean (non-voting) ● 1 Academic Senate Liaison (non-voting) 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Recommends policies to protect academic freedom and scholastic standards and policies for evaluation of faculty. ● Reviews applications and makes recommendations for salary class transfer. ● Makes recommendations on faculty requests to waive committee service. ● Makes recommendations on appeals regarding teacher load policy issues. ● Reviews and makes recommendations to the Academic Senate for action when integrity of a faculty member is questioned. ● Reviews policy and procedures for assignment of faculty to FSAs. ● Reviews requests and assigns faculty to FSAs.

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Committee on Faculty Resources (CFR)	<i>Academic Senate Committee</i>
	<i>Responsible to: Academic Senate</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 FRC Faculty Director ● 1 LRC Director ● 1 Library Director (or designee) ● 11 Faculty (1 from each division) ● 1 Educational Programs Dean Liaison (non-voting) ● 1 Academic Senate Liaison (non-voting) 	<ul style="list-style-type: none"> ● Assesses and addresses the changing needs of faculty to support innovative and effective instructional and educational support practices. ● Coordinates with Guided Pathways, Student Equity Committee, PSSS, and SLO Coordinator to determine what information from these committees should be posted on the FRC website. ● Collaborates with the Professional Development Committee. ● Develops a central repository of SBCC faculty resources and mechanisms for the dissemination of resources.

Curriculum Advisory Committee (CAC)	<i>Academic Senate Committee</i>
	<i>Responsible to: Academic Senate</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 11 Faculty (1 from each division) ● 4 At-Large Faculty (no more than a total of 3 from any one division) ● 1 Faculty from Non-Credit ● 1 Educational Programs Dean (non-voting) ● 3 Educational Programs Deans (resources as needed) ● 1 Articulation Officer (resource) ● 1 Schedule Technician (resource) ● 1 Librarian (resource) ● 1 Academic Senate Liaison (non-voting) 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Reviews and approves all proposed changes and additions to college curriculum. ● Reviews other college functions related to curriculum. ● Advises the Executive Vice President, Educational Programs, on curriculum development. ● Reviews the GE requirements and recommends changes as appropriate.

Equivalency Committee	<i>Academic Senate Committee</i>
<i>Time: As needed (holds standing meetings)</i>	<i>Responsible to: Academic Senate</i>

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<p>prior to fall, spring, and summer terms in addition to at least one regular fall meeting and three spring semester meetings).</p>	
<p>Membership:</p> <ul style="list-style-type: none"> ● 1 Academic Senate President or designee ● 3 additional faculty appointed by the Academic Senate President* ● 1 dean of educational programs <p>*At least one of these members will be from a Career Technical area.</p>	<p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ● Evaluates the qualifications of applicants for faculty positions to determine compliance with minimum qualifications established by the Board of Governors of the California Community Colleges. ● Reports equivalency determinations to HR and appropriate department chairs.

<p>Faculty Lecturer Subcommittee</p>	<p><i>Academic Senate Committee</i></p>
	<p><i>Responsible to: Academic Senate</i></p>
<p>Membership: 7 Most Recent Faculty Lecturers</p>	<p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ● Initiates process for selection of Faculty Lecturer. ● Publicizes and monitors the nominations process. ● Chooses Faculty Lecturer. ● Reviews Faculty Lecturer selection policy and procedures.

<p>Instructional Technology Committee (ITC)</p>	<p><i>Academic Senate Committee</i></p>
	<p><i>Responsible to: Academic Senate</i></p>
<p>Membership:</p> <ul style="list-style-type: none"> ● 1 FRC Director ● 11 Faculty (1 from each division) ● 4 At-Large Faculty (no more than a total of 3 from any one division) ● 1 Educational Programs Dean Liaison (non-voting) ● 1 Learning Support Services Director (resource) ● 2 CSEA Representatives (non-voting) ● 1 Academic Senate Liaison 	<p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ● Provides guidelines and leadership in the development of the instructional technology plan for Educational Programs. ● Provides oversight for ranking hardware/software and emerging technologies for Educational Programs. ● Serves as the advisory committee for the Faculty Resource Center (FRC).

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(non-voting)	<ul style="list-style-type: none"> ● Makes recommendations for funding program review requests to acquire computer technology. ● Reviews the impact grant and initiative proposals make on college inventory and how these proposals take advantage of emerging technology. ● Works in cooperation with the District Technology Committee (DTC) to set campus standards for Educational Programs. ● Provides a venue for faculty to demonstrate their use of classroom technology to improve student learning.
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Faculty Partnership for Student Success	<i>Academic Senate Committee</i>
	<i>Responsible to: Academic Senate</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Faculty Chair ● Senate Liaison (resource, non-voting) ● Dean Liaison (resource, non-voting) ● Three Basic Skills Faculty, one from each of these departments: English, ESL, and Math ● Director of Learning Support Services ● Faculty Professional Development Coordinator ● Faculty members, one from each of these areas: <ul style="list-style-type: none"> ○ Adult High School/GED ○ CTE ○ Counseling ○ DSPS ○ EOPS ○ Library ○ Non-credit ESL ● 3-5 at large faculty representing areas with large tutoring use ● Representatives from campus 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Oversees student success efforts related to academic skills, with continued emphasis on data collection, analysis, and modification cycle to improve programs and activities; ● Analyzing ongoing and emerging needs and gaps in services to students; ● Prioritize student success efforts and make recommendations to the Student Achievement and Equity (SEA) Committee; ● Identifies effective use and analyzes impact of tutoring programs on student achievement and equity outcomes;

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<p>initiatives, as needed:</p> <ul style="list-style-type: none"> ○ AB 705 (PCTC) ○ SEA ○ Major Federal Grants <ul style="list-style-type: none"> ● Academic Achievement Zone Director (resource, non-voting) ● Learning Resources Center Supervisor (resource, non-voting) ● Math Tutorial Lab Coordinator (resource, non-voting) ● Tutorial Center Coordinator (resource, non-voting) 	<ul style="list-style-type: none"> ● Review, reports, and recommends enhancements to tutoring practices based on data and best practices; ● Relates tutoring support to college and statewide initiatives (AB705 and Guided Pathways); ● Keep abreast of statewide initiatives (AB705, SEA, Vision for Success, etc.) and SBCC's progress towards meeting SBCC Institution-Set Standards.
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<p>Planning and Resources Committee (P&R)</p>	<p><i>Academic Senate Committee</i></p>
	<p><i>Responsible to: Academic Senate</i></p>
<p><i>Membership:</i></p> <p>1 Academic Senate Liaison</p> <ul style="list-style-type: none"> ● 11 Faculty (1 from each division) ● 4 At-large Faculty (no more than a total of 3 from any one division) ● 1 Educational Programs Dean Liaison (non-voting) ● 1 Instructors' Association President or designee (non-voting) ● 1 Associated Student Government Liaison (non-voting) ● 1 Academic Senate Liaison (non-voting) 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Establishes and maintains liaison with the Offices of Educational Programs and Business Affairs. ● Receives presentation on the college budget at least once per year. ● Establishes and reviews academic priorities and the philosophical framework that drives the budget planning process. ● Develops policy regarding faculty consultation on academic initiatives and resource issues. ● Makes recommendations from Educational Programs and the faculty regarding budget priorities and major academic initiatives. ● Serves as an expert faculty resource committee on academic-related budget issues.

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	<ul style="list-style-type: none"> • Reviews the function and procedures for the use of readers and makes recommendations for the allocation of reader funding.
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Sabbatical Leave & Faculty Recognition Committee	<i>Academic Senate Committee</i>
	<i>Responsible to: Academic Senate</i>
<p><i>Membership:</i></p> <p>1 Academic Senate Liaison</p> <ul style="list-style-type: none"> • 11 Faculty (1 from each division) • 4 At-large Faculty (no more than a total of 3 from any one division) • 1 Educational Programs Dean Liaison (non-voting) 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> • Assists faculty in preparing sabbatical leave proposals and reports. • Reviews, updates and circulates the Sabbatical Leave Handbook. • Establishes criteria for proposals and reports using the Board of Trustees policy on sabbatical leaves as a guideline. • Reviews and makes recommendations on proposals and reports to the Academic Senate. • Identifies areas for broad recognition of faculty efforts and accomplishments. • Reviews and creates recognition activities for faculty. • Publicizes acknowledgements of faculty participation in community, statewide or national activities. • Develops and recommends nominations for all faculty awards (e.g.- Hayward Award, Exemplary Program Award). • Interfaces with its Faculty Lecturer Subcommittee.

Committee on Non-Teaching Compensation	<i>Educational Programs Committee</i>
	<i>Responsible to: Executive Vice-President, Educational Programs</i>

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<p>Membership:</p> <ul style="list-style-type: none"> ● 1 Academic Senate President or designee (chair) ● 1 Faculty at-large, appointed by Academic Senate President ● 1 Instructors Association President or designee ● 1 Faculty at-large appointed by Instructors Association ● 4 Deans 	<p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ● Reviews and rates compensation factors for newly assigned leadership and/or non-teaching responsibilities resulting from Administrative action and approved for funding through resource allocation processes or leadership and/or non-teaching positions for which a stipend is already being paid, but for which the responsibility, scope of duties, and/or nature of responsibility has substantially changed since that assignment was last rated.
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<p>Committee on Online Instruction (COI)</p>	<p><i>Educational Programs Committee</i></p>
	<p><i>Responsible to:</i> Executive Vice-President, Educational Programs</p>
<p>Membership:</p> <ul style="list-style-type: none"> ● 11 Faculty (1 from each Division) ● 1 Education Programs Dean Liaison (non-voting) ● 4 At-Large Faculty, one of which should be a Counselor and another Assistive Technology Specialist (non-voting) ● 1 Director of Information Technology User Services (or designee) (resource) ● 1 Director of Educational Applications (resource) ● 1 Director of Instructional Technology (resource) ● 1 Student Senate Representative (non-voting) ● 1 Academic Senate Liaison (non-voting) 	<p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ● Reviews and recommends policies and procedures for the conduct of online instruction and the operation of online courses. ● Makes recommendations to the academic senate regarding budget/resource priorities as they relate to instructional support to online and hybrid courses. ● Provides input to the academic senate into the development of policy regarding faculty consultation on academic initiatives as they relate to online courses. ● Serves as a discussion forum for pedagogical issues regarding the teaching, learning, assessment, ADA/504/508 compliance, and student support of online and hybrid courses. ● In consultation with ITC, reviews and makes recommendations of software and hardware packages used, recommends activities to improve

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	<p>instructional delivery in the delivery of online and hybrid courses.</p> <ul style="list-style-type: none"> Identifies and facilitates the incorporation of strategies that enhance student success and retention in online courses.
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EOPS Advisory	<i>Educational Programs Committee</i>
	<i>Responsible to:</i> Executive Vice-President, Educational Programs
<p><i>Membership:</i></p> <ul style="list-style-type: none"> 1 EOPS/Financial Aid. Coordinator 3 Faculty (including 1 Counselor) 1 Director of EOPS 1 Financial Aid Program Supervisor 1 Associated Student Government Representative . 1 EOPS Student 1 Financial Aid Recipient 2-3 Community Members 1 Academic Senate Liaison (non-voting) 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. Oversees EOPS operations. Reviews and endorses annual EOPS plan. Hears appeals of EOPS program decisions. Reviews appeals of decisions regarding financial aid awards. Advises on college financial aid policies and programs.

Honors Program Advisory Committee	<i>Educational Programs Committee</i>
	<i>Responsible to:</i> Executive Vice-President, Educational Programs
<p><i>Membership:</i></p> <ul style="list-style-type: none"> 1 Honors Program Director 8 Faculty 1 Educational Programs Dean Liaison 2 Students from Honors Programs 1 High School Relations Coordinator 1 Counselor 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> Reviews and revises philosophy and goals of Honors Program. Recommends curriculum for the Honors Program. Plans and schedules Honors Program courses. Coordinates colloquia, field trips and other activities for Honors Program students. Evaluates program effectiveness and develops long-range plans.

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International Education	<i>Educational Programs Committee</i>
	<i>Responsible to:</i> Executive Vice-President, Educational Programs
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 8 Faculty ● 1 ESL Faculty/ELSP Director ● 1 International Students Director ● 1 Educational Programs Dean Liaison (non-voting) ● 1 Study Abroad Director ● 1 Assistant Study Abroad Director ● 1 Student Representative (non-voting) 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● In cooperation with the Office of Educational Programs, participates in review and endorsement of study abroad programs and full-term domestic programs, selection of program directors, and development of policies for such programs. ● Recommends policies and programs that broaden and enhance the International/Inter-cultural component of the college curriculum.

Scholastic Standards	<i>Educational Programs Committee</i>
	<i>Responsible to:</i> Executive Vice-President, Educational Programs
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Director of Adm. & Records (ex-officio) ● Faculty: Transfer Center, DSPS, Nursing, Student Health ● Services, EOPS, Math, English, and Academic Counseling ● 1 ASG Representative 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Assures consistent application and maintenance of academic standards in areas of admissions, re-admission, attendance, residence, graduation, grade requirements, course loads, grade changes and withdrawals.

Student Learning Outcomes Committee (SLOCC)	<i>Educational Programs Committee</i>
	<i>Responsible to:</i> Executive Vice-President, Educational Programs
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Executive Vice President (chair) ● 1 Dean, Educational Programs ● 1 SLO Coordinator ● 1 Senior Director, Institutional 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Analyze the student performance data for each of the ISLOs and support the development of strategies for

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<p>Assessment, Research, and Planning</p> <ul style="list-style-type: none"> ● 1 Academic Senate President ● 3 Credit Faculty ● 1 Non-Credit Faculty ● 3 Student Support Services ● 1 Associative Student Government Representative ● 1 Curriculum Coordinator (Resource) ● 1 Faculty Resource Center (Resource) 	<p>improving student attainment of the ISLOs.</p> <ul style="list-style-type: none"> ● Advise the SLO Coordinator and the co-directors of the Faculty Resource Center on workshops, training and other forms of assistance to provide to faculty on writing and effectively using rubrics and course improvement plans (CIPs) in their courses and programs. ● Involve major resource/policy committees in the SLO Completion Cycle such as the Academic Senate, the Student Services Leadership Team, the Deans Council, the Institutional Effectiveness Committee, and the College Planning Council. ● Review, evaluate and recommend improvements for the College's SLO task completion process.
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<p>Board Policies and Administrative Procedures Committee (BPAP)</p>	<p><i>College-Wide Committee</i></p>
	<p><i>Responsible to: Superintendent/President</i></p>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Vice President Human Resources ● 3 Faculty, appointed by Academic Senate, ● 3 Classified Employees selected by CSEA ● 1 Dean, appointed by Deans' Council ● 1 Classified manager, appointed by Superintendent/President ● 1 Associative Student Government Representative ● 1 ALA representative 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Identifies and recommends all Board policies and administrative procedures legally required by state and federal law or the Accrediting Commission. ● Maintains a systematic and periodic review of all existing Board policies and administrative procedures to ensure that they are legally current and in accordance with the provisions of Title 5 of the California Code of Regulations. ● Develops a schedule to address existing gaps in Board policies, a process for ongoing review, and a process for assisting with new Board policy development. ● Addresses questions about existing Board policies and administrative

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	procedures to appropriate personnel for clarity about the administrative practices associated with implementation of any given policy.
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College Planning Council (CPC)	<i>College-Wide Committee</i>
	<i>Responsible to: Superintendent/President</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Superintendent/President ● 1 Exec. V.P. Educational Programs ● Vice Presidents: Business Services, Human Resources, Information Technology, and School of Extended Learning ● Academic Senate: President, President-Elect or Past President, Vice President, CPC Liaison, Chair of Planning and Resources Committee or designee ● Faculty Association Representative ● President, CSEA, Chapter 289 ● 3 Classified Employees (appointed by CSEA) ● Director, Institutional Research, Assessment, and Planning (non-voting) ● 1 Supervisor Bargaining Unit ● 1 ASG Representative 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Assesses trends and plans/develops short- and long-term objectives of the college. ● Reviews department/program plans and coordinates the development of the Statement of Institutional Direction. ● Participates in the development of the college budget. ● Makes recommendations to the Superintendent/President on permanent personnel positions and allocation of college resources. ● Serves as advisory group to Superintendent/President on fiscal/planning matters.

District Technology Committee (DTC)	<i>College-Wide Committee</i>
	<i>Responsible to: Superintendent/President</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 VP Information Technology ● Five faculty representatives appointed by the Academic Senate, at least one of whom also serves on the Academic Senate's Instructional Technology Committee 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Acts as Technology Advisory Committee to College Planning Council. ● Develops and Reviews District Technology Policies (e.g. Appropriate Use, Security, Web Development, Service Level Agreements.)

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<ul style="list-style-type: none"> ● 1 Academic Senate President (liaison) ● 2 CSEA Representatives ● 3 Technology Representatives ● 5 VP Area Representatives ● 1 Student Representative 	<ul style="list-style-type: none"> ● Reviews and Prioritizes Funding Requests for New Technology Initiatives. ● Plans and Prioritizes District Technology Renewal Resource Requests. ● Develops and Reviews District Technology Plan in Light of College Plan (e.g. Technology Vision and Directions, Implementation and Resource Planning from College Plan.)
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<p>Equal Employment Opportunity Advisory Committee (EEOAC)</p>	<p><i>College-Wide Committee</i></p>
	<p><i>Responsible to: VP of Human Resources</i></p>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> 2 faculty appointed by Academic Senate President 2 classified staff appointed by the Classified Consultation Group 2 management/supervisory representatives appointed by the ALA 1 student appointed by the associated student government 1 cabinet-level member appointed by the Superintendent/President <p>Term: Two Years Chairperson: EEO Officer</p>	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Implement the Equal Employment Opportunity (EEO) Plan. ● Provide suggestions for Plan revisions as appropriate. ● Recommend new methods to meet the Plan's objective. ● Recommend and implement hiring and professional development processes that support the goals of equal opportunity and diversity. ● Promote an understanding and support of equal opportunity and nondiscrimination policies and procedures. ● Work in coordination with other groups on campus to sponsor events, training, or other activities that promote equal employment opportunity, retention, and diversity. ● Analyze the demographic makeup of the institution's workforce population. ● Recommend steps the institution will take in the event of underrepresentation of monitored groups.

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	<ul style="list-style-type: none"> • Monitor and advise on equal employment opportunity in recruitment and hiring policies and practices pursuant to Title 5 regulations. • Recommend methods to support equal employment opportunity. • Recommend and implement training for current faculty and staff on the value of a diverse workforce.
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Facilities and Safety	<i>College-Wide Committee</i>
	<i>Responsible to: Vice-President, Business Services</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> • 4 Faculty, appointed by the Academic Senate • 2 Classified Staff • 1 Assoc. Student Rep. • 1 V.P., Business Services • 1 Continuing Education Rep. • 1 Director, Facilities and Operations • 1 Director, Administrative Services • 1 Director of Security • 1 Laboratory Technician from Biology or Chemistry [appointed by Dean for Sciences] • 1 Educational Programs Dean Liaison 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> • Reviews campus facilities maintenance, additions, renovations and planning. • Reviews current issues related to campus facilities, security, safety and parking. • Makes recommendations to the Superintendent/ President on issues relating to facilities, safety, security and parking. • Advises the Vice President of Business Services, the Facilities Director, the Administrative Services Director and the Security Director on issues related to campus facilities, security, safety and parking.

Institutional Effectiveness Committee	<i>College-Wide Committee</i>
	<i>Responsible to: President</i>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> • 1 Senior Director of Institutional Research (co-chair) 	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> • Analyzes student outcome and achievement data. Makes

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<ul style="list-style-type: none"> ● 1 Academic Senate President (co-chair) ● 1 Faculty (Student Success Initiative) ● 1 Faculty ● 1 Research & Assessment Analyst ● 1 Information Systems Analyst III ● 1 Staff ● 1 Educational Programs EVP ● 1 Educational Programs Dean ● 1 Associated Student Government representative 	<p>recommendations to the College Planning Council based on these analyses.</p> <ul style="list-style-type: none"> ● Provides input into the prioritization of research projects. ● Fosters institution-wide dialog and ongoing assessment of the institution's effectiveness in supporting student learning
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<p>Personnel Benefits</p>	<p><i>College-Wide Committee</i></p>
	<p><i>Responsible to: Vice-President, Business Services</i></p>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Vice President, Business Services ● 1 Vice President, Human Resources ● 1 Dean, Educational Programs ● 3 Faculty * ● 3 Classified (from CSEA) <p>* Three faculty are appointed by Superintendent/President from six names submitted by the Instructors' Association.</p>	<p><i>Functions and Responsibilities:</i></p> <ul style="list-style-type: none"> ● Reviews faculty and staff concerns regarding employee benefits. ● Examines various plans for providing personnel benefits and alternative carriers. ● Makes recommendations to the Superintendent/President regarding changes in benefit programs. ● Gives input and recommendations on benefits program to the Office of Human Resources.

<p>Program Evaluation Committee (PEC)</p>	<p><i>College-Wide Committee</i></p>
	<p><i>Responsible to: Superintendent/President</i></p>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Academic Senate President as Faculty Co-Chair (non-voting) ● 1 Dean as Administrative Co-Chair (non-voting) ● 1 Dean ● 1 Associated Student Government representative or designee ● 11 Faculty (one from each Division) ● 1 Business Services Representative 	<p><i>Functions and Responsibilities:</i> Outlined in AP 3255 Program Evaluation</p>

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<ul style="list-style-type: none"> ● 1 Human Resources Representative ● 1 Information Technology Representative ● 1 Educational Programs Representative (non faculty-led area) ● 1 Classified Consultation Group ● 1 Articulation Officer or Academic Counselor (resource, non-voting) ● 1 Institutional Researcher (resource, non-voting) ● Representative (resource, non-voting) ● Representation: CSEA, Supervisory Bargaining Unit, Managers Group, IA (resource, non-voting) 	
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<p>Professional Development Advisory Committee (PDAC)</p>	<p><i>College-Wide Committee</i></p>
	<p><i>Responsible to:</i> Executive Vice-President, Educational Programs</p>
<p><i>Membership:</i></p> <ul style="list-style-type: none"> ● 1 Vice-President, Human Resources ● 1 Dean, Educational Programs ● 1 Academic Senate President ● 1 Director of Marketing & Publications ● 1 Public Information Officer ● 4 Classified ● 1 Faculty Professional Development Coordinator ● 1 Faculty Professional Development Academic Senate Liaison ● 1 Faculty ● 1 Manager (representing non-credit) ● 1 Student Senate Representative <p><i>The committee chair to be elected by the committee membership.</i></p>	<p><i>Functions and Responsibilities:</i> Based upon the language in Education Code and Title 5, the committee:</p> <ul style="list-style-type: none"> ● Conducts and annually updates a survey of the most critical staff, student, and instructional improvement needs in the district. ● Creates and annually updates the Professional Development Plan (<i>aka - campus human development resources plan</i>). ● Maintains records on the description, type and number of activities scheduled and the number of district employees and students participating in these activities. ● Reviews and recommends use of State funded professional development allocation to CPC.

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	<ul style="list-style-type: none"> Collaborates with the Faculty Professional Development Committee.
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Student Equity Committee	<i>College-Wide Committee</i>
	<i>Responsible to:</i> Executive Vice-President, Educational Programs
<p><i>Membership:</i></p> <ul style="list-style-type: none"> Administrative Co-Chair (non-voting) Faculty Co-Chair (non-voting) 3 Student representatives appointed by ASG (voting) 3 Staff representatives appointed by CSEA (voting) 3 Faculty representatives appointed by Academic Senate (voting) 3 Manager representatives appointed by ALA (voting) Liaison from the Student Equity and Achievement Committee (voting) EVP (Advisory, non-voting) FRC Co-Director (Advisory, non-voting) Guided Pathways Faculty Coordinator (Advisory, non-voting) Dean of Student Affairs (Advisory, non-voting) Veterans Service Coordinator (Advisory, non-voting) Director of EOPS (Advisory, non-voting) Executive Director of Public Affairs and Communications (Advisory, non-voting) Senior Director of Institutional Assessment, Research, and Planning (Advisory, non-voting) 	<ul style="list-style-type: none"> Creating, championing, and monitoring progress on SBCC’s Student Equity Plan Writes the three-year plan and provides an annual report on the state of student equity to the College Planning Council The three-year plan and the annual reports provide guidance to the Student Equity and Achievement Committee for prioritizing recommended allocation of Student Equity and Achievement funds The Student Equity Plan details the key performance indicators of student equity to illuminate and center our student populations that experience persistent disproportionate impacts Works with departments, programs, and the campus community to facilitate activities focused on removing barriers to success and eliminating inequality from students’ experiences at our college

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ARTICLE V: ACADEMIC SENATE COMPENSATION

Faculty members serving on the Academic Senate shall be compensated according to a TLU schedule mutually agreed upon by the Academic Senate and the Superintendent/President. The total TLUs allocated in the schedule shall be negotiated by the Instructors' Association.

Senators who serve as committee chairs cannot also serve as liaison to that same committee. Every effort should be made to find a variety of people to serve in liaison roles and chair positions.

The following Academic Senate TLU distribution schedule has been mutually agreed upon by the Academic Senate and the Superintendent-President.

Academic Senate President	14
President-Elect/Past-President	3
Academic Senate Vice-President (steering)	1
Academic Policies Liaison (steering)	1
Equity and Faculty Development Liaison(steering)	1
Curriculum and College Planning Liaison (steering)	1
Planning and Resources Liaison (steering)	1
Division Senators	11
Division "Second" Senators*	4
Part-Time Senators (one credit and one non-credit)	2
Committee on Faculty Resources Chair	1
Curriculum Advisory Chair	3
Academic Policies Chair	1
Planning and Resources Chair	1
Sabbatical Leave & Faculty Recognition Chair	1
Faculty Partnership for Student Success Chair	1
ITC Chair	1
	48 per semester

*Educational Support, Sciences, Social Sciences, Health and Human Services Dates reviewed: August 2006; March 24, 2010; February 22, 2012; August 29, 2013; January 2015; April 2018; March 2020.

ARTICLE VI: RELATIONSHIP BETWEEN THE ACADEMIC SENATE AND OFFICE OF EDUCATIONAL PROGRAMS

Section 1. General Statement

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The Academic Senate and the Office of Educational Programs are committed to work collegially to further the academic mission of Santa Barbara City College. In order to accomplish this mission, the Office of Educational Programs will provide resources and support for the Senate to conduct its business.

Section 2. Specific Services to the Academic Senate

The Office of Educational Programs will provide support services (secretarial support, printing, duplicating, etc.) in the following areas:

- A. Resource allocation data (e.g., preparation of materials for faculty positions, facilities requests, etc.)
- B. Curriculum review and development
- C. Faculty Development
- D. Faculty Lecturer
- E. Other committees or activities as mutually agreed upon by the Office of Educational Programs and the Academic Senate.

ARTICLE VII: COMMITTEE RULES

- A. Meetings of Academic Senate committees shall be conducted according to the procedure prescribed in *Robert's Rules of Order*, current edition. In case of conflict, the Academic Senate Constitution and these bylaws shall take precedence.
- B. Faculty membership on each committee shall be as prescribed on the Academic Senate Master Committee list, as approved by the Senate.
 1. Faculty members serving on Academic Senate committees shall vote on a divisional representation basis; one vote per division. When more than one faculty member from a given division is appointed to a committee, those faculty will caucus to determine how to vote in order to best serve the interests of the division. In the alternative, each division may designate, through their Senator(s), one committee member to be the voting representative for that division.
- C. With the exception of the Curriculum Advisory Committee (CAC), committee chairs shall be elected by the members of each committee, subject to the approval of the Academic Senate.
 1. The chair for CAC will be appointed for a three (3) year term by the Academic Senate, upon nomination by the members of CAC. The CAC chair candidates shall be selected from the faculty at large. The nomination, along with the committee's recommendation, shall be forwarded to the Academic Senate for approval.
 2. The chair of all other Senate committees will be identified by the last meeting of

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the prior spring semester.

- D. Committees may modify these rules, and draft their own bylaws, with the advice and approval of the Academic Senate. A written proposal must be submitted to the Senate for consideration and action. At its discretion, the Senate may accept the proposal as a permanent change, approve the proposed changes for a limited period, or reject the proposal. Permanent rules changes shall be considered as amendments to these bylaws, and shall be considered and acted upon as specified in Article VIII herein.

ARTICLE VIII: CHANGES TO THE BYLAWS

Section 1. Proposals

Changes to the Bylaws may be proposed at any regular meeting of the Academic Senate.

Section 2. Bylaws Revision Committee

If the proposed changes receive a simple majority vote, an ad hoc Committee on Bylaws Revision shall be formed. This committee will review the proposed changes for clarity and consistency and present a recommendation to the Academic Senate for adoption.

Section 3. Adoption

The proposed changes shall be adopted or amended when approved by a two thirds (2/3) majority vote of the total voting members of the Academic Senate.

Adoption History

Adopted by the Academic Senate September 9, 1992

Article III, Section 5. Adopted by the Academic Senate November 4, 1992

Article III, Section 6. Revised and Adopted by the Academic Senate December 2, 1992

Article III, Section 6. Revised and Adopted by the Academic Senate February 18, 1998

Article I, Sections 1 and 2; Article II, Section 3; Article IV; Article VI; Article VII,

Section 2; and Appendices A, B and C. Revised and Adopted by the Academic Senate May 13, 1998

Approved by the Academic Senate March 1, 2000

Complete document Revised and Adopted by the Academic Senate May 14, 2003

Modified August, 2006

Complete document Revised and Adopted by the Academic Senate February 10, 2010

Revisions Adopted by the Academic Senate March 24, 2010

Complete document Revised and Adopted by the Academic Senate October 9, 2013

Revisions Adopted by the Academic Senate March 19, 2014

Revisions Adopted by the Academic Senate May 4, 2016

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Revisions Adopted by the Academic Senate July 13, 2016

Revisions Adopted by the Academic Senate April 25, 2018

Revisions Adopted by the Academic Senate October 23, 2019

Revisions Adopted by the Academic Senate May 6, 2020

Revisions Adopted by the Academic Senate January 13, 2021