



**Academic Senate
Title 5 Charge:**

The Academic Senate is an organization whose primary function is to make recommendations to the Administration and Board of Trustees with respect to academic and professional matters including:

1. Curriculum, 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 involvement in accreditation processes;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for Institutional Planning and budget development as mutually agreed; and
11. Other Academic and Professional matters as mutually agreed upon.

Academic Senate Professional Development Committee

Functions:

1. Oversee and support all faculty professional development activities.
2. Maintain and ensure faculty, instructional, and student improvement by helping to plan, promote, approve, and evaluate all on- and off-campus faculty professional development activities.
3. Solicit funding to support faculty attendance at professional conferences.
4. Solicit and evaluate faculty requests for funding attendance at professional conferences.
5. Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.

Membership:

4 Full-time faculty members representing a variety of departments are appointed by the Academic Senate Executive Committee. Members are expected to be actively involved in accomplishing the functions described above through regular attendance and participation. Academic Senate Executive Committee reserves the right to replace members as needed.

Length of Membership:

Members serve two-year terms.

Chair:

Appointed for a two year term by the Academic Senate Executive Committee, the chair is responsible for the creation of agenda (see below) and minutes (see below). Further, the chair will provide committee leadership to ensure the functions described above are carried out on a timely basis.

Meetings:

Meetings are held as needed but at least once in the fall, spring, and summer as mutually agreed on by the committee.

Agenda:

The chair is responsible for preparing, distributing, and posting the agenda.

Minutes:

The chair is responsible for preparing, distributing, and posting the minutes.