



**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

Academic Policy & Planning (AP&P) Committee

Functions:

1. Provide recommendations, through the Academic Senate, to the Superintendent/President and District Board of Trustees regarding courses and instructional programs. This includes:
 - a. New curriculum and programs.
 - b. Proposed changes and revisions to existing curriculum and programs.
 - c. Discontinuance of existing programs.
 - d. General Education criteria.
 - e. Board policies on PCAs, curriculum development, and program discontinuance.
2. Provide recommendations to the Academic Senate on policies which define processes for creating and modifying curriculum and programs. These are then housed in the Academic Senate Curriculum Development Handbook.
3. Submit recommendations (from 1 and 2 above) in a report to Academic Senate at least once per semester.
4. Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.

Membership:

Voting Members - There shall be a member from each instructional department; one member from counseling; one member representing faculty from the Academic/Student Service Department, and one student member, who shall be the ASBG Commissioner of Curriculum.

Non-Voting Members - The vice president, academic affairs, shall be ex-officio without vote; the articulation officer shall be ex-officio without a vote (unless such member sits as the department representative from the counseling department); one member from the admissions and records office; one member from non-credit community education and programs; the curriculum specialist; and the Banner specialist.

Eligibility - Faculty voting members shall be duly elected or appointed by the departments according to each department's procedures. All full-time faculty members of departments and counseling are eligible.

Length of Membership:

The term of office for faculty shall be for two years except where the incumbent is elected chairperson when it will then be extended to cover his/her tenure. The tenure of office for the student member shall be one year. The purpose of a two-year term is to have only one-half of the membership change each year, having no more than one-half of the members in their first term. There is no limit on the number of times a member or chair may be reelected. Since the chairperson may cast deciding votes, additional representation by his/her department is **not** required, and the tenure of his/her replacement may be adjusted to one year or three years as required to maintain the following scheduled elections:

ODD YEARS:

Applied Social Sciences
Counseling
English
Health Sciences
Life and Physical Sciences
Mathematical Sciences
Public Safety

EVEN YEARS:

Business
Fine Arts
Kinesiology, Recreation, & Athletics
Industrial Technology
Languages and Communication
Academic/Student Service Department
Social & Behavioral Sciences

Chair:

The election of the chair for the committee shall be in accordance with the Academic Senate Elections Code. The chairperson shall be elected on or before April 1 for the following term. Any presently serving voting member shall be eligible. Nominations shall be from the floor and voting shall be by secret ballot. In the event no current faculty member of the committee is willing to chair, the current chairperson of the committee shall so advise the Senate Executive Committee. The Senate Executive Committee shall then direct the Senate Elections Committee to obtain nominations and conduct the election of the chair in accordance the Academic Senate Elections Code. The term of office shall be two years. In addition to presiding over meetings, the chairperson may appoint ad hoc committees to study, investigate and report on any subject within the committee's purview.

Meetings:

Meeting are held as needed as mutually agreed by the committee. Past practice is that meetings are held on Thursday afternoons from 2 – 4 pm.

Agenda:

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

Minutes:

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

Chair and Member Duties:

A description of the chair and member duties is included in the Curriculum Development Guide.