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**MJC ACADEMIC SENATE RULES**

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# MJC ACADEMIC SENATE RULES

(For: Elections Rules and Procedures; Powers and Duties of Officers)

LAST AMENDED DECEMBER 1, 2016

## I. Election Rules and Procedures

- A. Election of the President and Vice President are in accordance with Article IV, Section 3 of the Bylaws.
- B. The President shall appoint annually a Nominating/Election Committee and Chair in October.
- C. Nominations, with the consent of the nominee, must be delivered in writing to the Chair of the Nominating/Election Committee. Nominations may be made by the Nominating/Election Committee or they can originate from the floor, accompanied by the written consent of the nominee. For officers other than the President and Vice President, all nominees shall be Senators at the time of their nominations.
- D. Nominations will be closed at the December meeting.
- E. No one standing for election may chair any part of the election process or serve as the chair for the Nominating/Election Committee, or participate in the distribution, collection or tallying of the votes.
- F. The agenda for the meeting in January shall designate the nominees standing for election. The election of officers other than President and Vice President will be held at the January meeting.
- G. A candidate must receive a vote from a majority of those Senators present and voting to be elected.
- H. If no candidate receives the majority of votes cast for an office, a run-off election shall be held between the two candidates with the greatest number of votes. Ballots shall be distributed within one week following the announcement of election results. Distribution and submission of ballots shall otherwise follow the same procedures as regular elections.
- I. Openings for either the At-Large or Adjunct At-Large positions will be announced at the Senate meeting immediately following the vacating of the position. The Announcement will then be sent to either all full-time or all part-time faculty, whichever is appropriate to the position(s). Nominations will be accepted until the next meeting of the senate, with a minimum of thirteen days for nominations. If only one candidate is nominated the election will occur at this senate meeting. In cases where more than one nomination is made the election will be held by secret ballot of all full-time or all part-time faculty, whichever is appropriate to the position(s).
- J. Secret ballots will be distributed either to faculty mailboxes or by an electronic voting method, at the discretion of the Nomination/Election

1 Committee. In cases where only one candidate is nominated that  
2 candidate will appear as an appointment on the consent agenda of the  
3 next Senate meeting.  
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6 **II. Vacancies of Executive Board Offices**  
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- 8 A. Vacancies of Academic Senate offices will be filled by current Senators,  
9 nominated by the Nominating/Election Committee or from the floor of the  
10 Academic Senate and elected by majority vote at a regular or special  
11 meeting.  
12  
13 B. Under circumstances deemed sufficiently compelling by the Executive  
14 Board, the Executive Board may appoint an interim replacement to a  
15 vacant office, to serve until the next regular or special meeting of the  
16 Academic Senate.  
17  
18 C. The Academic Senate shall vote on ratification of all appointments by the  
19 Executive Board at the next regular session.  
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22 **III. Powers and Duties of Officers**  
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- 24 A. The President shall:  
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27 1. Be responsible for establishing the time and place for all general  
28 sessions and all Executive Board meetings.  
29  
30 2. Be responsible for the preparation of the agenda for all general  
31 sessions and all Executive Board meetings.  
32  
33 3. Preside over all general sessions and Executive Board meetings.  
34 When presiding over the general sessions of the Senate, the  
35 President is required to strive for the role of an impartial mediator,  
36 facilitating democratic consensus. The President should normally  
37 refrain from joining in debate and may vote only to break ties. The  
38 President is not allowed to introduce motions or resolutions.  
39  
40 4. The Academic Senate President may make agreements with the  
41 Administration of Modesto Junior College and the Yosemite  
42 Community College District on behalf of the Academic Senate only  
43 when authorized by the Academic Senate, under terms and  
44 conditions specified by the Academic Senate. Under  
45 circumstances deemed by the Academic Senate President to be  
46 sufficiently compelling, tentative agreements with the Administration  
47 of Modesto Junior College and the Yosemite Community College  
48 District may be made without initial authorization, subject to report  
49 to and ratification by the Academic Senate at a regular or special  
50 meeting.  
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52 6. Be responsible for the Academic Senate budget development,  
53 Educational Master Plan (EMP), and have the sole power to  
54 authorize expenditures for the Academic Senate.  
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7. Represent the Academic Senate at meetings of the College Council, District Council, and Board of Trustees. When interacting with those bodies, as elsewhere, the President is required to faithfully represent the will of the Academic Senate, strive for its legitimate empowerment, and advocate for positions taken by the Senate. Any delegation of such duties must be approved by the Senate.
8. Co-chair one of the following councils: Accreditation Council, Instruction Council, Facilities Council or Student Services Council.
9. Represent the Academic Senate or appoint a Delegate to the State Academic Senate.
10. Report to the Senate in a timely manner, the disposition of Senate actions. Typically, this should occur within one week via e-mail or other written correspondence to the Senate.
11. Perform any other function normally thought to be within the realm of a presiding officer which is not otherwise denied by the Bylaws or Senate Rules.

B. The Vice President shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Represent the Academic Senate to the College Council.
4. Become the President in the case of a presidential recall or resignation.
5. Co-chair the Curriculum Committee with the Faculty Co-Chair elected by the Curriculum Committee. This position may require the Vice President to serve on the Institutional Planning and Effectiveness Committee.

C. The Secretary shall:

1. Be responsible for *reviewing* all minutes of all general sessions.
2. Be responsible for ensuring the currency of all mailing lists of the Academic Senate.
3. Supervise the editing of all written material that is to be prepared for dissemination to faculty and at the general sessions of the Academic Senate.
4. Be responsible for creating a semester end report of the current Senate's actions and disposition.
5. Supervise the maintenance of all minutes and official documents except those placed in the keeping of other officers.

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- 6. Represent the Academic Senate on the College Council.
- 7. Chair the Faculty Professional Development Committee and co-chair the Professional Development Coordinating Committee. The Professional Development Coordinating Committee is a standing committee of the college.
- 8. Perform such functions as the President assigns to assist in carrying out the purposes of the Academic Senate.
- 9. Serve as editor of all Academic Senate publications.

D. The Legislative Analyst shall:

- 1. Be responsible for the review and summary of legislative reports and communications.
- 2. Report to the Executive Board concurrent legislation.

E. The Parliamentarian shall:

- 1. Have a purely advisory and consultative role on the rules of parliamentary law, Senate Bylaws and Senate Rules.
- 2. Consult with the presiding chairperson prior to the meeting to discuss any possible parliamentary rules that could affect the next meeting.
- 3. Assist the presiding chairperson with the conduction of Senate business in an orderly and timely fashion.

F. Academic Senate officers may make agreements with the Administration of Modesto Junior College and the Yosemite Community College District on behalf of the Academic Senate only when authorized by the Academic Senate, under terms and conditions specified by the Academic Senate. Under circumstances deemed by the Academic Senate President to be sufficiently compelling, tentative agreements with the Administration of Modesto Junior College and the Yosemite Community College District may be made without initial authorization, subject to report to and ratification by the Academic Senate at a regular or special meeting.

**IV. Meetings**

- A. Regular meetings of the Senate shall be scheduled at least once each month during the academic year.
- B. Meetings will be held on Thursdays during the last teaching block before 6 PM. Currently this is 3:45 to 5:30.
- C. Each division should develop its own procedure for substitutions in the event a designated Senator is unable to attend a meeting; this procedure should then be conveyed to the Senate. Substitutes selected in accordance with the above provisions will act as voting members. There will be no other provision for representation of the unit.

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D. Special meetings (those not regularly scheduled) shall be called by the President of the Senate upon consultation with the Executive Board. One week's notice shall be given to Senators.

Senators may call a meeting of the Senate by simple majority vote.

A petition signed by 50 members of the faculty can call a special meeting of the Senate. The purpose for the meeting shall be indicated on the petition. The President of the Senate shall call the Senate into meeting within one week after receipt of the signed petition.

E. Agenda items for meetings shall be the responsibility of the President. Items may be requested and put on the agenda by any Senator. Faculty may submit agenda items through the Senator from their division or through a Senator-At-Large. Administrators, trustees, classified and student government officers may request items to be placed on the agenda by notifying the President of the Senate.

1. Senate Executive

- a. Proposed resolutions and other discussion/potential action items submitted by Senators to the Academic Senate office no later than one day prior to the Executive Board meeting will be placed on the subsequent Senate meeting agenda. Later submissions will be placed on the Senate meeting agenda with a two-thirds vote of the Executive Board.
- b. The Executive Board is expected to discuss submissions for the Senate (general) meeting agenda before the meeting at which they are to be agendized.
- c. The Executive Board shall fix the suggested times of the agenda items on the Senate meeting agenda. Times will be adjusted so that the suggested length of the entire meeting shall be no more than 1 hour and 45 minutes.

F. Official action can take place only at regular and special meetings of the Senate.

G. Regular and special meetings of the Senate are open to all. Guests may voice their opinion or ask questions when recognized by the chair. Executive session is limited to the Senate membership and may be declared by the Presiding officer or two-thirds majority vote of the Senators present.

H. In accordance with Senate Resolution FL02-D, outside speakers to appear before the Academic Senate are limited to:

- ◆ Those invited by the Executive Board to present information and enter discussion on an action item that has come before the Academic Senate, and
- ◆ Those who have been invited by a majority vote of the Academic Senate to appear for the purposes of conveying additional information and answering questions.

1 **V. Summer Operations**  
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- 3 A. There will be no scheduled meetings of the Senate between the end of the  
4 spring semester and the beginning of the fall semester. However, the  
5 Senate shall identify presumptive dates on which the Senate would meet if  
6 meetings were needed. Presumptive dates will be the 1<sup>st</sup> and 3<sup>rd</sup>  
7 Thursdays of the month.  
8
- 9 B. The President (or designee) shall inform the Executive Board of the  
10 Senate about all academic and professional matters that arise during, or  
11 must be addressed in the course of, the summer. A meeting of the  
12 Executive Board may be called by any of its members to consider such  
13 issues.  
14
- 15 C. Each division or unit represented by the Senate will be responsible for  
16 establishing its own procedure designed to maintain frequent contact with  
17 the Senate office during the summer. All matters communicated to the  
18 Executive Board will also be made available by electronic means to the  
19 entire Senate. Units not classified as instructional divisions are Student  
20 Services and Office of Instruction.  
21
- 22 D. Should Senators representing at least four of the nine units express a  
23 sentiment indicating that some matter is of sufficient importance that a  
24 special meeting of the Senate is required, a meeting will be scheduled as  
25 soon as is practicable. A quorum at such a meeting shall include  
26 representatives from a majority of the units represented by the Senate.  
27
- 28 E. A position adopted by a vote at a special meeting, or by the Executive  
29 Board if no meeting is called, will be sufficient to satisfy the requirement of  
30 ratification stated in Section III.A.4 of the Senate Rules.  
31  
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33 **VI. Resolution Guidelines for the Modesto Junior College Academic Senate**  
34 **(Adopted October 13, 1994)**  
35

- 36 A. Resolution Writing  
37
- 38 1. Resolutions are designed to urge or recommend policy or action to  
39 the Board of Trustees, the State Academic Senate, District Council,  
40 College Council or administrators. They are designed to solicit a  
41 rapid response in writing.  
42
- 43 2. Resolutions may be drafted in committee or by individuals who are  
44 elected representatives of the Senate.  
45
- 46 3. Resolutions should be submitted for first readings and then for  
47 action at a following meeting. This process may be altered by a  
48 "suspension of the rules" for urgent situations.  
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- 50 4. Resolutions should be attached to the agenda for the meeting at  
51 which the first reading will be held.  
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B. Resolution Amendments

- 1. Resolutions may be amended for further clarification/addition/deletion of some kind. This amendment should be submitted in writing.
- 2. Resolutions may be substituted with another resolution on the same topic; however, this should be submitted in writing before considering the original resolution for action.
- 3. A motion or resolution which contradicts a motion or resolution already passed by the Senate during the same meeting is out of order.
- 4. If a motion or resolution contradicts a motion or resolution passed at a previous meeting the latter motion or resolution shall take precedence.

C. Resolution Discussion/Voting

- 1. Discussions, debate, and voting will be managed by Robert's Rules of Order, Newly Revised
- 2. Discussion on resolutions or any amendments should have a pre-set time limit.
  - a. The Senate President can institute a pro/con style of debate when he/she deems it appropriate, alternating between both sides of the issue. When there is no speaker on the side of the motion that is to be heard next, debate on that question is closed.
  - b. If the delegation objects to this debate change, they can object to the pro/con style of debate and then by a majority vote the delegation can revert to the normal debate procedures. This will be a non-debatable motion.
- 3. Any attendee at the meeting may engage in the debate.
- 4. Only Senators may vote. Unless otherwise specified, a successful vote requires a majority vote of the members present.

D. Dispensation

- 1. Approved resolutions should be forwarded to the appropriate parties by the Senate President or designee with an expectation of a written reply which can be shared with the voting body.
- 2. Resolutions passed or failed should be written into the official minutes of the senate meeting where action was taken.



1 **VII. Committees**

2  
3 Standing committees of the Academic Senate and Modesto Junior College shall  
4 include those enumerated in these Rules as well as any other Academic Senate  
5 task forces necessary to fulfill its mission. The primary role of standing  
6 committees and task forces shall be to make policy recommendations on  
7 academic and professional matters and to suggest means for the administrative  
8 implementation of those recommendations.  
9

- 10  
11 A. Faculty can be represented on academic and professional matters only on  
12 standing committees. The Senate President, with the concurrence of the  
13 Executive Board, will appoint the chair and all members of standing  
14 committees as well as all members of Academic Senate task forces.  
15 These appointments are subject to ratification by the Senate. The  
16 President is responsible for informing task force members of any  
17 academic and professional matters where the District and College are to  
18 rely primarily upon the advice and judgment of the Senate; as well as any  
19 matters upon which the agreement of the Senate is required.  
20  
21 B. Any member of the faculty shall be eligible to serve on any standing  
22 committee or Academic Senate task force. It shall be the responsibility of  
23 Senators to assist in recruiting faculty members for a particular standing  
24 committee or Academic Senate task force when necessary.  
25  
26 C. Standing committees and Academic Senate task forces shall conduct  
27 such research and hold those hearings necessary to fulfill the charge of  
28 each standing committee and Academic Senate task force. Notice of all  
29 standing committee or task force meetings shall be sent to the President  
30 of the Senate at least three school days prior to the meeting.  
31  
32 D. All standing committees and Academic Senate task forces will inform the  
33 Senate on their progress by oral or written report at least once each  
34 school year. Each Academic Senate task force will submit a written  
35 report to the Senate upon completion of the charge of the standing  
36 committee or task force. Any standing committee or task force may be  
37 required by the President, or by motion of the Senate, to submit an interim  
38 report. A vote may be scheduled to accept any written committee report  
39 to the Senate. Passage of the motion to accept a standing committee or  
40 task force report will indicate the Senate's satisfaction that the standing  
41 committee or task force has fulfilled its charge with respect to the content  
42 of the report. Senate action to approve any written recommendations of a  
43 standing committee or task force must be by separate resolution.  
44  
45 E. Quorums for all Academic Senate standing committees or task forces  
46 shall be a majority of its members, and any action of a standing committee  
47 or task force will require the presence of a quorum.  
48  
49 F. Standing committees shall exist to advise, make recommendations for the  
50 creation and implementation of policy, and otherwise carry out the work of  
51 the Senate and the College in the areas identified in law and Board policy  
52 as academic and professional. Formal actions of standing committees  
53 must be ratified by the full Senate to take effect, with the exception of  
54 issues clearly specified in committees' charges on which the committees  
55 may act without ratification. Any such designation may be revoked by a  
56

1 voted of the full Senate. Such designation is most appropriate for routine  
2 decisions and may not constitute delegation by the Senate of its  
3 responsibilities as described in YCCD Board Policy 4103 (Academic  
4 Senate Bylaws, Article VII, Section 1.) The standing committees shall be:  
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6 1. Executive Board  
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8 2. Curriculum Committee  
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10 Curriculum committees established under CCR T.5 §55002 are  
11 responsible for:  
12

- 13 ♦ Determining that courses meet the standards for quality in  
14 CCR T.5 §55002
- 15 ♦ Defining critical thinking and college level as called for in CCR  
16 T.5 §55002
- 17 ♦ Scrutinizing prerequisites as required in CCR T.5 §55001 (d)
- 18 ♦ Determining that credit courses approved under CCR T.5  
19 §55805.a fulfill the intersegmental expectations for either (i)  
20 submission of general education courses in the Intersegmental  
21 General Education Transfer Core (IGETC) and/or (ii) the  
22 general education standards of the California State University  
23 (CSU) as stated in CSU Executive Order 595; or the transfer  
24 standards for electives and major requirements to campuses  
25 of CSU, and the University of California, and/or other  
26 postsecondary colleges and universities.
- 27 ♦ Determining that credit courses approved under §55805.5b  
28 meet the standards of the occupation for which they prepare  
29 students
- 30 ♦ Determining that special classes offered pursuant to CCR T.5  
31 §56028 meet the guidelines therein
- 32 ♦ Reviewing distance education courses for conformity to state  
33 regulations and guidelines
- 34 ♦ Under the collegial consultation provisions of AB1725 (i.e., CCR T.5  
35 §51023) many colleges assign a variety of other responsibilities to  
36 their curriculum committees including the determination of associate  
37 degree requirements, the general education status of courses, the  
38 recommendation of courses for transfer and articulation, and the  
39 review of existing course and programs.
- 40 ♦ Approve faculty assignment of courses to disciplines.  
41

42 3. MJC Academic Senate Faculty Professional Development Committee  
43

44 A. Charter  
45

46 To facilitate meeting the obligation of the District to rely primarily on  
47 the advice of the Academic Senate on faculty professional  
48 development, the Faculty Professional Development Committee, a  
49 standing committee of the Academic Senate and the College, makes  
50 recommendations to the Academic Senate and the College President  
51 Council regarding the direction and evaluation of professional  
52 development activities for full-time and adjunct faculty, including:  
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- Develop the theme and activities of the faculty portion of Institute Day, linked to one or more of the college's strategic goals.
  - Develop processes for sabbatical report activities and for disseminating this information to the college community.
  - Plan and implement pedagogical Flex activities. The committee will determine the process for authorizing Flex activities. (When a proposal for authorization for an independent Flex activity is refused at the division level, that determination may be appealed to the Professional Development Committee. When the committee refuses any proposal for authorization of Flex activities, that determination may be appealed to the full Senate.)
  - Administer, allocate, and evaluate results of annual professional development mini-grant program.
  - Plan and implement new full-time and adjunct faculty orientation.
  - The committee does not address activities related to salary or column advancement (i.e., professional improvement).
- Official positions taken the Academic Senate Faculty Professional Development Committee must be ratified by the full Senate, except for the following:

Authorized Activities Not Requiring Senate Ratification:  
Using processes authorized by the Academic Senate, the committee may, without Senate Ratification, authorize flex activities and other professional development activities, and authorize mini-grants.

B. Meetings: Monthly during the calendar year

C. Membership:

Co-Chairs: Vice President of Instruction, Academic Senate Secretary

Members: Academic Senate appointees (at least 4), Dean overseeing Flex activities

#### 4. Institutional Effectiveness and Planning Committee

To facilitate meeting the obligation of the District to rely primarily on the advice of the Academic Senate on accreditation issues, as well as mutual agree on institutional planning and budget processes, the Institutional Effectiveness and Planning Committee, a standing committee of the Academic Senate, makes recommendations to the Academic Senate and the College President including:

- Accreditation criteria for institutional effectiveness
- College processes for institutional planning and budget
- Program review
- Student Learning Outcomes (SLO's)
- Evaluation and assessment of the College planning and budget process

#### 5. Planning and Budget Committee

1 To facilitate meeting the obligation of the Academic Senate and the  
2 District to mutually agree on institutional planning and budget issues,  
3 the Planning and Budget Committee, a standing committee of the  
4 Academic Senate, makes recommendations to the Academic Senate  
5 and the College President regarding the college's processes for  
6 institutional planning and budget development.  
7

8 6. Minimum Qualifications and Equivalency Committee  
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10 A. Charter  
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12 To facilitate meeting the obligation of the YCCD Board of  
13 Trustees to rely primarily on the advice of the Academic Senate  
14 regarding faculty minimum qualifications (Education Code §87359  
15 (b)) the Minimum Qualifications and Equivalency Committee, a  
16 Standing committee of the Academic Senate, makes  
17 recommendations to the Board of Trustees regarding the  
18 process, criteria, and standards that ensure "each individual  
19 faculty member employed under the authority granted by the  
20 regulations possesses qualifications that are at least equivalent  
21 to the applicable minimum qualifications specified in regulations  
22 adopted by the California Community Colleges board of  
23 governors. (Education Code §87359 (b)). The standing committee  
24 shall be:  
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26

27 B. Membership: Members of the Minimum Qualifications and  
28 Equivalency committee shall be full-time tenured faculty  
29 appointed by the president of the Academic Senate.  
30 Appointments shall be confirmed by the Academic Senate  
31 membership during its next regular meeting. The membership  
32 will include a chair, two appointees, and two alternates to the  
33 appointees.  
34

35 C. Meetings: Immediately upon an equivalency request.  
36

37 D. Procedures and criteria for determining qualifications that are at  
38 least equivalent to the applicable minimum qualifications  
39 specified in regulations adopted by the board of governors are  
40 set out in the Criteria and Procedures for Minimum Qualifications  
41 and Equivalency.  
42  
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44 G. Academic Senate task forces may be created by resolution to carry out  
45 any function consistent with the Senate's mission not under the jurisdiction  
46 of any college standing committees. The resolution must define clearly  
47 the charge of the task force.  
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49 H. Academic Senate work groups may be created by resolution to carry out  
50 any function consistent with the Senate's mission not under the jurisdiction  
51 of any college standing committees, but which need continued  
52 involvement on an interval basis.  
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**VIII. Amendments**

- A. These Rules may be amended by a simple majority of those Senate members voting, provided notice in writing of a proposed amendment has been filed with the Senate Secretary and copies have been sent to the members of the Senate at least two weeks preceding balloting.
- B. Proposed amendments may be initiated by any Senator or by petition signed by 50 faculty.

**IX. Procedure**

In all proceedings of the Senate not covered by its Bylaws, the Senate shall be governed by Robert's Rules of Order (Revised).