

**STANDING RULES  
OF THE ACADEMIC SENATE  
OF CERRO COSO COMMUNITY COLLEGE**

**1. Organization**

**1.1. Committee of the Whole**

- 1.1.1. The Academic Senate shall be a committee of the whole.
- 1.1.2. All Academic Senate members shall be eligible to attend meetings.
- 1.1.3 The Executive Council, elected by the Academic Senate, shall be charged with taking action related to normal business such as:
  - 1.1.3.1. providing members with expressions of encouragement or sympathy by purchasing:
    - 1.1.3.1.1. cards,
    - 1.1.3.1.2. gift cards, or flowers, or
    - 1.1.3.1.2.1. making donations in the name of the Academic Senate to charitable organizations (when requested in lieu of flowers by bereaved families),
  - 1.1.3.2. purchasing honor medallions for Cerro Coso Community College graduates determined to have attained, without Academic Renewal, a 3.75 or higher GPA,
  - 1.1.3.3. purchasing honorarium such as Certificates, Framed Certificates, Plaques, or Trophies, as decided by the Senate, for the Classified Employee voted by the Senate as the Classified Employee of the Year, and
  - 1.1.3.4. affirming Senate consideration and action on Program Review as noted in the By-Laws and required by Board Policy [\[4B5A\]](#).

**2. Members**

**2.1. Part-time Faculty**

- 2.1.1. Part-time faculty may elect 1-3 (no less than 1, no more than 3) representatives that are available to attend the Academic Senate meetings.
- 2.1.2. Part-time faculty shall be represented in the Academic Senate, by their department chair or designee, and the elected representative(s).
- 2.1.2. Part-time faculty shall be represented on all Academic Senate committees by the full-time faculty representatives to the committees.

**2.2. Dues**

- 2.2.1. Members who have paid dues for the current academic year shall be eligible to vote on the expenditure of Academic Senate funds.

**3. Officers**

**3.1. President**

- 3.1.1. Qualifications
  - 3.1.1.1. While tenure is strongly recommended, the minimum qualification to serve as President shall be two years of experience as a member of Academic Senate, including one year of experience on either Executive Council or College Council.
  - 3.1.1.2. The President of the Academic Senate shall not concurrently hold an office in the faculty bargaining unit.
- 3.1.2. Duties
  - 3.1.2.1. The President shall be an ex-officio member of all Academic Senate committees.

- 3.1.2.2. The President shall appoint, subject to the approval of the Executive Council, committees and representatives of the Academic Senate as necessary. If there are more volunteers than vacancies, then factors for consideration will be seniority, experience, and diversity of the group.
- 3.1.2.3. The President shall assign to the officers of the Executive Council any duties not specifically reserved in the By-Laws.
- 3.1.2.4. The President shall call and preside over meetings as described in Article III of the Academic Senate Bylaws.
- 3.1.2.5. The President shall work with the College President and the Administration in solving faculty and institutional problems.
- 3.1.2.6. The President shall, in cooperation with the faculty, formulate suggestions, recommendations, and initiate courses of action designed to improve the institution. All such suggestions, recommendations, and proposed courses of action shall be presented to the Executive Council.
- 3.1.2.7. The President shall be aware of faculty morale and problems and work for the interests of the faculty.
- 3.1.2.8. The President shall represent the faculty through meetings with Cerro Coso Community College Administration and District officials.
- 3.1.2.9. The President shall represent the faculty at appropriate state-wide meetings with the approval of the Academic Senate.
- 3.1.2.10. The President shall authorize, with the consent of the Academic Senate, the formation of ad hoc committees, specify their function and duration, identify membership, and appoint chairs and follow the same guidelines set forth in 3.1.2.2. In emergency situations, the Executive Council may authorize the formation of an ad hoc committee.
- 3.1.3. Term
  - 3.1.3.1. The President of the Academic Senate shall serve for a one-year term.
  - 3.1.3.2. The President of the Academic Senate shall be eligible for election to consecutive terms in accordance with Academic Senate Bylaws, Article III, Section 3.
- 3.1.4. Absence of the President
  - 3.1.4.1. In the absence of the President at any meeting, these duties shall rest upon the other officers and upon members of the Executive Council in the following order: Vice-President, Past President, Treasurer, Member-at-large, or Secretary.

### **3.2. Vice-President**

- 3.2.1. Qualifications
  - 3.2.1.1. While tenure is strongly recommended, the minimum qualification shall be two years of experience as a member of Academic Senate, including one year of experience on either Executive Council or College Council.
  - 3.2.1.2. The Vice-President of the Academic Senate shall not concurrently hold an office in the faculty bargaining unit.
- 3.2.2. Duties
  - 3.2.2.1. The Vice-President shall be an ex-officio member of all Academic Senate Committees.
  - 3.2.2.2. The Vice-President shall serve on other Academic Senate or College-wide committees as directed by the President.
  - 3.2.2.3. The President may assign other duties not specifically reserved in the Bylaws of the Academic Senate.

### 3.2.3. Term

3.2.3.1. The Vice-President of the Academic Senate shall serve for a one-year term.

3.2.3.2. The Vice-President of the Academic Senate shall be eligible for election to consecutive terms in accordance with Academic Senate Bylaws, Article III, Section 3.

## **3.3. Secretary**

### 3.3.1. Qualifications

3.3.1.1. Any member of the Academic Senate may serve as Secretary of the Academic Senate.

### 3.3.2. Duties

3.3.2.1. Ensure that minutes of all Academic Senate meetings are recorded and distributed to the membership, including electronic posting in an online course management shell, accessible to all faculty.

3.3. 2.2. Establish and maintain a repository of records in the Academic Senate archive, including minutes of the Academic Senate meetings, reports of committees, and other appropriate documents. SharePoint or other archive sites with data management (indexing) tools should be used whenever possible to facilitate access.

3.3.2.2. The President of the Academic Senate may assign other duties not specifically reserved in the Bylaws of the Academic Senate.

### 3.3.3. Term

3.3.3.1. The Secretary of the Academic Senate shall serve for a one-year term.

3.3.3.2. The Secretary of the Academic Senate shall be eligible for election to consecutive terms in accordance with Academic Senate Bylaws, Article III, Section 3.

## **3.4 Treasurer**

### 3.4.1 Qualifications

3.4.1.1. Any member of the Academic Senate may serve as Treasurer of the Academic Senate.

### 3.4.2 Duties

3.4.2.1 The Treasurer shall be responsible for the collecting of dues, the dispensing of funds, and record keeping and detailed accounting of all financial matters, including the appropriate tax forms as required for a 501c3 entity, and shall keep all financial records, including banking records, and the record of the assigned EIN, in a locking file cabinet in their designated faculty office.

3.4.2.2. The President of the Academic Senate may assign other duties not specifically reserved in the Bylaws of the Academic Senate.

### 3.3.3. Term

3.4.3.1. The Treasurer of the Academic Senate shall serve for a one-year term.

3.4.3.2. The Treasurer of the Academic Senate shall be eligible for election to consecutive terms in accordance with Academic Senate Bylaws, Article IV, Section 3.

## **3.5 Members-at-Large**

3.5.1. Qualifications: Any member of the Academic Senate may serve as a Member-at-Large of the Academic Senate.

### 3.5.2. Duties

3.5.2.1 Write, distribute, and collect ballots.

3.5.2.2. The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules.

3.5.3. Term: .Members-at-Large of the Academic Senate shall serve for a one-year term.

### **3.6. Past President**

#### 3.6.1. Qualifications

3.6.1.1. If possible, the Past President shall be the immediate Past-President currently in a faculty position. If the immediate Past-President is unable to serve, the President may appoint another Past-President with approval of the Senate.

#### 3.6.2. Duties

3.6.2.1. The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules.

3.6.2.2. The President of the Academic Senate will automatically serve as Past President.

3.6.3. Term: The Past President of the Academic Senate shall automatically serve as an ex-officio member of the Executive Council for one year.

### **3.7. Curriculum and Instruction Council Chair**

#### 3.7.1. Qualifications

3.7.1.1. The CIC Chair, as elected by the CIC committee, shall automatically serve on the Executive Council of the Academic Senate.

3.7.2. Duties: The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules.

3.7.3. Term: The CIC Chair is a permanent member of the Executive Council of the Academic Senate.

### **3.8. Program Review Committee Chair**

#### 3.8.1. Qualifications

3.8.1.1. The PRC Chair, as appointed or elected by the Program Review Committee, as a subcommittee of the Institutional Effectiveness Committee (an administrative committee), shall be a tenured faculty member and shall automatically serve on the Executive Council of the Academic Senate.

3.8.2. Duties: The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules

3.8.3 Term: The PRC Chair is a permanent member of the Executive Council of the Academic Senate.

### **3.9 Faculty Chairs and Campus Representatives**

#### 3.9.1 Qualifications

3.9.1.1 The Faculty Chair Representative shall be elected by

3.9.1.1.1. the Faculty chairs,

3.9.1.2. The Campus Representative shall be elected by

3.9.1.2.1 the faculty at

3.9.1.2.2 East Kern (Cal City, Edwards AFB, Kern River Valley/Lake Isabella, Mojave and Tehachapi), and Eastern Sierra Campus Centers (Bishop and Mammoth), referred to as EK and ESCC.

3.9.2. Duties: The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules.

3.9.3. Term: The Faculty Chairs and Campus Representatives are members of the Executive Council for a one year term.

#### **4. Role of the Executive Council**

##### **4.1. Duties: Vote to approve,**

- 4.1.1. Acceptance of resignation or leave of absence of any Executive Council officer or representative
- 4.1.2 Affirm the agreed upon Program Review Process has been followed, following the Program Review Presentation at Academic Senate **only** when quorum is not met for the Senate meeting in the presentation is made
- 4.1.3 Committee assignments see Standing Rules 3.1.2.2.
- 4.1.4 Procedures regarding the function and membership of the Academic Senate committees
- 4.1.5. Purchase of greeting cards/expression of encouragement or sympathy
  - 4.1.5.1. The Executive Council may, when notified that a member of the faculty has been hospitalized or has experienced a death in the family, vote to purchase a card and include a gift card, order flowers, or make a donation to a charitable organization (501c3) to express the Senate's wishes for improved health or sympathy.
  - 4.1.5.2. The total expenditure for card, gift card or flowers or donation may not exceed \$30.00 (maximum \$5.00 for greeting card, \$25.00 for gift card in lieu of flowers or flowers) for hospitalization or \$55.00 (maximum \$5.00 for greeting card, \$50.00 for charitable donation in lieu of flowers or flowers) for bereavement.

##### **4.2. Drafts:**

###### **4.2.1 Approval of all Drafts remain with Academic Senate**

- 4.2.2. Academic Senate Goals
- 4.2.3. Resolutions
- 4.2.4. Academic Senate Policy
  - 4.2.4.1 Policies regarding the function and membership of Academic Senate committees
  - 4.2.4.2 Recommendations to the administration and to Consultation Council (District) and College Council

#### **5. Voting**

##### **5.1. Methods of Voting**

- 5.1.1. Any member of the Academic Senate (with or without a second) has the right to request a roll call vote. Roll call votes will be used for each matter before the Academic Senate for as long as electronic conference methods are used to include faculty across the college campus locations, including laptop connections used for teaching/counseling online.
- 5.1.2. Officer Elections will be conducted with a paper ballot and remain anonymous. Validated ballots must be submitted in person or by electronic submission to the appointed members of the Executive Council responsible for tallying and reporting voting results.
- 5.1.3. Members must be in attendance at a meeting in person or through electronic conference in order to vote.

## **5.2. Tallying**

5.2.1. Two (2) members of the Executive Council assigned by the President shall be responsible for tallying and reporting voting results to the President of the Academic Senate. Roll call shall be used across all methods of attendance and the vote recorded and reported back to the President and attendees such that each vote is a part of the public record.

### **5.2.2. Storage and Archiving of Ballots**

5.2.2.1. The President of the Academic Senate and the Executive Council shall be responsible for establishing and maintaining an archive for written ballots for a period of one year.

5.2.2.2. Requests for access to archived written ballots by members of the Academic Senate and the public shall be made in writing to the President of the Academic Senate. Such access shall be supervised by two members of the Executive Council appointed by the President of the Academic Senate.

## **6. Committees**

### **6.1. Curriculum and Instruction Council (CIC)**

#### **6.1.1. Membership**

6.1.1.1. The CIC shall consist of ten to eleven (10-11) full-time faculty, including the College Articulation Officer, the Director of Learning Resources, and one faculty member selected by full-time faculty from each of the following six (6) areas: 1) English; 2) Social Sciences, Humanities, and Visual and Performing Arts; 3) Mathematics and Science; 4) Health and Physical Education; 5) Business, Computer Science and Media Arts; 6) Public Service, Child Development, and Industrial Arts; two (2) representative-at-large positions, one (1) with primary assignment at a non-IWV site, if none of the six (6) areas is represented by a non-IWV faculty member; and one (1) faculty member from Counseling if the Articulation Officer is not from Counseling.

6.1.1.2. A student selected through the standard College process, in consultation with the Associated Students of Cerro Coso Community College, shall serve as a voting member of the CIC.

6.1.1.3. Non-voting members of the CIC shall include the Vice-President Academic Affairs or designee and the Curriculum Assistant for Instruction or equivalent.

#### **6.1.2. CIC Chair**

6.1.2.1. In spring of each year, the CIC shall recommend to the President of the Academic Senate one of its experienced members as chairperson for the following year. The recommendation for the CIC Chair shall be approved by the Executive Council of the Academic Senate

6.1.2.2. The duties of the CIC chair and the quorum requirement for approval of course outlines for first and second readings shall be specified in the Cerro Coso Community College Curriculum Handbook.

### **6.2. Program Review Committee**

7.2.1. Program Review Committee is a sub-committee of the Institutional Effectiveness Committee that includes 4 faculty members and is chaired by the faculty member elected by the committee.

7.2.1.1. Members of the Program Review Committee shall be four (4) tenured members of the Academic Senate, who have been previously trained in the Program Review Process, no two (2) from the same discipline, and shall serve with the

Vice-President of Academic Affairs or designee and classified members of the IEC.

7.2.1.2. The Program Review Committee chair shall provide opportunities for faculty to be trained in the Program Review Process and shall provide Executive Council a current list of eligible faculty members at the beginning of the year.

7.2.1.3. The Program Review Committee chair shall notify the Academic Senate President when a Program Review has been successfully completed.

7.2.1.4. The Faculty Chair shall request the approved Program Review be placed on the Academic Senate Agenda by emailing the request to the Academic Senate President.

### **6.3. Academic Petitions Committee**

#### **5.4.1. Membership**

5.4.1.1. Members of the Academic Petitions Committee shall be full-time faculty representatives, selected each spring, from the following areas: 1) English; 2) Social Sciences, Humanities, Visual and Performing Arts; 3) Mathematics and Science; 4) Health and Physical Education; 5) Business, Computer Science, and Media Arts; 6) Public Service, Child Development, and Industrial Arts; 7) Primary assignment at a non-IWV site; 8) and Counseling.

5.4.1.2. At the beginning of the academic year, the committee shall elect one of its members to serve as the committee chair.

5.4.1.3 The Counseling member of the committee shall submit those petitions submitted by students through the Counseling Office to the APC Chair with the supporting documentation (including student academic histories) for review by the committee.

### **6.4. Honors Committee**

#### **5.5.1. Membership**

5.5.1.1. Members of the Honors Committee shall be full-time faculty who teach honors courses, the Honors Program Counselor, the Honors Program Coordinator (faculty position), and two (2) students from the Honors Program.

5.5.1.2. The members of the Honors Committee shall, each spring, recommend a faculty member as Honors Program Coordinator for the following calendar year.

### **6.5 Strategic Plan Committee**

#### **5.6.1 Membership:**

Members of the Strategic Plan Committee shall be four (4) full-time faculty members, no two (2) from the same discipline, shall serve with the Vice-President of Academic Affairs or designee.

### **6.6. Equivalency Committee**

#### **5.3.1. Membership**

5.3.1.1. Members of the Equivalency Committee shall be five (5) full-time faculty members, no two (2) from the same discipline.

5.3.1.2. The Chair of the Equivalency Committee shall be appointed by the Academic Senate President with the approval of the Executive Council.

5.3.1.3. Decisions of the committee regarding equivalency committee must be reached by a 4/5ths majority.

### **6.7. Calendar Committee**

#### **5.7.1. Membership**

5.7.1.1. Members of the Calendar Committee shall be four (4) full-time faculty members, no two (2) from the same discipline, one of whom shall be the Cerro Coso CCA College Chair.

5.7.1.2. The CCA College Chair shall serve as Chair of the Calendar Committee.

#### **6.8 Removal of Committee Members**

Committee members may be removed by the President and Executive Council for lack of attendance or failure to fulfill the responsibilities on the committee.

#### **7. Revision or Amendment of Standing Rules**

7.1. The Academic Senate Standing Rules may be revised or amended by a majority vote at a regular meeting of the Academic Senate provided revisions or proposals have been presented at a regular meeting before the regular meeting at which the vote is to be taken.