

**BYLAWS  
OF THE ACADEMIC SENATE  
OF CERRO COSO COMMUNITY COLLEGE**

**ARTICLE I**

**Name**

The name of this organization shall be the Academic Senate of Cerro Coso Community College.

**ARTICLE II**

**Purpose**

Section 1. The primary purpose of the Academic Senate, as the representative of the faculty, shall be to make recommendations to the Administration of the College and to the Board of Trustees of the Kern Community College District with respect to academic and professional matters. *Academic and professional matters* refer to the following policy development and implementation matters: 1) Curriculum, including establishing prerequisites and placing courses within disciplines; 2) Degree and certificate requirements; 3) Grading policies; 4) Educational program development; 5) Standards and 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, including self-study and annual reports; 8) Policies for faculty professional development activities; 9) Processes for program review; 10) Processes for institutional planning and budget development; 11) Processes for institutional staffing priorities; 12) Establishing and monitoring minimum standards and equivalencies for all faculty; 13) Hiring of new certificated staff, including participation in establishing a pool of qualified applicants for part-time certificated positions; 14) Other academic and professional matters as mutually agreed upon between the college administration, the Board of Trustees, and the Academic Senate. (CCR §53200; KCCD Policies 6A1 *et seq.*)

Section 2. The Academic Senate shall function as a vital link and participant within the College's participatory governance decision-making structure.

Section 3. The Academic Senate shall exist as an open forum for discussion and debate of all academic, curriculum, and professional matters.

Section 4. Nothing in these bylaws shall be construed to impinge upon the due process rights of faculty or to detract from any negotiated agreement between the faculty bargaining unit and the Kern Community College District.

**ARTICLE III**

**Members**

Section 1. Academic Senate membership shall include all full- and part-time certificated faculty of Cerro Coso Community College. Certificated staff who are designated supervisory or management shall not be included in Academic Senate membership. Part-time faculty shall be non-dues paying and non-voting members.

Section 2. Annual dues shall be levied as necessary to carry on the business of the Academic Senate. The Treasurer shall, at the first meeting of the academic year, present a membership dues proposal to be voted on by the members present.

**ARTICLE IV**

## **Officers**

Section 1. Officers of the Academic Senate shall be a President, a Vice-President, a Secretary, a Treasurer, and one (1) Members-at-Large. These officers shall perform the duties prescribed in these bylaws, the parliamentary authority, and the standing rules adopted by the Academic Senate.

Section 2. Nominations for President, Secretary, Treasurer, and one (1) Members-at-Large shall be made at a regularly scheduled meeting of the Academic Senate one (1) meeting prior to the election. Election of officers shall occur by ballot to be counted by two (2) Academic Senate members appointed at the regular meeting in which the nominations are made.

Section 3. All officers shall be elected by a majority of the votes cast in the election. All officers shall serve for one (1) year and shall be eligible for re-election. The term of office for all officers shall commence at midnight on the last day of the spring semester in which they are elected. Officers may serve consecutive terms in the same office provided they are nominated for and elected to that office for the term to be served.

## **ARTICLE V**

### **Meetings**

Section 1. Regular meetings of the Academic Senate shall be set by the Executive Council and posted at the beginning of each semester. The Academic Senate shall meet as a whole twice monthly in September, October, February, March, and April, with at least one meeting scheduled as needed in August, November, December, January, and May. Agendas shall be posted seventy-two (72) hours prior to the regular meeting date and time.

Section 2. Special meetings of the Academic Senate may be called by two members of the Executive Council, by the President, or by written request of twenty (20) percent of the membership of the Academic Senate. Agendas shall be posted twenty-four (24) hours prior to the special meeting date and time.

Section 3. All meetings of the Academic Senate shall be open to the public and to the press and shall conform to the provisions of the Ralph M. Brown Act (Cal. Gov. §54950 *et seq.*).

Section 4. A quorum for all meetings of the Academic Senate shall consist of the members present.

## **ARTICLE VI**

### **Executive Council**

Section 1. The officers of the Academic Senate, including the Past President and the Chair of the Curriculum and Instruction Council, shall constitute the Executive Council.

Section 2. The Executive Council shall have general supervision of the business of the Academic Senate, fix the hour and place of the meetings, advise on the Academic Senate agendas, call special meetings of the Academic Senate, advise the President, make recommendations to the Academic Senate, and perform other duties as specified in these bylaws. The Executive Council shall be subject to the bylaws of the Academic Senate and none of the actions of the Executive Council shall conflict with actions taken by the Academic Senate.

Section 3. The calendar of regular meetings of the Executive Council shall be determined by the Executive Council and posted at the beginning of each semester. A quorum for all meetings of the Executive Council shall consist of a majority of the members of the Executive Council.  
Special meetings

of the Executive Council may be called by the President or upon written request of three (3) members of the Executive Council.

Section 4. The Executive Council or Senate shall review and confirm or reject the President's appointments of committee members and Academic Senate representatives according to the guidelines set forth in the standing rules.

## **ARTICLE VII**

### **Committees**

Section 1. A Curriculum and Instruction Council (CIC) serves as "the curriculum committee" for all state mandated activities. The CIC has primary responsibility for the review and recommendation of curriculum to be approved by the Kern Community College District Board of Trustees, and for the processes by which such approval shall occur. CIC oversees the curriculum for both degree and non-degree applicable course work in basic skills, general education, transfer education, vocational education, and major programs of study, encompassing multiple modes of delivery. The CIC is a committee of the Academic Senate and shall consist of ten to eleven (10-11) faculty members selected as described in the Academic Senate Standing Rules.

Section 2. A Program Review Committee shall oversee the program review process and work with the Academic Senate President and the Vice-President of Academic Affairs to ensure that all necessary program reviews are completed as scheduled. The Program Review Committee is a sub-committee of the CIC and shall consist of four (4) faculty members selected as described in the Academic Senate Standing Rules.

Section 3. An Equivalency Committee shall work in cooperation with the appropriate departments to ensure equitable treatment of all applicants seeking to qualify for faculty positions through the Equivalency Process. The Equivalency Committee is a committee of the Academic Senate and shall consist of five (5) faculty members selected as described in the Academic Senate Standing Rules.

Section 4. A Petitions Committee shall receive and act upon petitions from students seeking waivers, course substitutions, and other actions. The Petitions Committee is a committee of the Academic Senate and shall consist of seven (7) faculty members selected as described in the Academic Senate Standing Rules.

Section 5. An Honors Committee shall assist the Honors Program Coordinator in making decisions about offerings, activities, recruitment, and scholarships. The Honors Committee is a committee of the Academic Senate and shall consist of members selected as described in the Academic Senate Standing Rules.

Section 6. A Strategic Plan Committee shall oversee the development and annual revision of the Strategic Plan and work with the Vice President of Academic Affairs to ensure its implementation. The Strategic Plan Committee is a committee of the Academic Senate and shall consist of four (4) faculty members selected as described in the Academic Senate Standing Rules.

Section 7. A Calendar Committee shall oversee development of College Calendar in accordance with the provisions of the Agreement Between the Kern Community College District and the Kern Community College District Community College Association/California Teachers Association/national Education Association. The Calendar Committee is a committee of the Academic Senate and shall consist of members selected as described in the Academic Senate Standing Rules. The Cerro Coso CCA College Chair shall serve as Chair of the Calendar Committee.

Section 8. Other standing or ad hoc committees may be appointed by the President or the Executive Council as necessary. The President shall be an ex-officio member of all committees. The President shall appoint, with the approval of the Executive Council or Senate, faculty to Academic Senate committees and representatives to College and District committees representatives according to the guidelines set forth in the standing rules..

#### **ARTICLE VIII**

##### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the organization may adopt.

#### **ARTICLE IX**

##### **Amendment Process**

These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote, provided the proposed amendment was submitted at the previous meeting.

##### History

Adopted May 5, 2003; Revised April 30, 2007, Revised 3 February 2011.

**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.

**2. Members**

**2.1. Part-time Faculty**

- 2.1.1. Part-time faculty shall be represented in the Academic Senate by their department chair or designee.
- 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 V 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 ~~two-year~~ 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 IV, 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 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 IV, 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.

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.

3.3.2.3. 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 IV, 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 record keeping and detailed accounting of all financial matters, as well as the dispensing of funds and collecting of dues.

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

3.4.3. 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.

## **4. Voting**

### **4.1. Methods of Voting**

4.1.1. Any member of the Academic Senate (with or without a second) has the right to request a voice vote, show of hands, or roll call vote.

4.1.2. Members must be in attendance at a meeting in person or through electronic conference in order to vote.

### **4.2. Tallying**

4.2.1. 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. Results from the attending sites or electronic conference participants shall be forwarded to these members.

### 4.2.2. Storage and Archiving of Ballots

4.2.2.1. 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.

4.2.2.2. 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.

## **5. Committees**

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

#### **5.1.1. Membership**

5.1.1.1. 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.

5.1.1.2. 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.

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

#### **5.1.2. CIC Chair**

5.1.2.1. 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

5.1.2.2. 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.

### **5.2. Program Review Committee**

#### **5.2.1. Membership**

5.2.1.1. Members of the Program Review Committee shall be four (4) members of CIC, including the CIC Chair, no two (2) from the same discipline, shall serve with the Vice-President of Academic Affairs or designee.

### **5.4. Academic Petitions Committee**

#### **5.4.1. Membership**

5.4.1.1. Members of the Academic Petitions Committee shall include a representative from Admissions and Records as well as 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.



## **5.5. 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.

## **5.6. 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.

## **5.3. 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.

## **5.7. 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.

## **5.8 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.

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

- 6.1. 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.