



ACADEMIC SENATE

RETREAT — August 13, 2021
10:00am to 12:30pm
Meeting via ZOOM: Information below

Join Zoom Meeting: <https://miracosta-edu.zoom.us/j/717046932>

Meeting ID: 717 046 932

One tap mobile: +16699006833, 717046932# US (San Jose), +12532158782, 717046932# US (Tacoma)

Dial by your location: +1 669 900 6833 US (San Jose), +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston),

+1 301 715 8592 US (Washington D.C.), +1 312 626 6799 US (Chicago), +1 929 205 6099 US (New York)

Find your local number: <https://miracosta-edu.zoom.us/u/ad9liYSZ6Y>

Join by Skype for Business: <https://miracosta-edu.zoom.us/skype/717046932>

AGENDA

- I. Call to Order
- II. Roll Call
- III. Retreat Agenda
 - A. Community Building Activities – *Allyn*
Description: *We will engage in an activity to get to know one another better and establish a relational connection for the work we will do together.*
 - B. Our Role as Academic Senate – *Safaralian*
Description: We will discuss the role Academic Senate plays in shared governance and issues around Academic Senator responsibilities, Brown Act, parliamentary procedure, meetings guidelines, and academic and professional matters (10+1).
 - C. AS Goal Setting – *Lara*
Description: *We will discuss creating SMARTER goals: Specific, Measurable, Achievable, Relevant, Timebound, and have an Evaluation mechanism. We will review last year's adopted AS Resolution on Black Lives Matter and prior AS goals. Guiding questions will include: How can we partner with ASG and Classified Senate to strengthen our goals? How can AS Subcommittees align their committee goals to AS goals? How do these goals align with institutional work of redesigning the student experience? How do these goals align with the institution's Mission, Vision, Values, and Commitment?*
- IV. Adjournment

An executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the coronavirus (COVID-19). Meetings will be held remotely until further notice. The public may observe the meeting and offer public comment. A link for remote viewing or calling in is attached to the agenda.

Therefore, Academic Senate (AS) meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Academic Senate in advance of their meetings may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the Academic Senate's website at <http://www.miracosta.edu/governance/academicsenate/index.html>. Such writings will also be available at the Senate meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at dadler@miracosta.edu.

Audio recordings of AS meetings are available upon request. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or dadler@miracosta.edu.



ACADEMIC SENATOR RESPONSIBILITIES

Presented by: Leila Safaralian

August 2021

WHAT IS THE ACADEMIC SENATE?

1. Body that represents the Faculty to the Board of Trustees and President/Superintendent
2. Recommending body on policy around academic and professional matters (Title 5 section 53200)
3. Board Policy 2510 defines the 10+1 for MiraCosta College
4. “The Board or its designees will consult collegially with the Academic Senate on all of the listed academic and professional matters and will rely primarily on the advice and judgment of the Academic Senate” (BP 2510, and Title 5 section 53203)



ACADEMIC SENATE PRIMACY (10+1 PER TITLE V)

1. Curriculum, including establishing pre- requisites and placing courses within disciplines. (C&P)
2. Degree and certificate requirements.(C&P)
3. Grading policies. (AAC)
4. Educational program development. (C&P)
5. Standards or policies regarding student preparation and success. (C&P)
6. District and college governance structures, as related to faculty roles. (AS)
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports. (AS)
8. Policies for faculty professional development activities. (PDP)
9. Processes for program review. (IPRC)
10. Processes for institutional planning and budget development. (BPC)



ACADEMIC SENATE PRIMACY (10+1 PER TITLE V)

+1 Primacy. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate. (Academic calendar, prioritization of full-time faculty hiring, Program discontinuance procedures, equivalency procedures, procedures protecting academic freedom, faculty office assignments, committee assignments, , ...)



ACADEMIC SENATE SUBCOMMITTEES

There are 9 Academic Senate Subcommittees:

- Academic Affairs Committee
- Awards Committee
- Courses and Programs Committee
- Diversity, Equity and Cultural Competence Committee (DEqCC)
- Equivalency Committee
- MiraCosta Online Educators
- Professional Development Program / FLEX (PDP)
- Sabbatical Leave Committee
- Salary Advancement Committee



SHARED GOVERNANCE

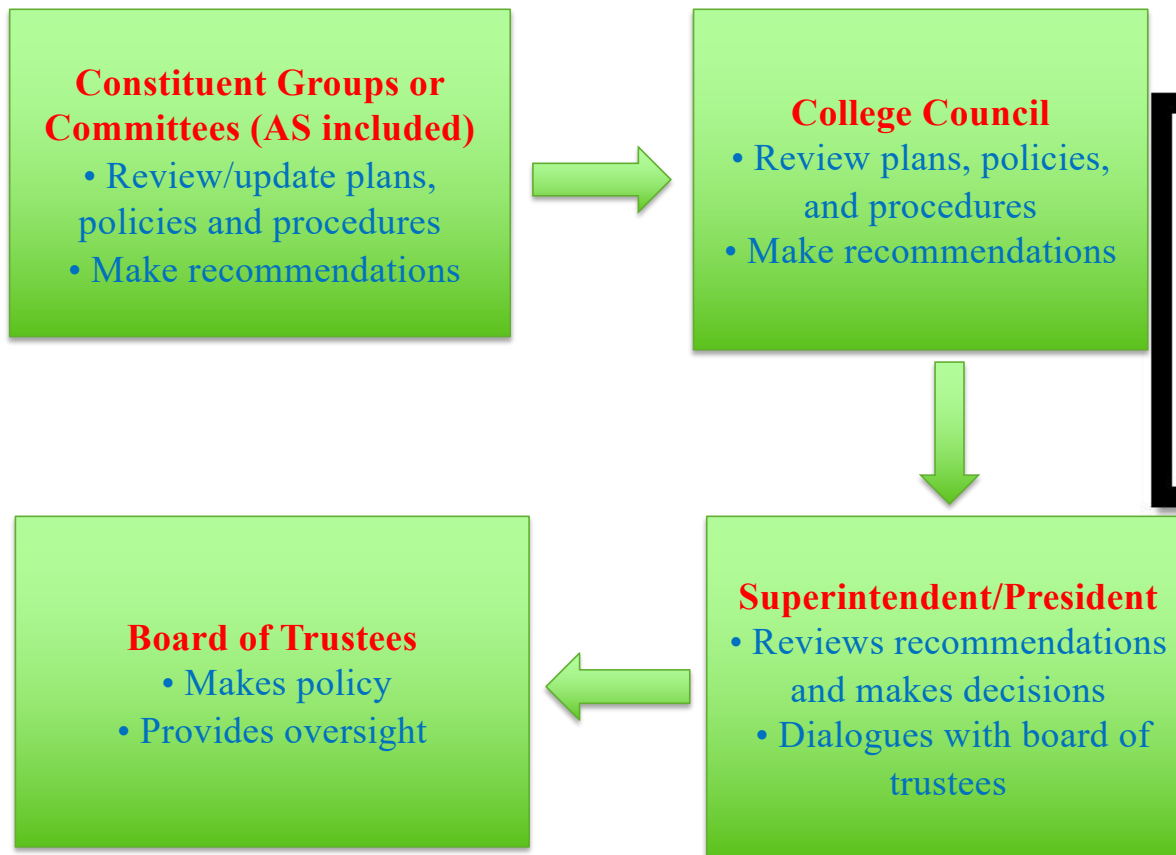
Members of the district community have the authority and responsibility to make recommendations in matters appropriate in scope to their roles in the district. The groups discuss modifications needed and make recommendations for change to College Council, which is ultimately responsible for the effectiveness of the governance function of the college. **There are three basic categories of issues:**

- A. Governance:** A district governance issue is a policy, procedure, plan, or project that has an impact on the district as a whole. These include board policies, administrative procedures, strategic and master plans, and program review processes.
- B. Operational:** Operational issues are those that involve the implementation of approved policies, procedures, plans, and programs. Procedures that pertain to the internal functioning of a division and do not have districtwide impact may also be designated as operational.
- C. Working Conditions:** Working conditions are those issues that affect employee groups related to wages, benefits, workload, and other terms and conditions of employment.

<https://www.miracosta.edu/governance/index.html>



GOVERNANCE SYSTEM ORGANIZATION



MEETINGS, QUORUM, AND VOTING OF THE ACADEMIC SENATE (ARTICLE 6, BYLAWS)

1. A 72-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a regular Academic Senate meeting.
2. A 24-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a special Academic Senate meeting.
3. Meetings may be held at multiple locations via teleconference, in accordance with the Meeting Guidelines, and in accordance with applicable laws and regulations.
4. A majority of the members must be present at a meeting before a vote can be taken at the meeting. There are 16 members of the academic senate and we need 9 to have quorum.
5. Academic Senate members shall not vote by proxy, or assign their votes to other Academic Senate members.



DUTIES OF ACADEMIC SENATE MEMBERS (ARTICLE 4, BYLAWS)

1. Attend Academic Senate meetings regularly.
2. Review thoroughly all Academic Senate materials sent to them before the meeting in which the materials will be discussed.
3. Read everything received if it is in regard to their job as a senator.
4. Ensure that in both open and closed sessions, only documented facts are raised and discussed. Personality conflicts, feelings, impressions, and hearsay about others are irrelevant, and shall not be raised or discussed during Academic Senate meetings.
5. Read and follow all Academic Senate-approved documents containing policies and procedures in which the Academic Senate has a role.
6. Help identify, prioritize, and accomplish the Academic Senate's annual goals.
7. Represent Academic Senate as liaisons to groups or committees as authorized.



DUTIES OF ACADEMIC SENATE MEMBERS (ARTICLE 4, BYLAWS)

1. Keep constituents informed of Academic Senate issues and decisions.
2. Solicit input from constituents when the Academic Senate or President has instructed them to do so.
3. Accept input from constituents without regard to medium (e.g., voice mail, phone conversation, face-to-face discussion, email, letter), and act as a representative to constituents by relaying such input at Academic Senate meetings.
4. When requested, maintain the confidentiality of constituents providing input.
5. Inform a constituent immediately that an item will not be taken to the Academic Senate if a constituent's identity cannot be protected if confidentiality was requested, or if an item a constituent asks to be presented to the Academic Senate is inappropriate for Academic Senate review.



MEETING GUIDELINES: BROWN ACT

- In 1953, the California legislature passed the Brown Act, a law designed to protect the public's right of access to the decision-making processes of local agencies (referred to in the Act as "legislative bodies").
- In 1983, the State Attorney General's Office issued an opinion that community college academic senates are legislative bodies. Although these opinions have never been tested in court, the following guidelines were originally established by the Academic Senate Council in 2004 in accordance with the Brown Act and its emphasis on open meetings. These guidelines were revised in 2018.
- These guidelines apply to the Academic Senate and subcommittees of the Academic Senate.
- Ad hoc groups (i.e., taskforce) of the Academic Senate and ad hoc groups of subcommittees are not subject to these guidelines as long as (1) they are composed solely of members of their parent body, (2) they do not constitute a quorum of the parent body, and (3) they are time-bound (i.e., the group completes its charge within a specific timeline).



MEETING GUIDELINES: BROWN ACT

- Definition of a Meeting
- Teleconferencing
- Public posting of meeting agendas
- Right of the public to address a meeting
- “Serial meetings”
- Recording of meetings
- Reporting of Actions Taken and Votes
- Closed sessions
- Essential Elements of the Agenda



ROBERT'S RULES OF ORDER – PARLIAMENTARY PROCEDURES

<http://www.napavalley.edu/Committees/AS/Documents/Elections/Robert%C2%B9s%20Rules%20of%20Order.pdf>

The parliamentary procedure was created to keep organizations running in a smooth and efficient manner. It is a code of ethics that needs to be followed by the organizations to conduct meetings. **Robert's Rules of Order** is the most common guide for the parliamentary procedures.

1. An agenda must be created before each meeting to show the order of business and it must include:

- call to order
- roll call (to check the quorum)
- change to agenda order
- consent calendar which includes minutes of the previous meeting and the AS president calls for the approval of the consent calendar.
- Reports
- information/presentations
- new business
- old business
- Academic Senator reports, adjournment.



ROBERT'S RULES OF ORDER – PARLIAMENTARY PROCEDURES

2. Main Motion: to introduce business to the group and it needs to be second by another person to show that at least one more person wishes the motion to be considered. It starts with “I move ...” and it is:

Debatable: the motion can be discussed and argued by members.

Amendable: the motion can be modified by adding or subtracting from the main motion. It requires a second and it's also debatable, amendable, and requires a majority vote. When an amendment passes, it becomes part of the main motion.

Requires a majority vote: it needs to get more than half the votes to be approved.

3. Tabling a motion: in some cases it may be necessary to delay action on an item until more information is gathered on the motion. It requires a second and the majority votes. This is not amendable or debatable.

4. Adjourn: is to formally end the meeting.



AS BYLAWS AND RULES

Academic Senate Bylaws

<https://bit.ly/2Dmdsfv>

Bylaws include basic provisions for AS committees. Defines purpose, functions, and membership of the AS. Lists officers, terms of office, and election basics. Lists fundamental requirements for calling and conducting meetings, including voting.

Academic Senate Rules

<https://bit.ly/2Dmdsfv>

Includes more detail on conducting meetings and associate faculty member voting. Lists officer and member duties in detail. Contains detailed election procedures. Provides for recalls and resignations. Describes constituent groups and AS members' related responsibilities. Describes establishment, membership, and reporting responsibilities of ad hoc and standing committees. Provides procedure and timing for placing items on an AS agenda.



ETHICS TRAINING

<http://www.fppc.ca.gov/> (AB 1234 Local Ethics Training - Fair Political Practices Commission)

<http://localethics.fppc.ca.gov/login.aspx> (create a login; it is a 2 hour online training)



TRAINING ON HOW AS MEETINGS ARE CONDUCTED

Video training on how AS meetings are conducted by Luke Lara

https://cccconfer.zoom.us/rec/share/7uNHc52o02hIXafDtEKHcO1iHLXpT6a8h3Qe_vNYnh5pIWgfduaTzhg-538XBdXs?startTime=1597206890000



QUESTIONS & COMMENTS

Thank You!

