**El Camino College Academic Senate and Collegial Consultation**

**Academic Senate Role**

The purpose of the El Camino College Academic Senate is to provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview, listed below (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

10+1 Areas of Academic Senate Purview:

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 process, 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, and

11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult [ECC Academic Senate Handbook](http://www.elcamino.edu/academics/academicsenate/Senate%20Handbook.pdf).

**Academic Senate Consultation Process**

If the Senate is being asked to approve or endorse a matter (e.g., report, idea, initiative) or if the Senate President’s signature is required for official documentation (e.g., submissions to the Chancellor’s Office), then the Senate must hold a vote on the matter before it can be approved or endorsed or before the Senate President can sign official documentation.

When initiating collegial consultation with the Academic Senate, the Senate President should be the first point of contact. The President may advise that the consultation process should begin with a Senate committee. Subcommittees are usually chaired by members of the Senate executive board and include representation from other collegial consultation groups (Federation, administration, students).

Academic Senate Subcommittees:

* Academic Technology. Chairs: Pete Marcoux & Marlow Lemons.
* Assessment of Learning. Chairs: Russell Serr & Kevin Degnan.
* Academic Program Review. Chairs: Russell Serr & Linda Clowers. Meets fall semester only.
* College Curriculum. Chair: Janet Young.
* Distance Education Advisory Committee. Chair: Moses Wolfenstein. D.E. Liaison: Renee Galbavy.
* Educational Policies. Chair: Darcie McClelland.
* Faculty Development. Chair: Stacey Allen.

Academic Senate Meetings & Agendas

After consultation in committee, matters may be brought to the Academic Senate for consideration. The Senate executive board determines whether the matters are presented to Senate and, if so, whether they are for *information* or if they require a *vote* by the Academic Senate.

Topics that are presented to the Senate for *information* only (no vote is needed), appear on the agenda for one meeting. Before voting, the Senate must review matters at two meetings, referred to as a first and second reading. First and second readings must be noted in the Senate agenda.

The Board of Trustees is legally required to consult collegially with the Academic Senate; therefore, the Senate is subject to the Open Meetings Act (The Ralph M. Brown Act) just as the Board of Trustees is. Senate agendas must be posted at least 72 hours before each meeting. Agendas must be posted physically, on the ECC website and they are also distributed to all faculty. Timelines for developing and posting Senate agendas are as follows:

* Monday, the week before the next meeting: proposed agenda items due to Senate president, indicating whether topics require a vote of the Senate or if they are for information only. The Senate executive board determines which items will be included on the agenda.
* Wednesday before the meeting: agenda is finalized, materials for Senate packet are due to Senate president.
* Thursday before the meeting: Senate agenda and packet are posted and published.
* Monday, the day before the meeting: Materials for meeting slides are due to the Senate president by the end of business.

The Academic Senate meets the 1st and 3rd Tuesday of each month (12:30-2 pm) in the Fall and Spring semesters, typically in Distance Education Room 166. An additional meeting at the end of the semester – often on the 2nd Tuesday – may be added if the Senate has time-sensitive business to complete before the break.

As dictated by the Academic Senate by-laws, Senate meetings follow Roberts Rules of Order and each meeting addresses the following topics:

* Approval of the minutes of the previous meeting.
* Reports of officers and standing committees.
* Reports of special committees.
* Unfinished business.
* New business.
* Agenda items for next meeting.

For more information about the El Camino College Academic Senate, Senate subcommittees, meeting notes/agendas/packets, or the collegial consultation process, please visit: <http://www.elcamino.edu/academics/academicsenate/>.

**Deadlines for 2019-2020 (Confirm with Senate President, Dr. Darcie McClelland):**

***Please submit requests for 1st and 2nd choices for proposed meeting dates. Requests will be carefully considered and, if possible, honored. Given the volume of business that comes before the Academic Senate, not all requests will be able to be accommodated.***

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| Senate Meeting | Proposed agenda items due | Agenda is finalized; Materials for Senate packet due | Senate agenda/packet is posted | Materials for meeting slides due |
| **Fall 2019:** |  |  |  |  |
| September 3, 2019   * Senate Orientation | 8/26/19 | 8/28/19 | 8/29/19 | 8/30/19  *\*due to Labor Day Holiday* |
| September 17, 2019 | 9/9/19 | 9/11/19 | 9/12/19 | 9/16/19 |
| October 1, 2019 | 9/23/19 | 9/25/19 | 9/26/19 | 9/30/19 |
| October 15, 2019 | 10/7/19 | 10/9/19 | 10/10/19 | 10/14/19 |
| November 5, 2019 | 10/28/19 | 10/30/19 | 10/31/19 | 11/4/19 |
| November 19, 2019 | 11/11/19 | 11/13/19 | 11/14/19 | 11/18/19 |
| December 3, 2019   * Outstanding Adjunct Faculty Awards | 11/25/19 | 11/27/19 | 11/27/19  \*due to Thanksgiving Holiday | 11/27/19  \*due to Thanksgiving Holiday |
| December 10, 2019 ***(tentative)*** | 12/2/19 | 12/4/19 | 12/5/19 | 12/9/19 |
| **Spring 2020:** |  |  |  |  |
| February 18, 2020 | 2/10/20 | 2/12/20 | 2/13/20 | 2/14/20  \*due to President’s Day |
| March 3, 2020 | 2/24/20 | 2/26/20 | 2/27/20 | 3/2/20 |
| March 17, 2020 | 3/9/20 | 3/11/20 | 3/12/20 | 3/16/20 |
| April 7, 2020 | 3/30/20 | 4/1/20 | 4/2/20 | 4/6/20 |
| April 21, 2020 | 4/13/20 | 4/15/20 | 4/16/20 | 4/20/20 |
| May 5, 2020 | 4/27/20 | 4/29/20 | 4/30/20 | 5/4/20 |
| May 19, 2020 | 5/11/20 | 5/13/20 | 5/14/20 | 5/18/20 |
| June 2, 2020 | 5/22/20  \*due to Memorial Day Holiday | 5/27/20 | 5/28/20 | 6/1/20 |
| June 9, 2020 ***(tentative)*** | 6/1/20 | 6/3/20 | 6/4/20 | 6/8/20 |

KDD/7.23.19