



Constitution of Cypress College Academic Senate

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The Cypress College Academic Senate is faculty representing faculty in the shared governance process. Faculty participation is vital to the strength and growth of our college community. In order to serve our students in the fullest way possible, it is important for faculty across the campus to be involved in institutional planning and implementation of academic programs.

Article I. NAME

The organization shall be known as the Cypress College Academic Senate, hereinafter referred to as the Academic Senate

Article II. AUTHORITY

The authority for the operation of the Academic Senate is established in Title 5, subchapter 2 of the California Administrative Code.

Article III. PURPOSE

Section 1. General Purpose/Collegial Consultation/10+1

- A. The Academic Senate's primary purpose is to represent all faculty in consulting collegially with the Board of Trustees and its representatives

regarding academic and professional matters affecting the college and the district. This requirement to consult collegially shall not limit other rights and responsibilities of the Academic Senate which are specifically provided in statute.

- B. The Academic Senate is thus to have a formal and effective procedure for participating in the formation and implementation of campus and district policies on academic and professional matters, and any other matters deemed important to the welfare of the college and the district.
- C. Academic and professional matters are defined in the Education Code and Title 5. Section §53200c of Title 5 defines these as the 10 +1 areas over which the Academic Senate has primacy:
 - 1. Curriculum, including establishing prerequisites and placing courses within disciplines
 - 2. Degree and certificate requirements
 - 3. Grading policies
 - 4. Educational program development, review, or discontinuance
 - 5. Standards or 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, and
 - 11. Other academic and professional matters as mutually agreed upon by the Board of Trustees and the Academic Senate.
- D. Consulting collegially is defined as the Board of Trustees relying primarily on the advice and judgment of the Academic Senate OR the Board of Trustees and the Academic Senate reaching mutual agreement.
- E. The Academic Senate shall also have the purpose of increased communication, awareness, and understanding with and among various entities, including the members of the college faculty as a whole, other groups concerned with the policies, welfare, and growth of the college, district representatives acting on matters affecting faculty concerns and interests, and statewide organizations.
- F. The Cypress College Academic Senate is committed to creating a collegial and professional climate in which to share ideas and engage discourse. The Senate is committed to the principles of respect and

decorum. Senators will conduct themselves in a manner that is respectful of others, recognizing that disagreement and debate can occur without demeaning and disparaging one another.

Section 2. Liaison: The Cypress College Academic Senate shall establish liaison with college and district entities.

- A. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and administration of the college.
- B. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and the North Orange County Community College District administration and Board of Trustees.
- C. The President of the Academic Senate shall establish adequate liaison between the Academic Senate of Cypress College and the other academic Senates of the North Orange County Community College District.
- D. The President of the Academic Senate shall establish adequate liaison between the Academic Senate of Cypress College and collective bargaining agents of the full-time faculty and the adjunct faculty of the North Orange County Community College District.
- E. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and the Academic Senate for California Community Colleges (ASCCC).
- F. The President of the Academic Senate shall establish proper liaison with other organizations as directed by the Academic Senate.

Article IV. POWERS

Section 1. The Academic Senate shall have the power to establish and amend its own composition, structure, and procedures.

Section 2. The Academic Senate has the right to meet with or appear before the governing board with respect to the views, recommendations, or proposals of the Academic Senate.

Section 3. The Academic Senate has the right to meet with or appear before the administration of the college and/or district with respect to the views, recommendations, or proposals of the Academic Senate.

Section 4. The Academic Senate shall have the exclusive right to appoint or to determine the method of appointment of the faculty members who serve on college and/or district shared governance committees, task forces, or other groups established for the purpose of implementing shared governance except in instances where the collective bargaining agents have been granted representation.

Section 5. The Academic Senate may assume such responsibilities and perform such functions as requested of it by the administration or Board of Trustees.

Section 6. The Academic Senate may establish Senate committees as appropriate and in accordance with the guidelines articulated in the Bylaws.

Article V. CONSTITUENCY

Section 1. Constituents

- A. The full-time Constituency (hereinafter referred to as the full-time faculty) shall be limited to those non-management academic faculty who are employed on a more than sixty percent contract. The full-time faculty shall elect Division Senators.
- B. The part-time Constituency (hereinafter referred to as the adjunct faculty) shall be limited to those non-management academic faculty who are employed sixty percent or less. The adjunct faculty shall elect the Adjunct Senators.

Article VI. ORGANIZATION

Section I: Academic Senate Structure

A. Members: The Academic Senate consists of the Senate Executive Committee, Division Senators, and Adjunct Senators.

- 1. Although liaisons with other committees and organizations may be invited to participate in Senate meetings on a continuing basis, the membership of the Senate is limited to the voting positions named above, and any reference to "member(s)" or "membership" of the Senate in this Constitution, or in the By-Laws, or in any official document produced by the Senate is understood to refer only to the above voting positions

C. Executive Committee

1. Officers: The officers of the Academic Senate are the President, President-Elect or Past President, Secretary, and Treasurer.

a. The President of the Academic Senate shall sit as a voting member per Robert's Rules of Order.

b. The Immediate-Past President of the Academic Senate shall sit as a voting member, for the year immediately following the end of their term of office.

c. The President-Elect shall sit as a voting member but must resign from any remaining term as a Division Senator.

d. The Secretary shall sit as a voting member of the Senate representing the constituency (divisional or adjunct) that elected them.

f. The Treasurer shall sit as a voting member of the Senate representing the constituency (divisional or adjunct) that elected them.

2. Additional representatives

a. The Curriculum Chair shall sit as a voting member of the Senate but must resign from any remaining term as a Division Senator.

b. The IDEA Ombuds shall sit as a voting member of the Senate but must resign from any remaining term as a Division Senator.

C. Senators

1. Senators shall consist of non-management academic faculty who are employed on contract and who are teaching a minimum of one unit or the equivalent in student contact hours per semester.

2. To ensure adequate broad representation across campus, there shall be Senators elected by and from each of the following divisions as determined by the division representation formula below. For the purposes of representation in the Senate, the

Counseling, Library, and Adjunct Faculty (as defined by District and State regulations) shall be considered separate divisions.

- a. Business and Computer Information Systems
- b. Career Technical Education
- c. Counseling/Student Development
- d. Visual and Performing Arts
- e. Health Science
- f. Language Arts
- g. Library/LRC
- h. Kinesiology and Athletics
- i. Science, Engineering, and Mathematics
- j. Social Sciences
- k. Adjunct Faculty

3. Division Representation Formula: Divisions of up to 14 members having one Senator, those with 15 to 29 having two, and those with 30 and over having three (with elections as specified in the By-Laws). Entitlement to these positions will be determined by current Division census data prior to each election. Adjustments upward or downward shall be determined and adjustments made with each election.

4. Adjunct Senators: There shall be three Adjunct Senators elected by and from the adjunct faculty, except that Adjunct Senators may be appointed to fill vacancies under special circumstances that are identified in the By-Laws.

D. Liaisons

1. Liaisons to campus groups and organizations shall be invited to make appropriate reports to the Academic Senate and report Senate activities and actions to their group.

Section 2: Elections and Appointments

- A. Election of officers will occur in accordance with the process outlined in the Bylaws.
- B. Election of Senators will occur in accordance with the process outlined in the Bylaws.

- C. Appointments to committees and other groups will occur in accordance with the process outlined in the Bylaws.

Section 3: Terms of Office

- A. The President shall serve a two-year term.
- B. The President-Elect shall serve a one-year term.
 - 1. The office of President-Elect will exist during the second year of the President's term.
- C. The Immediate-Past President shall serve a one-year term.
 - 1. The office of Immediate-Past President will exist during the first year of the President's term.
- D. The Secretary shall serve a one-year term.
- E. The Treasurer shall serve a one-year term.
- F. The IDEA Ombuds shall serve a two-year term. No IDEA Ombuds shall serve a period of more than 2 consecutive terms without a mandatory one-year break before seeking election to another Senate voting position, except in the case where no other faculty member is willing to serve.
- G. Senators shall serve two-year terms. No Senator shall serve a period of more than six consecutive years without a mandatory one-year break before seeking election to another Senate voting position, except to complete an elected term as an executive officer, or in the case where no other faculty member is willing to serve.

Article VII. RECALL or REMOVAL

Section 1. Officers, Senators, and Liaisons may be recalled or removed in accordance with the provisions outlined in the Bylaws.

Article VIII. MEETINGS

Section 1. The Senate is to hold regular meetings in accordance with the guidelines articulated in the Bylaws.

Section 2. All meetings of the Academic Senate shall be open to any interested parties.

Section 3. The agenda of the Academic Senate shall be established by its members and published prior to the meeting in accordance with state law.

Section 4. The Academic Senate operates in accordance with the provisions of the Ralph M. Brown Act (Cal. Gov. Code §54950-54963). All votes taken during Senate meetings shall be taken by voice, roll call, or a signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.

Article IX. QUORUM

Section 1. A quorum shall be a majority of the total voting membership of the Senate.

Section 2. No proxy voting is allowed. Each voting member or alternate shall have only one vote and must be present to vote.

Article X. ADOPTION AND AMENDMENTS

Section 1: Adoption and Ratification

- A. This Constitution shall go into effect immediately upon approval by a two-thirds vote of the members of the faculty voting.

Section 2: Amending the constitution

- A. Amendments to the Constitution may be proposed by one-third of the Academic Senate or by ten percent of the academic staff eligible for election to the Academic Senate.
- B. All proposed amendments shall be submitted in writing (in printed form or electronically) to the faculty at least one week prior to the deadline for voting.
- C. Faculty voting shall be by secret ballot.
- D. To be ratified, amendments must receive an affirmative vote of at least two-thirds of the faculty members voting and notice of the change must be sent to the Board of Trustees.