

SANTIAGO CANYON COLLEGE

ACADEMIC SENATE BYLAWS

The Academic Senate is resolved to create an equitable, diverse, and inclusive campus culture that empowers the Santiago Canyon College community to make positive changes in society. We are committed to supporting diverse voices and opinions that reflect the faculty and student population to promote the success of our students.

ARTICLE I: MEETINGS

Section 1: Quorum

A majority of the Senators must be present to constitute the quorum.

Section 2: Meetings

Regular Meetings

In order to conduct business, the Senate shall regularly meet on the first, third, and fifth Tuesday of every month during the academic year unless the date shall fall on a holiday.

Special Meetings

In order to conduct business, if warranted, the Senate President may call for a special meeting, or one may be called upon by a written request submitted to the Senate President by ten percent of the full-time faculty. Special meetings must still abide by the Brown Act with the agenda being publicly posted 24 hours in advance.

Retreats

In order to prepare for the semester, the Senate shall hold a retreat during each Professional Development week of the academic year.

Section 3: Agenda

The agenda of every meeting shall be publicly posted and distributed by the Secretary/Treasurer to the entire college community at least 72 hours prior to the meeting in accordance with the Brown Act.

Section 4: Minutes

The Secretary/Treasurer shall document Senate meetings; these minutes shall be distributed to the entire college community. The Secretary/Treasurer shall also post the approved minutes to the Senate website.

Section 5: Attendance

Meetings of the Senate are open to all members of the public and shall be held in accordance with the Brown Act.

Section 6: Rules of Order

Meetings shall be conducted in accordance with the latest version of Robert's Rules of Order.

ARTICLE II: ELECTIONS FOR SENATORS

Section 1: Representatives

In order to be eligible for service, a faculty member needs to be full-time, or a part-time faculty member needs to be on a current faculty assignment at SCC.

Full-Time Division Representatives

Each division is eligible for one Senate representative for every seven full-time faculty or portion thereof.

The divisions shall be:

- Arts, Humanities, and Social Sciences
- Business and Career Education
- Continuing Education
- Counseling and Student Support Services
- Institutional Effectiveness, Library, and Learning Support Services
- Mathematics and Sciences

The number of representatives for each division shall be determined by the list of full-time faculty given to the Executive Senate Board on the first day of the spring semester preceding the election.

Part-Time Division Representatives

There shall be four part-time representatives, with two being from credit and two being from continuing education.

Section 2: Voting Eligibility

All full-time faculty members may vote for the nominees within their division. All part-time faculty may vote for two representatives from credit and two representatives from continuing education.

Section 3: General Procedure

All elections shall be by secret ballot. Adequate precautions shall be taken to ensure that only those eligible may vote.

Section 4: Election

A Senator from each division shall conduct its own election for Senators. These elections shall be by nomination and secret ballot.

The Senate Vice President shall conduct the part-time representative elections. These elections shall be by nomination and secret ballot.

Each division may elect an Alternate from the pool of candidates from the previous election cycle, if applicable.

Section 5: Vacancies

The Senate seat of an elected member shall be declared vacant whenever a senator:

- Resigns from the Senate
- Fails to meet the eligibility requirements for membership in the Senate
- Accepts a leave of absence of any kind

- Encounters any other condition(s) which necessitate(s) absence for three or more consecutive regular meetings of the Senate
- Fails to attend three meetings within a single semester for reasons that are not justifiable in the judgement of the Executive Board

When a Senator vacancy occurs, the affected division will offer the replacement position to all its eligible members. If more than one eligible faculty from the affected division expresses interest, then a special election will be held, with the winner holding the position for the remainder of the resigned Senator's term. If there is only one eligible faculty from the affected division that expresses interest, then that faculty member will hold the position for the remainder of the resigned Senator's term. If a faculty member from the affected division is unavailable, the Executive Board may appoint one from the faculty at-large, with that faculty member holding the position for the remainder of the resigned Senator's term.

The Alternate will be counted toward quorum and may vote only when a Senator from the Alternate's division is absent. In the event that a Senator creates a vacancy, the Alternate will serve the remainder of the term. If neither the Senator nor the Alternate can attend Senate meetings, a special election, as outlined above, will be held.

Section 6: Terms of Service

Senators are each elected to a two-year term. There are no term limits for Senators; however, it is recommended that a Senator does not serve more than four consecutive terms.

Section 7: Recall of Senators

Senators may be recalled only by the following process:

- Twenty percent of the full-time faculty within the division must sign a petition to recall the Senator. In the case of a part-time senator, the petition must be signed by twenty percent of the number of part-time faculty who voted in the previous general election. The petition shall be submitted to the Senate Vice President to be authenticated as quickly as possible.
- If the petition is authenticated, the Senate Vice President will then hold an election by secret ballot within two weeks.

- In order for the recall to be effective, over half of the division must vote, and two-thirds of the ballots returned must be in favor of the recall. In the case of a part-time Senator, the recall is effective if over half of the number that voted in the previous election cast a vote and two-thirds of those ballots are in favor of recall. The recall is effective on the date of the election.
- If the recall is approved, the Alternate, in the case where one exists, shall be the Senator from that division. If no Alternate was chosen from that division, a Senator will be elected as stipulated in these Bylaws.

ARTICLE III: ELECTION OF SENATE OFFICERS

Section 1: Eligibility

Any active, tenured member of the faculty who is a member of the Electorate shall be eligible for nomination to the office of President, Vice President, Secretary/Treasurer, or Co-Chair of the Curriculum and Instruction Council.

Section 2: Nominations

As soon as possible in the spring semester, or any special election circumstance, the Executive Board shall request nominations from the members of the Electorate. No person's name shall be included in any list of nominations without their consent.

Section 3: Elections

On the basis of the lists of nominees submitted, the Senate Vice President shall prepare ballots, make them available to the Electorate, and conduct an election according to established procedures. The result shall be reported at once to the Senate through the Senate President. The Senate Secretary/Treasurer shall immediately announce the results to the Electorate and shall record it.

Section 4: Time

The regular annual election of Senate Officers shall be completed prior to spring break.

Section 5: Vacancy

In the event a Senate Officer resigns or is otherwise unable to serve the remainder of their term of office, the Executive Board may appoint a Senator to serve the remainder of the term. If it be the Senate President, then the Senate Vice President shall serve the remainder of the President's term of office. If it be one of the Co-Chairs of the Curriculum and Instruction Council, then a special election will be conducted to serve out the remainder of the term of office. If deemed necessary with consultation from the Executive Board, the Senate President may appoint an interim CIC Co-Chair before the special election is conducted.

Section 6: Term of Service

Length of Service

- The President is elected to a two-year term
- The Vice President and Secretary/Treasurer are each elected to a two-year term.
- The Co-Chairs of the Curriculum and Instruction Council are elected to a two-year term.

Term Limits

- The President, Vice President, and Secretary/Treasurer may not serve for more than two consecutive terms unless approved by the Senate.
- The Co-Chairs of the Curriculum and Instruction Council may not serve three consecutive terms unless approved by the Senate.

Section 7: Recall of Officers

Senate Officers may be recalled only by the following process:

- Twenty percent of the full-time faculty members sign a petition to recall the officer. The petition shall be authenticated by a member of the Executive Board.
- The Senate Vice President (or other Senate Officer appointed by the Executive Board if the Vice President is the subject of the recall) shall prepare ballots and make them available to all full-time faculty members.

- The Senate Vice President (or designee) will then hold an election by secret ballot within two weeks of receiving the recall petition.
- The ballots shall be returned by the next regular Senate meeting, and the Senate Secretary/Treasurer shall immediately publish the result to the entire faculty and shall record it.
- In order for the recall to be effective, over half of the full-time faculty must vote, and two-thirds of the ballots returned must be in favor of the recall. The position will immediately become vacant.

ARTICLE IV: DUTIES

Section 1: Senators

The primary responsibilities of Senators are to inform division faculty of Senate business, to determine the will of their constituency, and to vote and represent that view to the Senate, its officers, the area deans, and appropriate councils and committees.

Senators are to attend all Senate meetings and retreats in order to convey the will of their constituency. Any Senator unable to attend a Senate session should notify the Senate Secretary/Treasurer as soon as possible.

Section 2: President

It shall be the duty of the President:

- To preside at all meetings of the Senate
- To serve as President of the Senate
- To serve as chairperson of the Executive Committee of the Senate
- To be ex-officio member of all College committees and councils, except as provided in these Bylaws or in the Senate Constitution
- To perform such other duties as may be specified by the Senate Constitution or in these Bylaws
- To attend the Area D meeting each fall semester in preparation for the Academic Senate for California Community College Plenary session
- To serve as the Santiago Canyon College Senate delegate to the Academic Senate for California Community College Plenary session

- To meet with the Chancellor and the Santa Ana Senate President before every Board of Trustees meeting
- To make reports to the Board of Trustees at regularly scheduled Board meetings
- To serve as President of the Rancho Santiago Community College District Academic Senate during their term under the rotation with Santa Ana College in which case, the President shall designate a delegate to the Academic Senate for California Community College's Plenary sessions.
- To collaborate with Human Resources and the SCC Vice President of Academic Affairs in the development, ongoing refinement, and the facilitation of the New Faculty Institute
- To meet weekly or every other week with the College President
- To meet weekly or every other week with the Senate Executive Board
- To meet with the Vice President of Academic Affairs and the Vice President of Continuing Education each once a month
- To serve as a member of District Council and Strategic Enrollment Management committee
- To attend District Committee Meetings when scheduled
- To serve as a member of the Sabbatical Committee
- To appoint Senate representatives on hiring committees
- To dispatch duties as specified in the faculty hiring request process
- To serve as Co-Chair of College Council and the Planning & Institutional Effectiveness (PIE) Committee
- To serve as a member of the district's Fiscal Recourses Committee (FRC) and switch off as Co-Chair with the SAC Senate President every two years opposite of POE
- To serve as a member of the district's Planning and Organizational Effectiveness (POE) Committee and switch off as Co-Chair with the SAC Senate President every two years opposite FRC
- To review and approve faculty equivalency forms
- To review, approve, and participate as designated within the Process for Assigning Faculty Facilitators with Non-Contract Compensation
- To serve as ex-officio member of the RSCCD Foundation Board
- To represent the faculty at various college functions

Section 3: Vice President

It shall be the duty of the Vice President:

- To serve for the President during any temporary absence of the President
- To serve as the Vice President of the Senate
- To coordinate the appointment of faculty to college committees and councils
- To represent the President, as the President, however the Executive Board or the Senate may direct
- To coordinate Senate elections
- To perform such other duties as may be specified in the Senate Constitution and in these Bylaws
- To serve as a member of the College Council, the District Fiscal Resources (FRC) Committee, and as a guest (or non-voting member) on the College Budget Committee
- To meet weekly or every other week with the College President
- To meet weekly or every other week with the Senate Executive Board
- To attend RSCCD Board meetings
- To collect Senate summary reports for distribution
- To update the Collegial Governance Handbook when there are changes to the mission, membership, meeting frequency, and/or responsibilities (3MRs) of committees and councils or when new committees are created. These changes to the Handbook should be made after approval from the College Council.
- To attend the Area D meeting each spring semester in preparation for the Academic Senate for California Community College Plenary session
- To collaborate with the Vice President of the Associate Student Government to help fill student membership on committees and councils
- To serve as the RSCCD delegate to the Academic Senate for California Community College Plenary session every even-numbered year. This will fall to the Santa Ana College Academic Senate in odd-numbered years.

Section 4: Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer:

- To serve for the President during any temporary absence of the President and Vice President

- To issue calls to meetings, publish agendas and minutes, and keep appropriate records for the Senate
- To conduct all routine correspondence pertaining to this office, including notification of the membership in advance of all Senate activities in addition to business meetings
- To perform other duties as may be specified in the Senate Constitution and in these Bylaws
- To collect all assessments of the Senate as directed by the Senate
- To deposit funds in a local bank in the name of the Senate
- To issue checks, co-sign by the Senate President or Vice President, for expenses incurred by the Senate as authorized by the Senate or Executive Board
- To maintain a record of all receipts and disbursements of Senate monies, and to make available for audit by the Senate Executive Board
- To present a yearly budget to the Senate by the last regular meeting in April of the previous academic year
- To revise, maintain, and distribute the Senate handbook
- To maintain the Senate web pages
- To meet weekly or every other week with the Senate Executive Board
- To serve as a non-voting member of the Technology Committee
- To attend all Santa Ana College Academic Senate meetings
- To serve as a member of the District's Technology Advisory Group (TAG) and be the co-chair every other year. When serving as co-chair, the Secretary/Treasurer will also attend District Council meetings

Section 5: Co-Chairs of the Curriculum and Instruction Council

The Curriculum and Instruction Council shall be led by two co-chairs who serve with equal authority. Co-chairs shall be elected separately with the intent of creating staggered terms. The co-chair shall jointly oversee the work of CIC and may divide the responsibilities below by mutual agreement.

It shall be the duties of the Co-Chairs of the Curriculum and Instruction Council:

- To serve for the President during any temporary absence of the President, Vice President, and Secretary/Treasurer
- To preside over all meetings of the Curriculum and Instruction Council

- To serve on the District Curriculum and Instruction Council, Catalog Task Force, and Strategic Enrollment Management Committee
- To serve as Co-Chairs of the Curriculum and Instruction Council Technical Review Committee
- To present reports of all curricular changes to the governing board
- To train all faculty, classified professionals, and administrators in any new regulations, processes, or technology impacting curriculum.
- To assist faculty in the creation or modification of courses and programs
- To maintain and revise the Curriculum Handbook, as well as quinquennial tracking and other course/program tracking pertinent to state and federal law/legislation compliance such as AB 1111
- To review courses and programs and provide recommendations and/or make edits at the CIC Chair stage in a timely manner, so these courses and programs move through the workflow process
- To partner with the Vice President of Academic Affairs to maintain compliance with all regulations from the California Code of Regulations
- To prepare all agendas for the Curriculum and Instruction Council in accordance with the Brown Act
- To serve as a member of College Council and the Planning & Institutional Effectiveness (PIE) Committee
- To stay informed on any statewide curricular issues, particularly by attending conferences and institutes
- To maintain specified portions of the Curriculum and Instruction Council web page
- To meet weekly or every other week with the Senate Executive Board
- To provide information and/or updates for the review and discussion and/or implementation of systems and/or tools for course management and SLO assessment
- To write and/or assist in writing resolutions for the creation of new departments/programs, subject codes, and/or formal recommendations
- To maintain communication with and work collaboratively with SAC CIC, particularly around shared courses
- To help facilitate the development of petitions and/or processes to implement and/or update curricular changes such as course capacities, extensive lab hours, writing intensive composition courses, etc.
- To schedule meetings when mediation is needed regarding disagreements with shared courses, creation and/or deactivation of courses or programs/departments, changes to course capacity, lab hours, lecture hours, etc.

- To meet with VPAA and curriculum office staff at least once a month
- To participate and/or act as one of the primary liaisons in the updating and/or implementation of the CMS

Ratified May 19, 2026