

# Santa Monica College Academic Senate

## By-Laws

The Senate can propose, change, and amend its By-Laws by a two-thirds vote of the full membership providing that a quorum is established and that notice of the proposed changes have been sent to all Senate members at least two (2) weeks in advance of the meeting where changes will be considered.

Motions to create or to change existing By-Laws must be proposed in writing and submitted to the Elections and Rules Committee.

## Article I. Senators

### Section 1. Membership

1. The Electorate shall consist of the faculty, as defined in **Article I, Section 2 of the Academic Senate Constitution**. The Senate shall be elected from the members of this body. For the purpose of these By-Laws "Electoral Area" means any area where a faculty member is carrying out at least twenty (20) percent of his/her contract assignment.
2. The Senate shall be composed of at least thirty-two (32) full-time faculty representatives elected from the following electoral areas:
  - a. Art
  - b. Athletics / Kinesiology
  - c. Business
  - d. Communication
  - e. Computer Science and Information Systems
  - f. Cosmetology
  - g. Counseling/Matriculation, Disabled Students, Enrollment Services/Outreach, EOP&S, Health Services, International Education, Student Life
  - h. Dance
  - i. Design Technology
  - j. Earth Sciences
  - k. Education Early Childhood Education/Education
  - l. Emeritus
  - m. English
  - n. English as a Second Language (ESL)
  - o. Health Sciences
  - p. History
  - q. Kinesiology and Dance
  - q. Library
  - r. Life Sciences
  - s. Mathematics
  - t. Modern Languages and Cultures
  - u. Music
  - v. Photography and Fashion
  - w. Physical Sciences
  - x. Philosophy and Social Science
  - y. Psychology
  - z. Theatre Arts
3. Adjunct faculty shall have 11 (eleven) representatives in the Senate elected from the above electoral areas.

4. Ex-officio voting members of the Senate shall include all elected officers of the Senate, Chairs of Standing and Ad Hoc Committees, and a representative of the Faculty Association, and Santa Monica College Faculty serving on the Executive Committee of the Academic Senate for California Community Colleges.
5. The President shall appoint a Parliamentarian with the advice and consent of the Academic Senate. Voting rights of the Parliamentarian are determined by Article I, Section 5.
6. Ex-officio non-voting members of the Senate shall include two (2) representatives from Classified Staff and one (1) representative from the Associated Students.

## Section 2. Tenure of Office

1. Approximately one-third of the Senate's full-time faculty representatives shall be elected each year, and each elected member shall serve for a term of three (3) years.
2. Adjunct faculty representatives shall be elected each year and serve a term of one (1) year.
3. Ex-officio voting representatives who serve as Chair of Standing and Ad Hoc committees shall serve for a term of one (1) year.
4. Elected officers shall serve a term as specified by the Senate Constitution.
5. Ex-officio non-voting representatives shall serve a term of one (1) year.
6. Terms of office shall begin and end at the close of the spring semester.

## Section 3. Election of Senators

The number of seats allocated to each of the electoral areas is to be determined before each election by the Elections and Rules committee. The committee will:

1. Obtain a list of faculty members in each of the twenty-six (26) electoral areas discussed in *Article I, Section 1.2.* of these By-Laws. Any member who teaches in more than one (1) electoral area will be counted in each area according to the fraction of the load taught therein.
2. Allocate one Senator to each electoral area for each 10 full-time faculty members or portion thereof. [0-10= 1 senator, 11-20 = 2 senators, 21-30 = 3 senators, 31-40 = 4 senators, 41-50 = 5 senators, and so on.] Electoral areas that have a reduction in allocation only lose a position if a senator's three-year term ends.

## Section 4. Conduct of Senate Elections

1. The Elections and Rules committee shall solicit nominations to the Senate prior to a general election. The Elections and Rules committee will accept nominations for a period of two (2) weeks or ten (10) business days.
2. Each electoral area will nominate persons from their area under the supervision of the Elections and Rules committee. An electoral area may conduct its own elections.
3. The Elections and Rules committee will verify the eligibility of the nominees and then forward the names of the nominees of each electoral area to the specific electoral area faculty and the Senate at large.
4. Within a reasonable time following the nomination period, the Elections and Rules committee shall submit ballots with the names of nominees of each electoral area to its own faculty members for election to the Senate.
  - a. Email will be utilized to distribute ballots and/or other technologies may be utilized with the approval of the Senate. A web-based voting system may be used. If a web-based system is used, no ballot validation rules shall be established. At an individual faculty member's request, a paper ballot may be used.
  - b. At least one (1) week or five (5) business days will be allocated for collection of marked ballots.
  - c. A cutoff time will be set and stated clearly in the emails for all ballots by the Elections and Rules committee. All votes received after the posted cutoff time will not be counted.

- d. Ballots shall be designed so that voters can choose to abstain on any or all offices and/or questions.
  - e. Ballots shall be designed so that once cast, ballots cannot be changed.
  - f. Naming or identifying voters and/or non voters is prohibited.
5. If there are no nominations for an election within an electoral area, the nominations period for that area will be extended. No election in that area will occur if there are no subsequent nominations.
  6. Elections to the Senate shall be held by secret ballot prior to the close of the third week in April if possible and the Elections and Rules committee shall report the results of the election to the entire college faculty.
  7. Both real vote totals and percentage-of-votes cast shall be reported via campus e-mail and will be posted in the college mailroom.
  8. Election shall require a majority of votes cast.
  9. In the event of a tie or no majority, the Elections and Rules committee shall conduct a run-off election.
  10. Newly elected Senators shall be seated at the close of the spring semester.
  11. Elections to fill vacancies shall be held when required except where otherwise specified.
  12. In the event of a challenge to an election result, the Executive committee shall be the sole judge of the election results.
  13. Ballot totals shall be kept on file in the Senate office for one (1) year.

Updated 8/26/08 — 44 in favor and 1 abstention.

## **Section 5. Voting**

All full-time, part-time, and ex-officio voting faculty representatives of the Senate shall be accorded one (1) vote per issue before the Senate and the Senate shall not recognize proxy voting.

## **Article II. Duties and Responsibilities of Senators**

1. Representatives of the Senate, herein called "Senators", are accountable to all members of the Santa Monica College faculty.
2. Senators are responsible for:
  - a. Participating in regularly scheduled Senate meetings as active and informed representatives of electoral areas.
  - b. Ratifying appointments by the Senate President.
  - c. Authorizing the execution of contracts and other agreements entered into by the Senate.
  - d. Approving the annual budget submitted by the Senate President.
  - e. Assessing dues of faculty members, upon recommendation of the Senate President, to cover Senate expenses.
  - f. Business matters appropriate to the legal rights, goals and purposes of the Senate.
  - g. Representing electoral area concerns at Senate committee meetings and at the Senate general sessions.
  - h. Reporting actions and recommendations of the Senate to the electoral area following general sessions.
  - i. Representing Senate concerns at District committee meetings and for providing timely information reports to the Senate President.

- j. Keeping the Senate President apprised of relevant electoral area concerns or developments for necessary action in the appropriate committee(s) of the Senate.
- k. Serving as liaison between the electoral area and the Senate, communicating local concerns to appropriate members of the Executive Committee.
- l. Assisting the Senate President in gathering data for research projects of the Senate.
- m. Communicating with other Senators in order to foster better communications between the Senate and the faculty, classified staff, student government, administration, and the Board of Trustees.
- n. Informing potential or newly elected Senators of the purposes and policies of the Senate.
- o. Circulating to their constituency communications received from the Senate, e.g., the rostrum, reports, minutes, general session mailings, etc.
- p. Serving on at least one of the Senate's Standing or Ad Hoc committees (see appendix A).
- q. Encouraging faculty members to become involved in the Senate through participation in Senate committees and attendance at general session meetings.

### **Article III. Duties and Responsibilities of the Parliamentarian**

The Parliamentarian is a consultant who advises the President, other officers, committees, and members on matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely an advisory and consultative one.

### **Article IV. Recall and Removal of Senators and Officers**

- 1. The Senate President may declare vacant the seat of any Senator who
  - a. Is unable to complete his/her term of office.
  - b. Is absent for three (3) consecutive meetings without prior consent of the Senate President or
  - c. Becomes ineligible to hold membership in the Senate.
- 2. Vacancies will be immediately filled in the manner described in *Article I, Section 4* of these By-Laws.
- 3. An electoral area may request a special election to recall the area representative and replace its Senator at any time upon petition of one-third of the members of the area.
  - a. The Senate President shall order an election within two (2) weeks of the receipt of the valid petition. If a majority of all voting faculty in the electoral area support the recall, the Senate shall hold a new election to fill the position within two (2) weeks.
- 4. A Senator may be removed by a two-thirds vote of the full Senate membership, and such vacancy will be immediately filled in the manner described in *Article I, Section 4* of these By-Laws.
- 5. An officer of the Senate may be recalled upon the receipt of a petition signed by one-third of the full Senate membership. Such a petition should be delivered to the Elections and Rules Committee. The officer shall be removed if two-thirds of the full Senate membership supports the recall. If the recall succeeds, the Senate shall hold a new election to fill the vacancy within two (2) weeks.

## Article V. Committees

### Section 1. Structure and Organization

1. In carrying out its executive responsibilities, the Senate is known as the Committee of the Whole. The Senate President serves as Chair and the Committee of the Whole authorizes and approves the existence of Standing and Ad Hoc Committees to carry out the purposes and policies of the Senate.
2. Faculty committees are those committees that are comprised primarily of faculty and where appropriate with members representing classified and student groups (See appendix A).
3. Joint committees are committees where administrators are seated along with faculty members and members representing classified and student groups (See appendix A).
4. The following are Faculty Standing Committees:
  - a. Adjunct Faculty
  - b. Career and Technical Education
  - c. Curriculum
  - d. Department Chairs and Coordinators
  - e. Distance Education
  - f. Elections and Rules
  - g. Environmental Affairs
  - h. Equity and Diversity
  - i. Executive
  - j. Fiscal Affairs
  - k. Information Services
  - l. Legislative Action
  - m. Vocational Education
  - m. Personnel Policies
  - n. Professional Ethics and Responsibilities
  - o. Program Review
  - p. Sabbaticals, Fellowships and Awards
  - q. Social
  - r. Student Affairs
  - s. Student and Institutional Learning Outcomes
5. The following are Joint Standing Committees:
  - a. Career and Technical Education
  - b. Curriculum
  - c. Distance Education
  - d. Environmental Affairs
  - e. Information Services
  - f. New Faculty Position Ranking
  - g. Personnel Policies
  - h. Professional Development
  - i. Program Review
  - j. Sabbaticals, Fellowships, and Awards
  - k. Student Affairs
  - l. Student and Institutional Learning Outcomes
6. The following Standing Committee is a Partnership with the Faculty Association:
  - a. Legislative Action

## **Section 2. Committee Chairs**

1. The Chairs of the Senate's Standing committees shall be members of the Santa Monica College faculty and shall be appointed by the Senate President with the advice and consent of the Committee of the Whole except as otherwise specified in these By-Laws.
  - a. The President shall chair the Executive committee.
  - b. The Treasurer shall chair the Fiscal Affairs Committee.
2. The vice-chairs of the Joint Standing Committees will be administrators appointed by the Superintendent/President or designee.
3. The terms of the Chairs of all Standing Committees shall begin and end at the close of the spring semester
4. The Chair of a Standing Committee shall be a voting member of the committee and shall serve as a voting member of the Executive Committee.
5. No faculty member shall chair more than one Standing Committee and all Chairs are accountable to all members of the Santa Monica College faculty and shall represent the views and positions of the Senate in carrying out the following functions:
  - a. Initiate faculty nominations to each Standing Committee and present recommendations to the Senate President for faculty appointments to that committee.
  - b. Examine the duties of the committee and establish written rules and procedures for the committee. These should be reviewed with the committee at the start of each year with the perspective of continually updating them.
  - c. Bring before the committee all-important matters within its purview; whether on the initiative of the committee Chair or other committee members, the Senate President, members of the Executive committee, faculty members, or other interested parties.
  - d. Make certain that the committee thoroughly studies the questions presented and prepares reports to the Executive Committee for transmission to the Senate for its consideration and where appropriate its adoption.
  - e. Present to the Senate President a brief summary of the committee's activities at the end of the academic year.
  - f. Transmit the previous year's standing rules to the incoming chair.
  - g. Perform such functions as the Senate President assigns in carrying out the purposes and policies of the Senate.

## **Section 3. Membership on Standing Committees**

1. Faculty members are nominated to Senate committees and are seated on committees upon appointment by the Senate President with the advice and consent of the Executive Committee.
2. Committee Chairs shall strive for diversity of membership in terms of electoral area, departments, disciplines, and academic perspective, as well as ethnic, cultural, gender, and age diversity.
3. The Senate President in consultation with appropriate representatives of these groups and the committee Chair shall appoint administration, classified and student members. Such appointments shall be with the advice and consent of the Executive Committee.
4. The majority of members on all Academic Senate Committees shall be faculty members.
5. On Joint Standing Committees, the ratio of faculty to administrators shall be two to one.
6. The membership of the Executive Committee consists of the Officers, the Committee Chairs, and the Parliamentarian.

## **Article VI. Meetings and Senate Procedures**

### **Section I. General Session of the Senate**

1. A general session of the Senate shall be held at least twice a month of the calendar year at a time and place designated by the Senate.
2. The President of the Senate shall chair these sessions.

### **Section 2. Special Meetings of the Senate**

1. The Senate President may call a special meeting at his/her discretion.
2. Upon written petition signed by 20 (twenty) Senators, the President shall call a special meeting to be held within one (1) week after receipt of such valid petition.
3. Written notice of a special meeting shall be given to all members of the Senate at least two (2) regular school days prior to the meeting and shall contain a general statement of the business to be brought before such meeting.

### **Section 3. Quorum and Attendance at Meetings of the Senate**

1. The Senate shall act in accordance with all state and local open meeting laws.
2. A quorum at all meetings of the Senate shall consist of a simple majority.
3. The Senate will follow a version of Robert's Rules selected by the Elections and Rules committee and consented to by the Committee of the Whole.

## **Revised and adopted on November 24, 2009**

54 votes were cast in favor of revision and adoption with 0 no votes and 0 abstentions registered.  
Richard Tahvildaran-Jesswein, Chair – Elections and Rules Committee.

# Appendix A

## **Membership, Scope and Functions of Academic Senate Committees**

All standing Academic Senate Joint Committees, except for the Curriculum Committee, shall be comprised of at least six (6) faculty and three (3) administration members.

For the purpose of advancing college-wide strategic initiatives, The Senate President, upon the advice and consent of the Senate and in mutual agreement with the District, shall create subcommittees to the appropriate joint standing committees.

The Chairs of the Senate's standing and ad hoc committees and task forces shall be appointed by the Senate President as stipulated in Article 5 Section 2 and shall seek to reflect the diversity of the campus community. Senate committees and task forces shall have as part of their function the promotion of equity and diversity and shall review annually the Senate's Statement on Equity and Diversity.

(Note Board Policy 2200: All Academic Senate joint committees shall be comprised in such a manner so that the ratio of the faculty appointees to administrative appointees is approximately 2:1.)  
(Revised November 24, 2009; 27-0-0)

### **Adjunct Faculty Committee** **(Revised June 5, 2007; 34-0)**

Membership: Faculty Only.

Structure/Scope:  
(Faculty) The Committee addresses issues relevant to adjunct faculty.

Functions:

- A. Provides the Academic Senate with input on both campus issues relevant to adjunct faculty.
- B. Fosters respect and inclusion, collegiality, and professionalism among all faculty, full and part-time.
- C. Interact with adjunct faculty statewide on both faculty and adjunct-specific issues.

### **Career and Technical Education Committee** **(Revision March 3, 2009 on committee name from Vocational Education to the above – 56 in favor)** **(Revised April 18, 2006; 42-3)**

Membership: Faculty and Administrators.

Structure/Scope:  
The Committee acts as a liaison between occupational programs and various constituencies in the College community and the business community. Membership strives to reflect campus diversity in vocational programs.

Functions:

- A. Advocates for occupational programs on campus.
- B. Reviews labor market trends for vocational careers.

- C. Makes recommendations regarding the development of new programs and the direction of existing programs.

**Chairs and Program Coordinators Committee**  
**(Revised April 18, 2006; 44-0)**

Membership: Faculty Only.

Structure/Scope:

The Committee is comprised of all department chairs and faculty program leaders. In order to act in both its decision-making and liaison capacities, the Committee meets twice monthly. It meets once as the Chairs and Coordinators Committee to share information and reach collective decisions. It meets again as the Instructional Chairs to receive information from the Administration and to offer its input on college-wide matters.

Functions:

- A. Deals with any and all matters that affect academic and managerial aspects of the departments and special programs. Such issues include, but are not limited to, part-time and full-time hiring policies, Student Learning Outcomes, student success and retention, faculty evaluations, and the scheduling of classes.
- B. Shares information with both the Academic Senate and the Administration.

**Curriculum Committee**  
**(Revised March 28, 2006; 49-0)**

Membership: Faculty and Administrators.

Structure/Scope:

The Committee evaluates proposed courses, changes in courses, proposed programs, and changes in the programs that comprise the Santa Monica College credit and non-credit offering. The Committee's responsibilities include compliance with state laws, maintenance of academic integrity, and dissemination and archiving of course and program information. The faculty are elected by electoral areas according to Administrative Regulation (AR 5110).

Functions:

[Note: the functions of the Committee are outlined in Board Policy 6410 and must remain in compliance with Title 5 (Section 51022a) and California Education Code Section 78016.]

- A. Makes recommendations to the Academic Senate action on existing and proposed curricula, courses, prerequisites, co-requisites, advisories and programs, after review.
- B. Encourages and recommends development of new curricula and courses.
- C. Assists faculty in preparing curriculum proposals to meet Title 5 Matriculation mandates and District goals and objectives as stated in Santa Monica College's mission.
- D. Disseminates curricular information and recommendations to department chairs and the Academic Senate.
- E. Ensures that the Santa Monica College catalog contains only those courses offered on a regular basis.
- F. Performs other duties assigned by the Academic Senate President with the advice and consent of the Senate.

**Distance Education Committee**  
**(Revised March 14, 2006; 47-0)**

Membership: Faculty and Administrators.

Structure/Scope:

The Committee makes recommendations to the Senate regarding policies and plans for all aspects of distance education, and collaborates with all campus departments to support distance education students, faculty and administrators. In addition, the Committee evaluates and shares information in collaboration with all college constituencies. The Committee also advocates for the present and future needs of distance education.

Functions:

- A. Provides a forum for dealing with evolving issues in distance education and disseminates information about these issues to the campus community.
- B. Makes recommendations to the Academic Senate for the development of administrative regulations and Board of Trustees' policies regarding distance education and other online delivery of instructional material.
- C. Defines procedures to implement existing SMC policies in the virtual environment.
- D. Supports faculty in development and delivery of their online courses by advocating for needed support from the administration and from the distance education provider(s), and by providing a forum where technical issues can be addressed.
- E. Maintains currency with distance education services, products, technologies, standards, techniques, etc.
- F. Makes recommendations and provides information to other faculty leaders regarding distance education matters (forming a subcommittee if needed).
- G. Defines criteria for evaluating platforms.
- H. Recruits participation of faculty and others to serve as interested parties on the committee.

**Elections & Rules Committee**  
**(Revised March 14, 2006; 47-0)**

Membership: Faculty Only.

Structure/Scope:

The Committee is responsible for advising the Academic Senate on internal governance issues and for conducting elections.

Functions:

- A. Conducts elections during the spring semester, from inviting nominations through tallying and reporting results to the Academic Senate.
- B. Reviews the Academic Senate Constitution and By-Laws annually and makes appropriate recommendations, as needed, to the Academic Senate.
- C. Considers other matters deemed as appropriate by the Academic Senate.

**Environmental Affairs Committee**  
**(Revised April 18, 2006; 44-1)**

Membership: Faculty and Administrators.

Structure/Scope:

The Committee educates the campus and the surrounding community on environmental needs and concerns.

Functions:

- A. Maintains and expands the Center for Environmental and Urban Studies as a resource for environmental research, information gathering, volunteer work, and education.
- B. Develops environmentally beneficial relationships with the city of Santa Monica and local environmental agencies, addressing such issues as pollution, transportation, and parking.
- C. Works with students, faculty and administration to address environmental concerns on campus.
- D. Sponsors environmentally relevant activities from clean-ups to education programs.
- E. Supports the Academic Program in Environmental Studies at the College.

**Equity and Diversity Committee**  
**(Revised March 14, 2006; 47-0)**

Membership: Faculty Only.

Structure/Scope:

The Committee explores all academic and professional matters involving equity and diversity in the hiring of faculty.

Functions:

- A. Reviews and makes recommendations to the Academic Senate on issues of equity and diversity in hiring, equal opportunity, and cultural diversity in the curriculum.
- B. Recommends to Human Resources matters related to plans, programs, projects and training that uphold our commitment to faculty equity and diversity.
- C. Promotes the hiring of faculty who support the goals of student success for a diverse student population.

**Executive Committee**  
**(Revised March 28, 2006)**

Membership: Faculty Only.

Structure/Scope:

The Committee shall consist of the president of the Academic Senate (who chairs the committee), past president/president-elect, recording secretary, treasurer, parliamentarian and chairs of faculty standing, joint standing, and ad hoc committees. This committee acts as a liaison committee among the Senate Representatives, the Administration and the Board of Trustees, and partners with the College district in all aspects of shared governance to maximize success for all students at Santa Monica College.

Functions:

- A. Confers with, develops, and advises the Academic Senate on educational policy, facility and environmental planning, budgetary considerations, academic development and the college cultural community as a whole.
- B. Prepares and initiates the agenda of information and action items for all regular meetings of the Academic Senate for senate action.

- C. Monitors developments in college functions, outcomes and policy implementation, and brings recommendations and information to the senators.
- D. Establishes, maintains, and monitors committee membership and committee objectives.

**Senate Finance Committee**  
**(Revised May 2, 2006; 40-0)**

Membership: Faculty Only.

Structure/Scope:

The Committee consists of a chair who is the elected treasurer of the Academic Senate, the immediate past treasurer, and members appointed by the Senate President. The Committee handles internal Senate finances and addresses fiscal issues for the college at large.

Functions:

- A. Meets with the fiscal planning personnel of the college with the goal of representing the views of the faculty in fiscal matters.
- B. Advises the Senate at large of the financial impacts of all topics discussed and decisions made.
- C. Reviews college spending to serve as a link for the flow of financial information concerning the college between administration and faculty, and advises the Senate on such information.
- D. Recommends a Senate budget for the current year.
- E. Oversees the accounting for Senate finances.

**Information Services Committee**  
**(Revised March 14, 2006; 47-0)**

Membership: Faculty and Administrators

Structure/Scope:

The Committee examines policies and plans for academic information technology, and considers other matters as deemed appropriate by the Senate.

Functions:

- A. Advises the academic community on information technology.
- B. Receives and prioritizes academic departmental technology requests and forwards its recommendations to the Technology Planning Subcommittee of the District Planning and Advisory Council.
- C. Makes recommendations to the Senate for the development of administrative regulations regarding information technology for academic programs.
- D. Makes recommendations to the Senate regarding changes to relevant Board of Trustees' policies.

**Legislative Action Committee**  
**(Revised March 14, 2006; 47-0)**

Membership: Faculty Only.

Structure/Scope:

The Committee keeps the Academic Senate informed on political issues that affect the college community at all levels of government. The SMC Academic Senate may direct the Committee to study a specific issue for appropriate action by the Senate.

Functions:

- A. Studies issues at the local, regional, state and national levels relevant to the goals of the Academic Senate.
- B. Studies specific issues, at the direction of the Senate, and makes recommendations for appropriate action by the Senate.

**New Faculty Position Ranking Committee**  
**(Revised March 28, 2006)**

Membership: Faculty and Administrators.

Structure/Scope:

The Committee meets annually every November to perform its single function. The Academic Senate's Joint Committee on New Faculty Position Ranking shall consist of 12 faculty members named by the Academic Senate President, with the advice and consent of the full senate, and 6 administrators names by the Superintendent/President. The faculty and administrative members of the Academic Senate Joint Committee on Faculty Ranking should be derived from a wide variety and diversity of the disciplines/departments of the campus population.

Functions:

- A. The Academic Senate's Joint Committee on Faculty Ranking, chaired by the Academic Senate President or designee, shall review department requests, assessments, and justifications in light of budgetary, enrollment, and program review information provided by the Vice Presidents of Academic and Student Affairs who are both nonvoting members of the committee. The Academic Senate's Joint Committee on New Faculty Position Ranking shall prepare a prioritized list of recommended new faculty positions to be submitted to the Superintendent/President. Department Chairs and all Academic Senators shall also receive the Committee's list of recommended new faculty positions.

**Personnel Policies Committee**  
**(Revised March 28, 2006; 49-0)**

Membership: Faculty and Administrators

Structure/Scope:

The Committee examines all Board Policies and Administrative Regulations regarding personnel.

Functions:

- A. Reviews District policies and Administrative Regulations on personnel matters.
- B. Drafts new policies and regulations as directed by the Senate.
- C. Recommends new policies and regulations to the Senate for adoption by the Board of Trustees.
- D. Informs the Faculty Association when contract-related policies are under discussion.

**Professional Development Committee**  
**(Revised March 28, 2006; 49-0)**

Membership: Faculty, Staff, and Administrators.

Structure/Scope:

The Committee coordinates professional development activities for both faculty and staff.

Functions:

- A. Coordinates a campus-wide opening day, flex-day activities, and specialized training, using funds provided to Santa Monica College through California Assembly Bill 1725.
- B. Supports individual faculty and staff professional development activities through direct funding and information on grant opportunities.
- C. Notifies faculty and staff of upcoming conferences, retreats, symposia, and other professional development activities.
- D. Encourages campus feedback on all Committee activities.

**Professional Ethics and Responsibilities Committee**  
**(Revised March 28, 2006; 49-0)**

Membership: Faculty Only.

Structure/Scope:

The Committee publicizes and supports the Statement on Professional Ethics, developing policies that encourage adherence to the Statement. The Committee shall include at least five faculty members broadly representing the diversity of the campus community.

Functions:

- A. Recommends a Code of Ethics and publicizes it to the campus community, and promotes understanding of and adherence to such Code of Ethics and policies as may be adopted by the Senate.
- B. Recommends policies related to academic freedom and other rights and responsibilities of faculty.
- C. Provides, upon request of the Academic Senate President, confidential advice, counsel, and/or peer mediation to faculty members on issues related to professional and ethical conduct which are not covered by the collective bargaining agreement or other District policies and procedures.
- D. Develops and recommends a set of written procedures for hearing and investigating any complaints or alleged violation of Senate policies such as those on academic freedom, responsibility or ethics.
- E. Hears and/or investigates any such complaints brought to its attention by any member of the College community.
- F. Performs, at the direction of the Executive Committee or the Academic Senate President, any other duties as assigned relating to Senate or professional ethical matters.

**Program Review Committee**  
**(Revised May 2, 2006; 40-0)**

Membership: Faculty and Administrators.

Structure/Scope:

The Committee reviews all existing instructional, student services, and support programs to aid in maintaining and enhancing their quality, vitality and responsiveness.

Functions:

- A. Recognizes strengths and achievements of programs.
- B. Promotes goals and planning of programs.
- C. Identifies the areas in need of support (internal and external).

- D. Informs the campus-wide decision-making process.
- E. Influences the development of the master plan.

**Sabbaticals, Fellowships and Awards Committee**  
**(Revised May 22, 2007; 37 in favor, 2 opposed, 2 abstentions)**

Membership: Faculty and Administrators

Structure/Scope:

The Committee recommends to the Board of Trustees the awarding of leave-time and financial stipends to support individual faculty as they pursue worthwhile professional development activities, such as formal study, independent research, creative projects, field studies, or travel related to their profession not otherwise possible through a normal workload assignment.

Functions:

- A. Develops and makes available a set of formal standards that will be applied in judging applications.
- B. Establishes procedures and timelines governing sabbatical and fellowship applications.
  - 1. Sabbatical applications will be due Friday of the first week in October.
- C. Publicizes the availability of and faculty members' eligibility for sabbaticals and fellowships.
  - 1. Invitations to apply for sabbaticals will be sent to eligible faculty in late May.
- D. Provides workshops that clarify the application and evaluation process.
  - 1. Sabbatical application workshops will take place during Opening Day activities.
- E. Evaluates sabbatical recipients' reports summarizing their experiences and activities while on sabbatical.

**Social Committee**  
**(Revised March 28, 2006; 49-0)**

Membership: Faculty Only.

Structure/Scope:

The Committee facilitates events that foster collegial relations among faculty and between faculty and others in the campus community and that contribute to a positive campus climate.

Functions:

- A. Plans regular social events and recognizes significant events (births, deaths, marriages, etc.) of faculty members.
- B. Fosters a climate in which academic issues can be discussed among faculty in a non-threatening, supportive, collegial environment.
- C. Encourages members from all campus constituencies to come together in a casual atmosphere for the purpose of creating better working relationships.

**Student Affairs Committee**  
**(Revised March 28, 2006; 49-0)**

Membership: Faculty and Administrators.

Structure/Scope:

The Committee evaluates all administrative matters concerning student affairs, including but not limited to admissions and registration, student progress and graduation, student conduct, student activities, counseling, and financial aid.

Functions:

- A. Develops and revises administrative regulations in compliance with Title 5 and the California Education Code.
- B. Reviews district board policies concerning student affairs matters, and when appropriate, recommends changes.
- C. Interfaces with any senate committee that addresses student affairs.

**Student Learning Outcomes Task Force**  
**Student and Institutional Learning Outcomes**  
**(Revised November 24, 2009; 27 votes)**

Membership: Faculty and Administrators

Structure/Scope:

~~The task force exists to engage the campus in a three year long discussion of Student Learning Outcomes and to facilitate the production of stated outcomes and assessments from the course to the institutional level. (2005-06 through 2008-09).~~

The S/ILO Committee works with all instructional, administrative, and service units on campus to achieve proficiency in the formulation, assessment, and analysis of assessment data by the year 2012.

Functions:

- ~~A. Creates a timely process to achieve Student Learning Outcomes that reflect Santa Monica College campus culture.~~
- ~~B. Promotes a campus wide commitment toward student learning and success.~~
- ~~C. Encourages a dialogue on student learning and success within and among all units on campus.~~
- ~~D. Engages every unit of the campus in the production of specific outcomes and assessments.~~
- A. To review the outcome statements and assessment plans of both instructional and non-instructional units.
- B. To work with both the Curriculum Committee and Program Review to insure the robustness of outcomes and assessments.
- C. To build an infrastructure for the reporting and collection of outcomes data.
- D. To articulate a plan and timeline for gathering both instructional and non-instructional outcomes data.
- E. To formulate a plan and timeline for the reporting outcome assessment results and linking these outcome results to College decision-making.