BY-LAWS OF THE RIVERSIDE CITY COLLEGE  
ACADEMIC SENATE

PREAMBLE

The Academic Senate can propose, change, and amend its By-Laws by a majority vote of all of its members providing (1) that motions to amend the By-Laws must be proposed in writing, (2) that two weeks must elapse between the making of a motion to amend and any action to adopt the motion, and (3) that a quorum must be present.

ARTICLE I. MEETINGS & PROCEEDINGS

Section 1. Regular Academic Senate meetings are held in the Hall of Fame of the Bradshaw Student Center from 3 until 5 on the 1st and 3rd Mondays of each month (contract holidays excepted) during the academic year unless otherwise announced.

Section 2. College Academic Senate meetings and faculty meetings called by the Academic Senate are conducted under the parliamentary guidance of Robert's Rules of Order, Revised.

Section 3. The College Academic Senate shall establish its own agenda by simple majority vote of the members present. The agenda must be established in accordance with State laws and regulations. Any member of the Riverside City College faculty may submit agenda items to the College Academic Senate. The established agenda may be abridged by majority vote or by consensus of the members present.

Section 4. The Academic Senate President will contact any Senator who misses three regularly scheduled meetings to assess the problem. If appropriate, the College Academic Senate President will contact the Senator's Department Chair regarding such absenteeism, with the hope of resolving the situation and avoiding departmental under-representation. Replacement of such absentee Senators may be necessary.

Section 5. At its discretion, the College Academic Senate may authorize the College Academic Senate President to act on its behalf during the summer months. Wherever possible, action should be deferred until the Senate can meet and confer during the academic year.

ARTICLE II. ELECTIONS

Section 1. Conducting the Election.

A. Elections are conducted according to Article VIII of the Constitution,

B. The call for nominations shall be made at least three weeks in advance of the holding of an open faculty meeting which will constitute the closing of nominations.

C. In those years when the offices of President, Vice President, and Secretary-Treasurer are open for election, the College Academic Senate shall arrange in a timely manner through its
committees for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

D. Elections shall be conducted by campus mail in such a manner as to maximize the integrity of the electoral process.

E. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted immediately after votes are counted. The Nominations Committee will conduct the election in such a manner as to minimize the interference of the Spring Break with the election process.

F. The Nominations Committee shall request the Departments to hold elections for Department Senators and shall inform the Departments in a timely manner whenever a special need exists to fill a vacancy. Terms of office for Departmental Representatives to the Senate shall be for two (2) years with no limitation on the number of consecutive terms to which a departmental member may be elected as a Senator.

The Department representative elections shall be held as follows:

The following Departments shall elect representatives in odd-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Communication Studies: English & Media Studies; History, Philosophy, Humanities; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

The following Departments shall elect representatives in even-numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; Early Childhood Education; Economics, Geography, Political Science; Nursing; Performing Arts; Physical Science; Kinesiology.

G. In the event that a departmentally-elected Senator is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, load-bank leave, other leave of absence, or is otherwise unable to regularly attend Senate meetings, the Department shall elect a replacement representative for the balance of the term and so indicate in Department minutes.

H. Where the Constitution requires election by majority vote, a runoff election will be held between the top two vote-getters. In some cases involving tie votes, a runoff between more than two candidates could occur.

I. Ballots and election results shall be kept on file in the Academic Senate office and shall be available for review for 120 days.
ARTICLE III. STANDING COMMITTEES

A. Under the supervision of the President of the College Academic Senate, Standing Committees of the College Academic Senate shall choose a chairperson by the last meeting of the academic year. Committees who wish to do so may designate a faculty co-chair. The term of the chair of the Curriculum Committee shall be two years, beginning in the fall of even-numbered years. Should the Curriculum Committee choose a co-chair, the term shall commence in the fall of odd-numbered years.

B. Standing Committees shall meet, at a minimum, once a month during the academic year. Committees may meet as part of District-wide committees where the Colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.

C. The chairperson or co-chair of Standing Committees shall represent their committee to the College Academic Senate. The faculty co-chairs of the Academic Planning Council, the Accreditation Steering Committee, and the Strategic Planning Committee will also be regarded as the chairs of standing committees of the Senate.

D. Each Standing Committee of the District Academic Senate shall identify an Administrator to serve as non-voting co-chair and to provide a liaison to the Administration.

Section 1. The Curriculum Committee

A. The Riverside City College faculty shall establish a Curriculum Committee, for the purposes of representing the faculty through the Senate to the Administration and to the Board of Trustees on all matters relating to any courses offered by the College. The Committee may freely utilize the expertise of all faculty in questions regarding specific courses, and shall direct special attention to the general issues of curriculum philosophy and development.

B. The Curriculum Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the By-Laws or By-Law revision is not synchronous with the time of scheduled elections or by-laws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.

In the event that a departmentally elected Curriculum Committee representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Curriculum Committee meetings, the Department shall elect a replacement representative for the balance of the term.

The following Departments shall elect Curriculum representatives in odd-numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; Early Childhood Education; Economics, Geography, Political Science; Nursing; Performing Arts; Physical Science; Kinesiology.
The following Departments shall elect Curriculum representatives in even-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Communication Studies: English & Media Studies; History, Philosophy, Humanities; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

C. Election of members of the Curriculum Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Curriculum Committee members shall serve beginning on the first day of service of the academic year.

D. The members will serve on the District Curriculum Committee as voting members.

Section 2. The Professional Growth and Sabbatical Leave Committee

A. The Riverside City College faculty shall establish a Professional Growth and Sabbatical Leave Committee, for the purpose of representing the faculty on all matters relating to professional growth and sabbatical leave.

B. The Professional Growth and Sabbatical Leave Committee shall be composed of two elected members serving two-year terms. One shall be elected in even-numbered years and one shall be elected in odd-numbered years.

C. They will serve as voting members on the District Professional Growth and Sabbatical Leave Committee.

Section 3. Strategic Planning & Budget Committee

A. The Riverside City College faculty shall establish a Strategic Planning & Budget Committee to research and report on planning and financial data relating to the college.

B. The Strategic Planning & Budget Committee shall be composed of five elected members serving two-year terms. Two shall be elected in even-numbered years and three shall be elected in odd-numbered years.

C. The Strategic Planning & Budget Committee shall establish a liaison with the exclusive bargaining agent.

D. The Strategic Planning & Budget Committee may meet independently or in conjunction with the Financial Resources committee of the college Strategic Planning Process.

Section 4. Academic Standards Committee

A. The Riverside City College faculty shall establish an Academic Standards Committee for the purpose of recommending policy pertaining to student academic standards at Riverside City
College; for example: grading policies, withdrawal policies, degree standards, certificate standards, performance testing, remedial standards, transfer standards, non-transfer standards.

B. The Academic Standards Committee shall be composed of two elected members serving two-year terms. One shall be elected in even-numbered years and one shall be elected in odd-numbered years.

C. They will serve as voting members on the District Academic Standards Committee.

Section 5. Assessment Committee

A. The Riverside City College faculty shall establish an Assessment Committee, for the purposes of representing the faculty through the Senate to the Administration and to the Board of Trustees on all matters relating to Student Learning Outcomes Assessment at the College. The Committee may freely utilize the expertise of all faculty in questions regarding course, program and degree level assessment and shall direct special attention to the general issues of student learning outcomes assessment philosophy and development.

B. The Assessment Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the By-Laws or By-Law revision is not synchronous with the time of scheduled elections or by-laws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.

In the event that a departmentally elected Assessment Committee representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Assessment Committee meetings, the Department shall elect a replacement representative for the balance of the term.

The following Departments shall elect Assessment representatives in odd-numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; Early Childhood Education; Economics, Geography, Political Science; Nursing; Physical Science; Performing Arts; Kinesiology.

The following Departments shall elect Assessment representatives in even-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; English & Media Studies; History, Humanities, Philosophy; Kinesiology; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

C. Election of members of the Assessment Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Assessment Committee members shall serve beginning on the first day of service of the academic year.
Section 6. Program Review Committee

A. The Riverside City College faculty shall establish a Program Review Committee for the purpose of reviewing and accepting Discipline / Program Comprehensive Instructional Program Reviews (CIPR) documents or their equivalent.

B. The Program Review Committee shall be composed of five elected members serving two-year terms. Three shall be elected in even-numbered years and two shall be elected in odd-numbered years.

Section 7. Associate Faculty Committee

A. The Riverside City College faculty shall establish an Associate Faculty Committee, for the purpose of developing and representing the Associate Faculty perspective.

B. The Associate Faculty Committee shall comprise five elected members serving two-year terms. Two shall be elected in even-numbered years and three shall be elected in odd-numbered years.

Section 8. Academic Planning Council

A. The Riverside City College faculty shall recognize the Academic Planning Council as a standing committee of the Academic Senate and seek its advice with regard to the establishment of new academic programs, full time faculty hiring prioritization, and policies and practices which promote collaboration within Riverside City College and across the Riverside Community College District.

B. The members of the Academic Planning Council shall be constituted of department chairs as established in the prevailing ‘Agreement between Riverside Community College District and Riverside Community College District Faculty Association CCA/CTA/NEA.

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