

YUBA COMMUNITY COLLEGE ACADEMIC SENATE
POLICY AND PROCEDURES

SUBJECT: Committee Representation
POLICY NUMBER: 2004-001
SUPERSEDES POLICY NO: 1994-001

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SUBJECT: APPOINTMENT, ROLES AND RESPONSIBILITIES OF SENATE
COMMITTEE MEMBERS

POLICY: Faculty involvement in Shared Governance is exercised in representation on a variety of committees. There are four methods by which this process can occur, listed below with examples of each.

1. Voted by Division and Approved by the Academic Senate as a Division Representative (e.g. Flex Committee and Curriculum Committee).
2. Appointed by the Academic Senate as an At-Large or Site Representative to Standing Committees (e.g. District Council, Site Councils, and most other standing committees) or District Project Teams (e.g. Education Master Plan Project Team).
3. Appointed by the Academic Senate and the Faculty Co-Chair of Curriculum Committee as an At-Large or Site Representative to Standing Committees that are effectively Curriculum Subcommittees (e.g. Faculty Staffing Committee, Education Resource Committee, and Academic Preparation Committee).
4. Appointed by the Academic Senate as members of an Academic Senate Subcommittee.

It is recognized that faculty members exercise their rights, obligations and Professional Responsibilities in a variety of ways. However, the Yuba Community College Academic Senate encourages all faculty members to serve on senate-appointed committees to become actively involved in shared governance and strengthen the faculty body as a whole.

Full-time faculty especially should serve on college committees as a way to fulfill their obligation to participate in “other internal and external professional activities that further the image and growth of the college,” as outlined in their periodic full-time faculty evaluation report.

Faculty appointed by the Academic Senate to District Committees represent the Senate, though they are selected for their divisional, site, or academic expertise. While reflecting this expertise, appointees remain accountable to the Senate.

PROCEDURE:

1. APPOINTMENT

- a. Committee members voted by Division or Site are selected by members of each respective Division or Site and approved by the Senate.
- b. Committee members appointed by the Academic Senate are selected by senators from a list of interested faculty. From the list, which will be generated by April 15 of each spring semester (see section 4), the Senate reserves the right to select the members it believes would best be suited for the specific committee. If an opening on a committee occurs mid-semester, the Academic Senate will choose a replacement from the same list of interested faculty. If no faculty, or an insufficient number of faculty, have expressed interest in a committee, then the Senate Executive Committee will contact individual faculty members from a range of divisions and/or sites and recommend their names to the Senate for appointment.
- c. Committee members are appointed by the Senate and the Faculty Co-Chair of the Curriculum Committee for these three committees: the Faculty Staffing Committee (FSC), the Educational Resource Planning Committee (ERPC), and the Academic Preparation Committee (APC). The site representatives who serve on the FSC and ERPC are selected by their respective site councils. The Senate Executive Committee and the Faculty Co-Chair of the Curriculum Committee will select the remaining at-large faculty positions on both the FSC and ERPC from a list of interested faculty. If no faculty, or an insufficient number of faculty, have expressed interest in a committee, then the Senate Executive Committee and the Faculty Co-Chair of the Curriculum Committee will contact individual faculty members and recommend their names to the Senate for appointment. The same process will be used for selecting the members of the APC. The list of those interested and the final selection of appointees will be presented to the Senate for approval.

2. REPRESENTATION

- a. Divisional and Site representatives are the voice of their Division or site. It is the responsibility of the committee member to report to his or her constituency the findings of the committee and to both represent and vote in the direction that reflects the views of his or her divisional or site faculty.
- b. Senate appointees are the voice of the faculty as a whole. It is the responsibility of these committee members to view their task as a global approach. They are encouraged to seek the views of as many faculty members as possible.

3. MEMBER RESPONSIBILITIES

- a. The Chair, Co-Chair, and/or members are to arrange meeting times that will accommodate all committee members.
- b. Minutes will be maintained to reflect the discussion and outcome of each meeting. A copy of the minutes is to be forwarded to the Senate President in a timely manner.
- c. Members will allow all committee members equal opportunity to express their ideas.
- d. The Committee Chair will report to the Senate as scheduled.

4. SENATE RESPONSIBILITIES

- a. The Senate President will distribute, by April 15 of each spring semester, a list of all committees. All faculty members will be encouraged to inform the Senate in writing of any and all committees on which they would like to serve.
- b. The Senate agrees to select from the list of volunteers as appointees to the committees. The Senate also agrees to give all faculty members equal opportunities to serve on committees.
- c. The Senate reserves the right to determine the process of selection, which may mean selecting members whose names do not appear on the list of volunteers.
- d. The Senate President or appointee will contact those faculty selected from the list of volunteers for confirmation. The Senate President or appointee will also contact any faculty member not selected from the list of volunteers to express thanks for his or her interest and to answer any concerns.
- e. The Senate President or appointee will provide adequate information and orientation to all faculty who sit on a committee.
- f. All committee appointments will be made by the end of each spring semester.

5. APPEAL

- a. In the event that a faculty member believes he or she has been denied the right to serve on a committee, the faculty member should submit his or her complaint to the Senate President. A private meeting with two (2) Senate members will be arranged for review. In the event a resolution is not met, the faculty member may bring the issue to the Senate at a regularly scheduled meeting.

6. REVIEW

- a. To be reviewed bi-annually.