



## **Academic Senate Bylaws**

### **Article I: Duties of the Officers**

#### **SECTION 1: PRESIDENT**

It shall be the duty of the President to:

1. Be the official spokesperson of the Academic Senate.
2. Preside at all meetings of the Academic Senate.
3. Serve as chair of the Academic Senate Executive Committee.
4. Be an ex-officio member of all Academic Senate and District committees.
5. Have a working knowledge of the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, and AB 1725.
6. Represent the Academic Senate on any joint executive committees.
7. Represent the Academic Senate to the Board of Trustees (attend meetings).
8. Attend, lead, and set the agenda for Academic Senate meetings.
9. Meet on a regular basis with the Administration and Board of Trustees.
10. Work with the Treasurer to propose an Academic Senate budget each Fall.
11. Be a non-voting entity except in the case of a tie within the Senate.
12. Appoint faculty members\* to Academic Senate and District Committees and other institutional groups that require Academic Senate representation.
13. Create ad hoc and or subcommittees to complete specific objectives that fall outside the purview of existing Senate Committees. Select members for subcommittees/ad hoc committees.\*
14. Act as the official representative of the Academic Senate to any organization in the community.
15. Preside over special meetings of the Academic Senate as deemed necessary.
16. Serve as senate's representative during intersession, including summer. Title 5 53202(c).
17. Initiate policies and plans for the Academic Senate.\*
18. Sign documents on behalf of the Academic Senate, after approval by the Senate at AS Business meetings with exceptions for emergency circumstances.
19. Deliver a year-end state of the college report to the campus community.
20. Attend state Academic Senate Leadership Institute trainings.
21. Meet regularly and as appropriate with the Napa Valley College President, Vice President of Academic Affairs, HR, and Vice President of Student Services to represent faculty views.

*\*subject to Senate Approval*

#### **SECTION 2: FIRST VICE PRESIDENT**

It shall be the duty of the First Vice President to:

1. Serve for the President during any temporary absence.
2. Assume the Presidency upon the resignation of the President, if less than one semester remains in the President's term of office.
3. Chair the Faculty Business Committee.

4. Have a working knowledge of the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, and AB 1725.
5. Assist the President with the performance of duties within the office, when necessary.
6. Perform additional duties or attend trainings as may be required by the office, or at the request of the President or the Academic Senate.

### **SECTION 3: SECOND VICE PRESIDENT**

It shall be the duty of the Second Vice President to:

1. Oversee contract faculty evaluations in accordance with the Contract Faculty Evaluation Process approved by the senate.
2. Oversee regular faculty evaluations in accordance with the Regular Faculty Evaluation Guidelines approved by the senate.
3. Chair the Faculty Evaluation Committee.
4. Have a working knowledge of the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, and AB 1725.
5. Assist the Academic Senate President with the performance of duties within the office, when necessary.
6. Provide a training to Faculty Evaluation Committee members on a flex day before the start of fall classes.
7. Respond to Administrative Evaluation inquiries regarding Academic Senate duties.
8. Perform additional duties as may be required by the office, or at the request of the President or the Academic Senate.
9. Consult with the Academic Senate President on faculty evaluations as needed.
10. Update the Napa Valley College Vice President of Academic Affairs as appropriate.

### **SECTION 4: SECRETARY**

It shall be the duty of the Secretary to:

1. Take minutes at all Executive Committee and Business meetings and give to Academic Senate Administrative Assistant to post in a timely manner.
2. Perform additional duties as may be required by the Academic Senate or the Academic Senate President.

### **SECTION 5: TREASURER**

It shall be the duty of the Treasurer to:

1. Work with the Senate President to propose an Academic Senate budget each Fall that contains major categories of anticipated expenditures.
2. Collect all assessments of the Academic Senate.
3. Deposit funds in a local insured financial institution.
4. Sign checks (or other withdrawals) to pay for approved Academic Senate expenditures.
5. Maintain a record of all receipts and disbursements of Academic Senate monies, make financial reports to the Senate, and make records ready for audit.

### **SECTION 6: THE IMMEDIATE PAST-PRESIDENT**

It shall be the duty of the Immediate Past-President to:

1. Serve as member of Senate Executive Committee for one year of the new President's term.

2. Advise current Academic Senate President.

## **Article II: Senate Governance**

### **SECTION 1: ORDER OF BUSINESS**

The regular order of business of the Academic Senate shall be prepared by the President.

### **SECTION 2: MEETINGS**

Regular meetings will be held two times a school month, except during the first and last months of a semester if precluded by startup of courses or by final exams. Additional meetings may be called by the President or by petition of ten Full Members of the Senate filed with the elected Senate Secretary. All meetings are open unless the Senate goes into executive session. Executive session may be ordered by the President. The President may appoint a Parliamentarian to assist in questions of parliamentary procedure.

### **SECTION 3: AGENDAS**

Consistent with the Brown Act, agendas for Academic Senate meetings will be posted on the Senate bulletin board at least 72 hours before the Senate meeting. Agendas will be distributed to Members via the Senate Board, email, or designated online platform.

Academic Senate agendas shall consist of public comment, minutes, reports and information, discussion, and action items. Chairs of Senate committees and co-chairs of shared governance or district committees shall report at a regular Senate meeting at least once a month. Any Senate member may propose an item for a future agenda.

The elected Secretary will produce minutes for each Academic Senate Business and Academic Senate Executive Committee meeting and submit to the Administrative Assistant of the Academic Senate who will type and post them on the Senate bulletin board within 72 hours of the next Senate meeting.

### **SECTION 4: VOTES**

Approval of any Senate action taken by vote requires a majority of the votes cast unless otherwise noted in these Bylaws.

### **SECTION 5: QUORUM**

To transact business at a Senate meeting, a quorum shall consist of twenty percent of the Full Members.

### **SECTION 6: RULES AND PROCEDURES**

The procedures contained in the most current edition of Robert's Rules of Order Newly Revised or the Ralph M. Brown Act shall govern the meetings of the Academic Senate Board, the Standing, and Operational Committees.

## **Article III: Elections of Officers**

### **SECTION 1: ELIGIBILITY**

Any Regular (tenured) Academic Senate member shall be eligible for any Senate office.

### **SECTION 2: NOMINATION**

The Executive Committee (or election subcommittee thereof) shall recommend nomination to the Academic Senate at a regular meeting. Additional nominations (including self-nominations) may be added by any Senate member during that meeting or in writing by the deadline for nominations.

Any Senate officer may be nominated for reelection, subject to the term limitations noted in Section 4 below. Normally, the First Vice President is nominated to the office of President for the subsequent term.

### **SECTION 3: ELECTIONS**

The election shall be held not later than four weeks before the end of the Spring Semester. The Election Subcommittee shall prepare a written or online secret ballot to be made available to all Full and Associate Senate members. At least five school days will be allowed for ballots to be cast and returned. Ballots for Full and Associate members shall be different colors so that the votes are counted appropriately.

In a contested race, candidates may submit written statements to be distributed with the ballots. Such statements are not to exceed one hundred words.

If a nominee receives a majority of votes cast, s/he shall be declared elected. If no nominee receives a majority, a run-off shall be held between the candidates earning the top two vote totals.

### **SECTION 4: TERMS**

Officers assume duties at the close of the Academic Year upon election and serve for two years. After confirmation of election and before start of term the President-elect shall spend time with the current President for information sharing and to provide continuity in the transition. Officers are eligible for reelection, but the President, First Vice President, and Second Vice President shall not hold the same office for more than two consecutive terms.

### **SECTION 5: RESIGNATIONS**

If the Senate president resigns with less than one semester remaining in his/her term, the First Vice President will assume the Presidency for the remainder of the term. If another officer resigns, the position will usually not be filled if the remaining term is less than one semester, but the Executive Committee may nominate a candidate to fill that position for the remainder of the term of office. The Senate must confirm that nomination.

If a resignation occurs with more than one semester of the term of office remaining, an election will be held at the first opportunity. The newly elected officer shall be elected to complete the term of the officer who resigned.

### **SECTION 6: RECALL**

On petition of at least ten Full Senate members, the Senate will place on a regular business meeting agenda as an action item whether to call for a recall election of a Senate officer. Written notice of the intent to take a vote on the recall election will be circulated among the Senate members, including the officer in question, at least five school days before the vote is taken. This vote will be to determine whether or not a recall election shall occur.

Recall from office requires at least two-thirds of the votes, cast by written ballot to be made available to all Senate members with a voting period of one week.

## **Article IV: Academic Senate Committees and Academic Senate Representation on District Committees**

The NVC Academic Senate is represented on two types of committees. Academic Senate Committees are established by and internal to the NVC Academic Senate, which holds authority

for these committees. District Committees are established by the NVC Community College District, which holds authority for these committees.

In addition, the Academic Senate shall appoint five faculty members (including at least one EOPS counselor) to work with the EOPS/Financial Aide Department on scholarships. These faculty shall serve a three-year term in place of their senate committee work.

### **SECTION 1: ACADEMIC SENATE STANDING COMMITTEES**

Academic Senate Committees are established by and internal to the NVC Academic Senate, which holds authority for these committees. Standing committees of the Academic Senate whose only members are members of the Academic Senate are:

1. Executive Committee
  - Nominations & Elections Subcommittee (Convened prior to elections.)
2. Faculty Business Committee
3. Professional Learning Committee
4. Faculty Evaluation Committee

Standing committees of the Academic Senate which have representatives from outside the Senate are:

1. Curriculum Committee
2. Student Success Standards Committee
3. Distance Education and Technology Committee

### **SECTION 2: DISTRICT STANDING COMMITTEES**

District Committees are established by the NVC Community College District, which holds authority for these committees. The District has continuing and ad hoc committees organized to represent various constituencies of the college and/or community, such as the Board, Academic Senate, Administration, Administrative Senate, Classified, students, and community representatives. Such groups are sometimes called committees, task forces, or councils. The Academic Senate will choose whether to participate in such committees.

A current list of District standing committees is available in the NVC President's Office.

As of this date, District standing committees are:

- Facilities Planning Committee
- Staff Development Committee
- Diversity, Equity, and Inclusion Committee
- District Technology Committee
- District Planning Committee
- District Budget Committee

Title 5 Section 53200 defines policy and implementation for processes for institutional planning and budget development and for program review as "academic and professional matters". NVC Board Policy 2510 states the Board of Trustees will come to mutual agreement with the Academic Senate for policies and procedures related to these areas.

The Academic Senate will:

- Follow the "10+1 procedure" specified in AP 2410.

- Make recommendations on program review, policies, procedures, and outcomes.
- Make recommendation on budget development processes, budget parameters, values and assumptions, guidelines, and annual timelines.
- Make recommendations on the development of the Educational Master Plan, and the Institutional Strategic Plan, and other existing institutional plans as needed.

To ensure broad constituent group participation, Academic Senate representatives on district committees will ensure agendas are accessible in advance and notes or minutes from meetings are available in a timely manner.

The Academic Senate retains the right to meet with or appear before the Board of Trustees with respect to the views, recommendations, or proposals of the Academic Senate. In addition, after consultation with the administration of the college and/or district, the Academic Senate may present its views and recommendations to the Board of Trustees (Title 5 Section 53203(c)).

#### **SECTION 4: SUBCOMMITTEES OF ACADEMIC SENATE COMMITTEES**

A permanent subcommittee may only be formed by action modifying the Senate Bylaws. A temporary subcommittee of a standing committee may be created as needed by the standing committee or by the Senate President. Such a committee will disband at the end of one academic year. If the need continues to exist, the Senate or the committee may reestablish the temporary subcommittee.

The chair of each subcommittee shall be an Academic Senate member of the full (parent) committee. Other members of the subcommittee may be from outside the parent committee.

#### **SECTION 5: AD HOC COMMITTEES OF THE SENATE**

The Senate shall only establish ad hoc committees as necessary for duties falling outside the regular committee functions. Ad hoc committees will have duration not to exceed one semester. If the need continues to exist, the Senate may reestablish the ad hoc committee.

#### **SECTION 6: COMMITTEE APPOINTMENTS**

All Full members of the Academic Senate are expected to serve on committees and Associate members of the Academic Senate are eligible to serve on committees. The President and Executive Committee shall appoint Senate representatives to Academic Senate, Shared Governance, and District committees; appointments shall be confirmed by the Senate. Faculty not so confirmed represent themselves only.

As much as possible, appointments will be made such that each Division is adequately represented on each standing committee. Divisions are encouraged to recommend candidates to the Executive Committee for nomination.

Academic Senate representatives to District committee shall have the following duties:

1. To represent the NVC Academic Senate's interests and to seek and follow the guidance of the Academic Senate President and the Academic Senate in such representation.
2. To regularly attend meetings and participate in discussions, deliberations, and actions in good faith.
3. To report regularly to the Academic Senate President (in addition to the minutes of the meetings) and to submit for Academic Senate review any actions of the committee that might have significant impact on the faculty, students, or college.

## **SECTION 7: TERMS ON COMMITTEES**

The term for serving on a committee shall ordinarily be three years, with the provision that the committee or the division may recommend to the Executive Committee that an incumbent be reappointed. The Senate shall confirm the reappointment. No committee member shall serve for more than two consecutive three-year terms unless the Bylaws stipulate that his/her position be represented on that committee. The Senate shall confirm each reappointment. Provisions shall be made for staggering the terms at initial implementation of a new committee.

## **SECTION 8: RESIGNATIONS OR REMOVALS FROM COMMITTEES**

Upon the resignation of a Senate representative to a committee, the Executive Committee, in consultation with the chair of the committee involved, will decide whether to appoint an immediate replacement or to leave the position vacant until the next regular appointment and confirmation of committee members.

If a Senate representative to a committee is habitually absent (for cause or otherwise) the committee chair, after consulting with the member involved, should notify the Senate President or the Executive Committee such that action may be taken. Possible action includes, but is not limited to, discussion with the member the reason for non-participation, possible appointment to another committee, notification that name may be forwarded Vice President of Academic Affairs for failure to complete committee work, or censure by the Senate.

The Senate must confirm all appointments, including those that fill resignations or removals.

## **SECTION 9: COMMITTEE CHAIRS**

The chair of Faculty Business Committee shall be the First Vice President of the Senate and the chair of the Professional Development Committee shall be the Professional Development Coordinator. The chair of Student Success Standards Committee shall be a regular faculty member elected by that committee. The Curriculum Committee Faculty Chair shall be a Regular faculty member (Non-tenured chairs require the consent of the Executive Committee) elected by the Senate representatives on that committee.

For Shared Governance committees, the Academic Senate Co-Chair shall be a Regular faculty member (non-tenured Chairs require the consent of the Executive Committee) elected by the Senate Representatives of that committee.

For District Committees, the Academic Senate Co-Chair shall be a Regular faculty member (Non-tenured Chairs require the consent of the Executive Committee) elected by the Senate Representatives of that committee.

## **SECTION 10: COMMITTEE PROCEDURES AND COMMUNICATIONS**

### **1. MEMBERSHIP**

The chair shall maintain a list of committee and subcommittee members, including Academic Senate representatives and representatives of other constituent groups.

### **2. QUORUM**

To transact business at a committee or subcommittee meeting, a quorum shall consist of whichever are greater, 3 faculty members or 20 percent of the faculty membership of that committee or subcommittee.

### **3. AGENDAS AND MINUTES**

For Academic Senate committees, consistent with the Brown Act, the chair shall distribute an agenda and supporting documents via email to all staff. And shall post it to the Senate bulletin board and online platform at least 72 hours before the committee meeting.

The chair will see that minutes are kept at all meetings. Minutes will include members present, all actions taken and make note of all significant discussions. Discretion is to be used in reporting confidential matters. The chair shall distribute minutes to all members of the committee and to the Senate President, and shall post them on the Senate bulletin board and online platform within two weeks of the meeting. In addition, minutes must be distributed at least 72 hours before the next meeting of the committee.

For Shared Governance and District committees, consistent with the Brown Act, agendas for each meeting shall be distributed to all committee members and to the Academic Senate President, and shall be posted on the Senate bulletin board and online platform at least 72 hours prior to the meeting. Minutes should be distributed to all committee members and to the Senate President, and shall be posted on the Senate bulletin board within two weeks of the meeting and at least 72 hours before the next meeting of the committee.

#### 4. REPORTS

Unless Senate Bylaws specify otherwise, each subcommittee chair shall report all actions and recommendations of the subcommittee to the parent standing committee in a timely manner, or as requested by the parent committee. By May of each year, all subcommittees shall report to their parent standing committee on all matters that have been referred to them.

Unless Senate Bylaws specify otherwise, Academic Senate standing and ad-hoc committee chairs, Shared Governance committee Academic Senate co-chairs, and lead Academic Senate representatives to District committees shall report committee actions and recommendations to the Senate in a timely manner, or as requested by the Senate. Prior to the last Senate meeting of the academic year, all committees shall report on all matters that have been referred to them by the Senate or by the Executive Committee.

The Senate President or the Senate itself, by majority vote of those present at a regular Senate meeting, may require a committee to report to the Senate at its next regular meeting concerning any matter which the committee has under consideration.

#### **SECTION 11: PARTICIPATION ON COMMITTEES**

Unless specifically stated otherwise within this document, each member of an Academic Senate committee or subcommittee, whether Full Senate Member, Associate Member, administrator, Classified staff representative, or student representative, shall have one vote on all matters.

Academic Senate representatives serving on a Shared Governance committee shall have voting rights as described in the Senate-BOT agreement detailing the procedures of the committee.

Academic Senate representatives serving on a District committee shall have voting rights as described in the District statement detailing the procedures of the committee.

Committees may invite resource persons to participate in committee fact-findings and discussions. Such persons will not vote. Interested persons may be allowed to attend meetings, but such persons are not to participate unless called upon by the chair.



An Academic Senate committee meeting may be declared closed to non-members by the chair for confidential personnel matter, if this action is consistent with the Brown Act.

## **Article V: Academic Senate Committees, Structures, Responsibilities**

### **SECTION 1: EXECUTIVE COMMITTEE**

Charge: The Executive Committee shall advise and assist the Academic Senate President and Senate, Shared Governance, and District committees, as well as be responsible for nominations to Senate offices and to Senate, Shared Governance, and District Committees, overseeing the election process, and other duties as assigned by the Senate or the Senate President.

The following is a permanent subcommittee of the Executive Committee:

- Nominations & Elections

Membership: The committee will consist of the Academic Senate Officers (President, First Vice President, Second Vice President, Secretary, and Treasurer); the immediate Past President of the Senate (for one year); and the chair of each Academic Senate committee and co-chair of each Shared Governance committee. The Academic Senate President will chair the Executive Committee.

The Executive Committee Members shall:

1. Advise and assist the Academic Senate President on any matters of concern to the Senate.
2. Advise committees, via their chairs, on any matters of concern to the committee.
3. Make recommendations pertaining to committee structure and function.
4. Solicit recommendations from committees on matter of interest to the Senate.
5. Nominate candidates for Senate office.
6. Oversee the process for election of officers and any other secret balloting, including preparing, distributing, and counting ballots or establishing online voting process.
7. Appoint candidates for Academic Senate, Shared Governance, and District Committees. All appointments shall be confirmed by the Senate.

### **SECTION 2: FACULTY BUSINESS COMMITTEE**

Charge: The Faculty Business Committee shall be concerned with matters regarding professional qualifications and equivalencies, full- and part-time faculty hiring procedures, academic rank, faculty emeritus status, faculty ethics and academic freedom, faculty roles in college governance structures, faculty roles and involvement in accreditation processes, and other academic and professional matters as related to faculty.

Membership: The committee will be chaired by the First Vice President of the Academic Senate. When possible, the committee will consist of Academic Senate representatives from each of the following Divisions: Arts and Humanities, Career Education, Counseling, Health Occupations, Librarians, Kinesiology, Athletics and Dance, Mathematics, Science and Engineering, Social Sciences, and Language Arts and Developmental Studies.

The Faculty Business Committee shall:

1. Develop, review and recommendation of appropriate Board Policies and Administrative Procedures.
2. Develop and recommend policies related to faculty ethics and academic freedom.
3. Mediate and take action in cases of alleged unprofessional conduct, consistent with the Academic Senate Faculty Ethics Statement.
4. Develop and recommend policies and procedures for hiring full and parttime faculty.
5. Develop and recommend policies and procedure establishing minimum qualifications and equivalencies for faculty.
6. Develop and recommend criteria for academic rank and faculty emeritus status, and employ such criteria to recommend to the Academic Senate applicants for such status.
7. According to established procedures, convene a Minimum Qualifications and Equivalency Review Team to ensure that minimum qualifications are met.
6. Review and make recommendations to the Academic Senate on program review policies, procedures, and outcomes.
9. Review and make recommendations to the Academic Senate on faculty roles in accreditation processes.
10. Review and make recommendations to the Academic Senate on faculty roles in college governance structures.

### **SECTION 3: PROFESSIONAL LEARNING COMMITTEE**

Charge: The Professional Learning Committee shall be concerned with faculty development, including instructional excellence, and sabbatical leaves.

Membership: When possible, the committee will consist of Academic Senate representatives from each of the following Divisions: Arts and Humanities, Career Education, Counseling, Health Occupations, Librarians, Physical Education/Athletics, Mathematics, Science/Mathematics/Engineering, Social and Behavioral Sciences, Language and Developmental Studies.

The PL co-chair of the PLC is chosen by the Academic Senate upon the recommendation of the PLC.

The CEETL co-chair of the PLC is chosen by the Academic Senate upon the recommendation of the PLC.

The members of the Professional Learning Committee shall:

1. Establish policies and guidelines for faculty professional learning and development.
2. Coordinate the areas of the Academic Senate (AS) Center for Equity and Excellence in Teaching and Learning (CEETL):
  - a. Coordinate and assist the creation and implementation of content curricula for the AS CEETL Instructional Design Institute.
  - b. Coordinate and assist the creation and implementation of content curricula for the AS CEETL Governance Institute.

- c. Coordinate and assist with the creation and implementation of research protocols for the AS CEETL Research Team.
- 3. Curate relevant and diverse learning offerings for biannual instructional excellence (Flex Days) activities that reflect institutional instructional and campus community needs.
  - a. In alignment with the “Guidelines for the Implementation of the Flexible Calendar Program” (ASCCC/CCCCO, 2007), the PL co-chair will also chair the Flex Day Advisory Committee. The composition of the Flex Day Advisory Committee is as follows: up to 2 representatives from each of the 4 constituent groups (Students, Faculty, Classified, and Administrative/Confidential), as appointed by each group’s President. This advisory committee will review and recommend on Flex Days plans as developed by the PLC. The PL co-chair will convene meetings of the Flex Day Advisory Committee and act as liaison between the PLC and the Flex Day Advisory Committee.
- 4. Review and coordinate faculty professional development requests.
- 5. Oversee the Sabbatical Leave Process for faculty.
- 6. Appoint two members to serve on the Flex Day Advisory Committee.
- 7. Make recommendations on policies for faculty professional development activities.

#### **SECTION 4: STUDENT SUCCESS STANDARDS COMMITTEE**

Charge: The Student Success Standards Committee shall be concerned with the scholastic success of the students at Napa Valley College.

Membership: The committee will be chaired by a Senator elected by the members of the committee. The committee will consist of the following voting members:

Academic Senate: Committee Chairperson, Learning Outcomes Assessment Coordinator, and, when possible, one faculty representation from each of the following areas: Arts & Humanities; Career Education & Workforce Development; Health Occupations; Library; Kinesiology, Athletics, & Dance; Mathematics; Science & Engineering; Social Sciences; and Language Arts & Developmental Studies. Additionally when possible, two faculty representatives from the following area: Counseling.

Non-Senate: Two classified representatives (ideally from Student Success areas) and one student appointed by ASNVC.

The members of the Student Success Standards Committee shall create, research, review, and make recommendations on the following areas of interest:

1. Policies and procedures for student admission to Napa Valley College and Napa Valley College guidelines for placement into courses. This includes, but is not limited to, programs and initiatives related to the implementation of self-placement tools in response to AB 705 (English, Math, and ESL).
2. Policies and procedures involving academic assessments or measurements of student progress-including grades and changes of grades; grade point requirements; credit by examination; academic probation and suspension; academic honors and honors programs; academic renewal; withdrawal from courses, programs, and the college.

3. Effective practices in providing instruction and support services to students.
4. Effective institutional practices and infrastructures for promoting the attainment of educational and job training goals, including among disproportionately impacted students and other groups with historically inequitable outcomes. This includes, but is not limited to, programs and initiatives related to student success and student experience (e.g. Guided Pathways Initiative, etc.).
5. Create and implement Learning Outcomes Assessment policies and practices college-wide.

## **SECTION 5: CURRICULUM COMMITTEE**

Charge: The Curriculum Committee shall evaluate and make recommendations on matters related to the credit and noncredit curriculum. Course and program additions, deletions, or significant changes in program requirements or in course outlines must be voted upon by this committee.

Membership: The Curriculum Committee will have a Faculty Co-Chair and an Administrative Co-Chair. The Faculty Co-Chair shall be elected by the Academic Senate members of the committee.

The committee will consist of the following voting members:

Academic Senate: Faculty Co-Chair (only votes in a tie), Articulation Officer (if faculty), and one faculty representative each from:

- Arts and Humanities
- Career Technical/Business Education/Workforce Development
- Counseling
- Health Occupations
- Library
- Physical Education Kinesiology/Athletics, and Dance
- Mathematics
- Science and Engineering
- Social Sciences
- and two faculty representatives from Language and Developmental Studies English one additional representative from Language Arts and Development Studies.

Non-Senate: The Curriculum Analyst (who also serves as the Classified Senate representative), one classified representative from Admissions and Records, and one student representative appointed by the Associated Students of Napa Valley College. The committee will consist of the following non-voting members:

Non-Senate: Vice President of Academic Affairs (Administrative Co-Chair), Academic deans as determined by the Administrative Co-Chair.

The committee should also identify a Faculty Co-Chair in training. If the chair in-training is recruited from outside the committee then the faculty member will sit on the committee for up to one year.

The Curriculum Committee shall:

1. Develop written procedures and deadlines for all credit and noncredit curriculum submission and approval. The Senate is to approve processes and procedures.

2. Review and make recommendations on ~~proposed~~ new courses and new programs proposals and on course and program revisions. Ensure that all additions and/or changes in course outlines and program outlines comply with curriculum regulations and development criteria.
3. Make recommendations to the Academic Senate on issues relating to curriculum, such as changes in graduation or general education requirements. The committee will determine if a course is classified as general education for the associate degree and into which category it should be placed.
4. Classify courses into appropriate disciplines and support submission of courses for transfer articulation. The committee will advise faculty on criteria and requirements for transfer general education patterns and transfer degrees.
5. Review and make recommendations on proposed course and program deletions and inactive status. Evaluate the program impact of any deletions.
6. Vote whether or not to recommend any course or program additions, deletions, or changes to the Academic Senate (which recommends to the NVC Board of Trustees for approval). Minutes and agendas of all meetings shall be sent to the campus staff.

#### **SECTION 6: FACULTY EVALUATION COMMITTEE**

Charge: The Faculty Evaluation Committee will implement the Contract Faculty Evaluation Process. In addition, the committee is charged with maintaining the Regular, and Contract guidelines.

Membership: The committee will be chaired by the 2nd Vice President of the Academic Senate. The Committee will consist of Tenured Academic Senate members who will be assigned as Chair on contract faculty evaluation Review Teams. Whenever possible, assignment will be limited to a maximum of chair on two teams.

The Faculty Evaluation Committee Members shall:

1. Understand all aspects of the Contract Faculty Evaluation Process.
2. Attend a training on the Contract Faculty Evaluation Process. (A group training will be provided on fall flex day.)
3. Implement the Contract Faculty Evaluation Process by serving as the Chair on contract faculty Review Teams.
4. Support other FEC members as they work to collectively implement the process with their individual evaluatees.
5. Keep all matters of the Contract Faculty Evaluation Process specific to an individual Review Team confidential, to be shared only among the review team members, ASVP II and AS President as needed.
6. Consult with Review Team members and the ASVP II when concerns arise in an individual contract faculty evaluation.
7. Review and make minor edit recommendations to the Senate regarding the Contract Faculty and Regular Faculty Evaluation Process Guidelines. If a major change or overhaul to any process is required, it is expected that a Senate ad-hoc committee will be formed to accomplish this task.

## **SECTION 7: DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE**

Charge: The Distance Education and Technology Committee shall be concerned with matters regarding technology as it impacts instruction and instructional needs. The committee provides guidance in distance education and reviews courses for quality, integrity, and effectiveness.

**Responsible to:** Academic Senate and liaison to the District Technology

Committee Membership: The committee shall consist of the following members:

### VOTING MEMBERS

#### **Academic Senate Representatives**

One faculty chair, Academic Senate Member and current DTC member

Academic Senate member, Distance Education Coordinator

Academic Senate member, Faculty Librarian

Academic Senate member

Academic Senate member

Academic Senate member Academic Senate member Academic Senate member

#### **Classified Senate Representatives**

Classified Representative: Distance Education Technician

Classified Representative (appointed by Classified Senate President)

#### **Student Representative**

Student (appointed by ASNVC

President) NON-VOTING

### MEMBERS

Dean of Distance Education or Academic Dean as determined by the Administrative CoChair

### BYLAWS

The Distance Education and Technology Committee (DETC) shall:

1. Review and recommend resources for face-to-face and online classroom technology assistance.
2. Survey and prioritize instructional technology needs.
3. Co-develop and advise on IT outreach and training for faculty.
4. Recommend, monitor, and review educational software.
5. Develop and recommend technology standards for the District in all areas related to faceto-face and online instruction.
6. Develop and recommend guidelines for classroom technology crisis management and response.

7. Make recommendations and advocate for funding with respect to the acquisition of new/or replacement technology, including faculty computers, classroom technology, infrastructure and special equipment related to face-to-face and online instruction.
8. Regularly review and publish guidelines for best practices in distance education.
9. Assist with assessment of how distance education meets accreditation standards and make recommendations as needed.
10. Coordinate and schedule peer online course reviews once every 6 years for each faculty member teaching in the mode of distance education.

## **Appendix**

### **Suggested Order of Business**

Welcome (1 minute)

Adoption of the agenda (1 minute)

Adjustments to the agenda: at this time, any item can be removed from the consent agenda by any senator and moved to the action agenda to allow for discussion on the item.

Minutes: correction and adoption of the minutes of the previous meeting.

Public comment: not to exceed 3 minutes. time may be extended by the president or by approval of two-thirds of those present.

Announcements: not to exceed 3 minutes. time may be extended by the president or by approval of two-thirds of those present.

Information agenda: items placed on the information agenda may involve discussion, but no action will be taken.

Discussion agenda: following discussion, items may be moved to the action agenda of a subsequent meeting or carried over for further discussion. if a discussion item is marked as urgent on the agenda, it may be placed on the action agenda for the current meeting with approval of two-thirds of those present.

Action agenda: items must come from the discussion agenda of a previous meeting, be carried over from a previous action agenda.

Consent agenda: the consent agenda will be treated collectively as one action item. At the request of any member of the senate an item will be removed from the consent agenda to the action agenda to allow for discussion.

Reports: president's report and other senate committee reports.

Adjournment.