

DRAFT ASC&B Revision Ideas Working Doc Spring 2023

All proposed changes would take effect starting in 2023-24, not this semester (Spring 2023), for the 2024-25 through 2025-26 academic years.

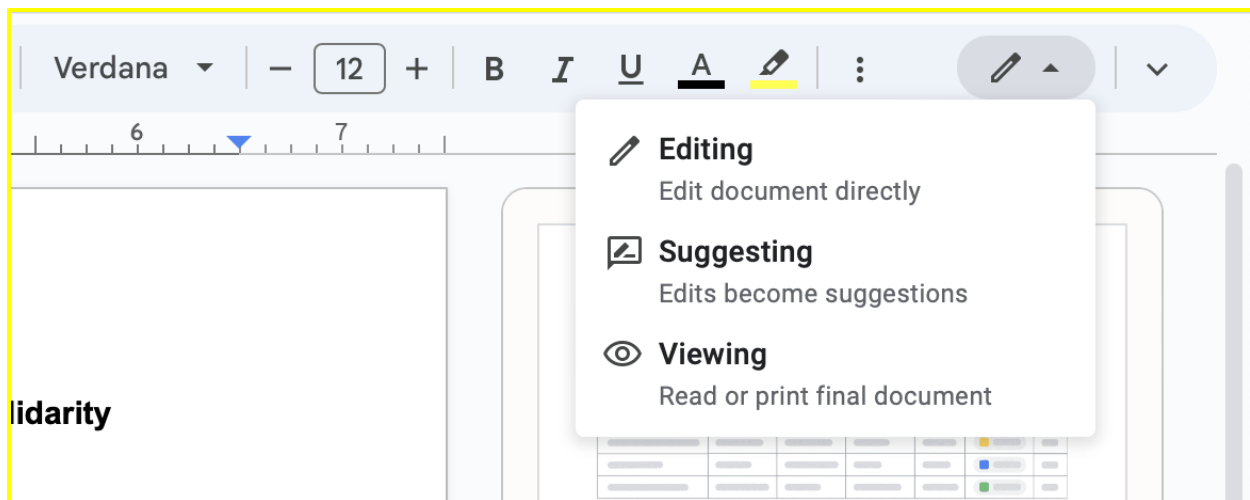
Miramartians have access to this document as a viewable link as of 4/4/23 or sooner.

Folx who want to provide other suggested revisions to either the A.S. Constitution or Bylaws should email them to: cjay@sdccd.edu.

Any changes the ASC&B Committee wishes to formally bring before the A.S. for approval must take place at the 4/18/23 or 5/2/23 meeting (to provide time for two readings). The last meeting of the SDMC A.S. is 5/16/23 (although we could schedule a final meeting on 5/23/23 if absolutely necessary).

Here's a link to the **AS Constitution May 2022** and the **AS Bylaws May 2022**.

When working on the following, please make sure you are in **"Suggesting"** mode when adding in your feedback or edits



1. **Two year AS Exec terms**

a. **Recommended (new) language: "Article IX. Elections":**

The Election Committee shall facilitate Department Senator elections each Spring semester and Adjunct Senator elections each Fall semester. The election of the positions on the Academic Senate Executive Committee (ASEC) shall occur in the Spring semester in even years (i.e. beginning in Spring 2024 for the 2024-25 and 2025-26 academic years). To ensure consistency and/or preparedness for the role of A.S. President, it is recommended that faculty wishing to serve in that capacity serve as either Vice-President or Member At Large for the preceding term.

b. **Current language in "Article IX. Elections":** The Election Committee shall facilitate Executive Committee and Department Senator elections each Spring semester and Adjunct Senator elections each Fall semester. The election of the Vice President shall occur in the Spring semester prior to the first year of the President's Term. The election of the President-Elect shall be in the Spring semester of the President's first year in office. In the event that the President is elected for a second term, the election of the Vice President shall also occur in the Spring semester of the President's first and second year in office, and the election of the President-Elect shall be in the Spring semester of the President's third year in office. All elections shall be conducted as defined in the Bylaws.

2. **AS Exec Position/Member Changes:**

a. Consider adding/replacing an at large position with State Rep./Legislative Liaison (move to a future revision?); **consider adding Curriculum Chair to A.S. Exec; assignment of duties**

i. **New ASEC Positions (and recommended reassigned time from A.S. allotment in the CBA, 2.0 load; .1 reassigned time = 4 hours/week, 64 hours/semester):**

President: 1.0

Vice-President: .4

Secretary: .20

Treasurer: .1

Adjunct At-large: AFT hourly reimbursement

At-large Appointee: .1

NEW: Curriculum Chair: .1 (for additional A.S. meetings on top of their other duties—a total of .5 reassignment for this role; replacing Contract At-large)

Chair of Chairs, "A.S. Chair of Chairs": .1 (for additional A.S. meetings on top of their other duties—a total of .3 reassignment for this role—the current Chair of Chairs is amenable to this change)

ii. Current ASEC Positions:

President: 1.0

Vice-President/President-Elect: .40

Secretary: .20

Treasurer: .10

Contract At-large: .025

Adjunct At-large: AFT hourly reimbursement

At-large Appointee: .025

Chair of Chairs, "A.S. Chair of Chairs": .25 (plus release time from the College)

Notes on added positions:

- iii. **Mesa College:** Our Curriculum Review Committee Co-Chair (the VPI is the other Co-Chair) sits on Senate Exec and is on the agenda for a report at every AS meeting. The CRC Co-Chair or a proxy also makes reports to the Chairs' Committee at every meeting. The CRC Co-Chair does not receive reassigned time from the Senate. The VPI provides the 0.20 reassigned time from another bucket. The CRC Co-Chair is elected by the CRC instead of being appointed by the Administration. Curriculum is one of the most important parts of 10+1. We want the CRC Co-Chair to be an active participant in the Senate. Mesa's reassigned time distribution from the 2.0 given through the CBA.

1. President: 0.8

2. VP: 0.2

3. Professional Advancement Chair: 0.2

- 4. *Chair of Chairs' Committee: 0.4*
- 5. *Academic Affairs: 0.2*
- 6. *President Elect or Past President: 0.2*
- iv. **City College:** *they are a crucial seat at the table as part of the executive team, just like our President of the Chair Cabinet (Chair of Chairs). Both roles have reassigned time. The Curriculum Committee Chair receives another .10 to be in the executive team.*
- v. **Continuing Ed:** *They recently had this conversation and realized that there was no language specifying that the Curriculum Chair had a spot on the Exec council. They "inherited" it and it's now a tradition. Their Curriculum Chair is a font of experience and wisdom.*
- vi. *Reedley's ASP and Curriculum Chair both get .6 on average—our Curriculum Chair is not on Exec, maybe they should be? (They get a .4 reassignment at Miramar.)*

3. **ASEC Duties:**

Article III. Duties

Original language

The Bylaws will be updated to reflect any changes.

Section 1.

President: It shall be the duty of the President of the Academic Senate to:

- A. Preside at all meetings of the Academic Senate and the Executive Committee.
- B. Be an ex-officio member of all committees of the Academic Senate.
- C. Serve as the Miramar College Academic Senate representative to all district, state, and/or national meetings, councils and/or committees, unless another is so designated.
- D. Be the official representative of the Academic Senate to the Board of Trustees for the San Diego Community College District, unless another is so designated.
- E. Represent the faculty and/or the Academic Senate of Miramar College at all community and/or public events applicable, unless another is so designated.

- F. In coordination with the Committee on Committees, appoint all faculty members of all campus, Senate, and District committees.
- G. Perform other duties as specified by the Academic Senate.
- H. Establish additional duties of the members of the Executive Committee as appropriate and as agreed upon by the majority of the Executive Committee.
- I. Serve on the Miramar College Council.
- J. Serve on the Committee on Committees.

Section 2.

Vice President: It shall be the duty of the Vice President of the Academic Senate to:

- A. Serve as the Vice President of the Academic Senate.
- B. Serve as the President in any capacity during the absence of the President.
- C. Serve as the Co-Representative of the Academic Senate to the District Governance Committee.
- D. Serve on the Executive Committee of the Academic Senate.
- E. Serve on the Miramar College Council.
- F. Serve as the Chair of the Committee on Committees and the Amendments and Bylaws Committee.

Section 3.

President-Elect: It shall be the duty of the President-Elect of the Academic Senate to:

- A. Serve as the President-Elect of the Academic Senate.
- B. Serve as the President in any capacity during the absence of the President.
- C. Serve as the Co-Representative of the Academic Senate to the District Governance Committee.
- D. Serve on the Executive Committee of the Academic Senate.
- E. Serve on the Miramar College Council.
- F. Serve as the Chair of the Committee on Committees and the Amendments and Bylaws Committee.

Section 4.

Treasurer: It shall be the duty of the Treasurer to:

- A. Collect, process, and account for all dues collected or income received as part of this Senate.
- B. Maintain public records on all finances of the Academic Senate.
- C. Represent the Academic Senate in matters involving finances of this body.
- D. Report to the Academic Senate and the Executive Committee as outlined in Article II of these Bylaws.
- E. Serve on the Executive Committee of the Academic Senate.
- F. Serve as the Chair of the Committee on Committees and the Amendments and Bylaws Committee.

Section 5.

Secretary: It shall be the duty of the Secretary to:

- A. Keep minutes, files and records of the Academic Senate and Executive Committee during the regular academic year.
- B. Publish minutes within one week of all regular meetings of the Academic Senate.
- C. Assist the Academic Senate in directing the activities of the paid clerical support person and in other duties as required.
- D. Keep records of all Senate Officers and Senators.
- E. Serve on the Executive Committee of the Academic Senate.
- F. Serve as the Chair of the Committee on Committees and the Amendments and Bylaws Committee.

Section 6.

Members At Large: It shall be the duty of the three Members At Large to:

- A. Investigate and report on issues and items that do not fall under the purview of the Senate's Standing Committees.
- B. Serve on the Executive Committee of the Academic Senate.
- C. Serve on the Committee on Committees and the Amendments and Bylaws Committee.

Section 7.

Chair of Chairs: It shall be the duty of the Chair of Chairs to:

- A. Serve as the Chair of the Chairs Committee.

- B. Serve as the Chair of the Contract Faculty Hiring Prioritization Committee. C. Serve as the Co-Chair of the Enrollment Management Committee.
- D. Serve on the Miramar College Council.
- E. Serve on the Executive Committee of the Academic Senate.

Section 8.

Senators: It shall be the duty of all Senators to:

- A. Attend Senate meetings regularly.
- B. Report back to their respective constituents (department faculty or adjunct) about Senate proceedings on a regular basis.
- C. Bring appropriate concerns to the attention of the Senate.
- D. Vote according to the direction of their respective constituents.

Section 9.

Parliamentarian: The Senate President shall act as the Parliamentarian, unless another is appointed by the Committee on Committees. The Parliamentarian will ensure that meetings are conducted in an orderly and efficient manner, in accordance with Robert's Rules of Order.

Relatedly:

Constitution. Article IV, 4: The Academic Senate shall have clerical support staff as the Academic Senate Administrative Assistant. The remuneration of the clerical support staff shall be consistent with the classified contract manual.

3. Letting the new Exec determine their reassigned time each spring for the following year (This could be postponed to Spring 23-24)

- a. **Recommended (new) language for "Article IV. Elections; Section 1. G":** In the spring semester, the Academic Senate Executive Committee (ASEC) serving in the following academic year will discuss and recommend the distribution of reassigned time provided to the ASEC members based on ASEC member duties. This recommendation must be approved by the Academic Senate body no later than prior to the start of the fall semester, but ideally before the end of the spring semester. Total

reassigned time for the ASEC is delineated in the SDCCD CBA Article VII, Section 12.4.*

- b. Current language in "Article IV. Elections; Section 1. G": Each spring, the Academic Senate Executive Committee will discuss and recommend a distribution of the reassigned time, based on workload, provided to the Academic Senate Executive Committee members. Total reassigned time is delineated in the SDCCD CBA Article VII, Section 12.4. This recommendation must be approved by the Academic Senate body prior to the election of Executive Committee members for the following year.
- * At Reedley College, they let the executive body decide how to divide up their reassigned time after elections (based on who wants to take on what duties or who has more availability, etc.). They offer estimates of reassigned time, and lists of A.S. Exec members' duties, before elections take place. This works well for training new leaders to take on new duties, such as a VP that wants to serve as President, they can learn or take on more duties in their second year before taking on that role (this could help resolve confusion over President-Elect vs. V.P. role). Reedley College usually has a floating reassignment of .1 that they usually assign to the Equivalency Committee Chair.