



San Diego Miramar College Academic Senate Primer

An Overview of How We Operate



The **Academic Senate (AS)** is a faculty organization whose primary function is to make recommendations to the **Board of Trustees** on **10+1** aka “academic and professional matters.” (*Title 5, Section 53200*)


The Academic Senate is composed of **Senators** who represent all Departments on campus (1 senator for every 4 contract faculty in a department; 7 adjunct senators represent adjunct faculty).

A Senator takes info back to the faculty they represent, deliberates and discusses, and then comes back to the Academic Senate carrying their suggestions, questions, and recommendations.



10 + 1 comes from California Law: Title 5 § 53200

1. Curriculum, including establishing prerequisites and assigning courses to disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes.
8. *Policies for faculty professional development activities*
9. *Processes for program review*
10. Processes for institutional planning and budget development
11. *Other academic and professional matters as mutually agreed upon*



The SDCCD Board of Trustees will **consult collegially** with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. The BoT shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice & judgment of the Academic Senate. (#1-7 & 10 on the previous slide)
2. Reach mutual agreement with the Academic Senate by written resolution, regulation, or policy. (#8, 9 & 11 on the previous slide)

Note: Consultation at Miramar is with the College President, as they are the designated representative of the BOT in our district.

How does collegial consultation work?

Option 1: Rely primarily (the recommendations of the senate will normally be accepted):

- Only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.
- If a recommendation is not accepted, the governing board or its designee, upon request of the Academic Senate, shall promptly communicate its reasons in writing to the Academic Senate.

How does collegial consultation work?

Option 2. Mutually agree (and an agreement has not been reached):

- Existing policy shall remain in effect except in cases of legal liability or fiscal hardship.
- Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

Miramar's Academic Senate is committed to **openness, transparency,** and **public access to information** and will therefore:

- Follow the **Brown Act**
 - Publicly post notice of meeting 72 hours prior.
 - Include information on place, time, and agenda items with brief descriptions.
 - Record all motions and votes for public record.
- Follow **Robert's Rules of Order**
 - Balance discussion and debate with decision making.
 - Do our best to maintain fair processes in whatever modality or environment we meet.



Miramar's Academic Senate is committed to **openness, transparency,** and **public access to information** and will therefore:

- Honor our A.S. **Code of Conduct**
 - We operate as an open venue for all ideas, thoughts, and personal perspectives, with consideration for the boundaries established in the Code of Conduct.
 - Remember that your personal interests and valued agenda items may or may not be the same as others in the Senate, and all have the right to be treated respectfully.
 - Embrace the spirit of diversity, equity, inclusion, and accessibility.

Collegiality in Action


1. Treat everyone with courtesy and respect.
2. Listen actively - respect others when they are talking.
3. Listen to others with an open mind.
4. Let one person speak at a time—please limit crosstalk or side conversations.
5. Be aware of your own and one another's participation - step up or step back as necessary.
6. Share your own experiences and opinions with “I” statements, rather than generalizing with “We” or “They” comments.
7. Respectfully challenge the idea, not the person.
8. Respect the group's time: please avoid repeating comments that have already been made and strive to be brief

Clarifying protocols for “Discussion” vs. “Action” items

- i. Discussion: items being brought to the body for the first time
 - a. These are generally labeled as “first read” items
- ii. Action: items being brought to the body for a vote
 - a. These are generally labeled as “second read” items
- iii. If an item is not on the agenda, it can only be discussed during “Public Comments”—contact the A.S. President or A.S. Administrative Assistant to ask that an item be put on the agenda
- iv. If an issue is a first read and is time-sensitive (i.e. may need to be voted on ASAP), the A.S. Executive Committee will do its best to inform the body before the meeting so they arrive prepared to represent their department/faculty colleagues

Clarifying protocols for making and voting on motions

- i. Usually after an item has been discussed, a senator makes a motion, i.e. “I move that we approve the Curriculum Committee’s recommendation”
- ii. Another senator then seconds the motion, i.e. “I second the motion”
- iii. The A.S. President then restates the motion and opens the floor for discussion
 - a. The Secretary will type the resolution out on the projector or shared screen



If you ever have any questions,
please contact any members of the
Academic Senate Executive team—
their names can be found on the
[Academic Senate Committee Webpage](#)