

San Diego Miramar College Academic Senate Refresher & Orientation

This workshop has been designed to help us prepare for another productive academic *year* in a more conversational environment.

Flex # 25363 (7)

Agenda

1. Review of our charge (the 10+1)
2. Review the Brown Act
3. Review Robert's Rules of Order
4. Review/discuss our A.S. code of conduct
5. Review best practices for Senators to represent and share info with their constituents
6. Other areas to focus on:
 - A. brainstorm/discuss issues facing the campus
 - B. hear what Senators would like us to focus on this year (scholarship review, district issues, interest in a district-wide senate, etc.)
 - C. other ideas?

Academic Senate Refresher & Orientation

Welcome back to another year at Miramar! And thank you for your willingness to represent your fellow colleagues in service to the college!

Serving on the Academic Senate can be one of the more demanding committee assignments a faculty can take on, so we appreciate you and your time. The A.S. Executive Committee will do our best to honor both.

Academic Senate Refresher & Orientation

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.



Title 5 § 53200 and the “10 + 1”

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*

Title 5 § 53200 and the “10 + 1”

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.

Title 5 § 53200 and the “10 + 1”

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.

Title 5 § 53200 and the “10 + 1”

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.

Our Academic Senate's Commitments

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

- Follow the [Brown Act](#)
- Follow [Robert's Rules of Order](#)
- Honor our A.S. [Code of Conduct](#)

The Brown Act

Following the [Brown Act](#) means that we:

- 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.

Robert's Rules of Order

Following [Robert's Rules of Order](#) means that we:

- Balance discussion and debate with decision making.
- Do our best to maintain fair processes in whatever modality or environment we meet.

If we have a Parliamentarian, they only interact with the Chair, in this case the A.S. President.

- If anyone wishes to challenge a ruling of the Chair, they can do so by way of a motion. That motion needs 50%+1 to pass.

Miramar A.S.'s Code of Conduct

Following our A.S. [Code of Conduct](#) means that 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 our personal interests and valued agenda items may or may not be the same as others in the Senate, and that all of us have the right to be treated respectfully.
- Embrace the spirit of diversity, equity, and inclusion.

Miramar A.S.'s Code of Conduct

What does our code of conduct look like 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

Meeting Logistics

Managing time and using the Zoom chat feature:

- i. Time: we will have a time-keeper who will let speakers know when their time to speak is up
- ii. Chat: we want to limit the use of chat for those who need it (due to a noisy background or speaking anxiety)
 - a. However, if a senator or guest has a comment to make, or a question about a motion, they can send a “direct chat” to the agreed upon member—currently Vice-President
 - b. A.S. Executives will review and announce the chat in the meeting as needed

Meeting Logistics: Public Comment

Clarifying time management regarding Public Comments:

- i. Our current rule is that Public Comments are “Limited to topics not on agenda. 10 min. time limit. 3 min. per speaker, continuing at the end of the meeting if necessary.”
- ii. According to Jim Mahler, AFT President, by default this rule applies to all public comments on any item, agenda items included.
- iii. If total time for public comment would go beyond 10 minutes, in order to accommodate two or more topics, we would resume public comment after the agenda has been completed. (Senators would not need to stay at the meeting beyond 5:00 if the agenda is complete.)

Meeting Logistics: “Discussion” vs. “Action”

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

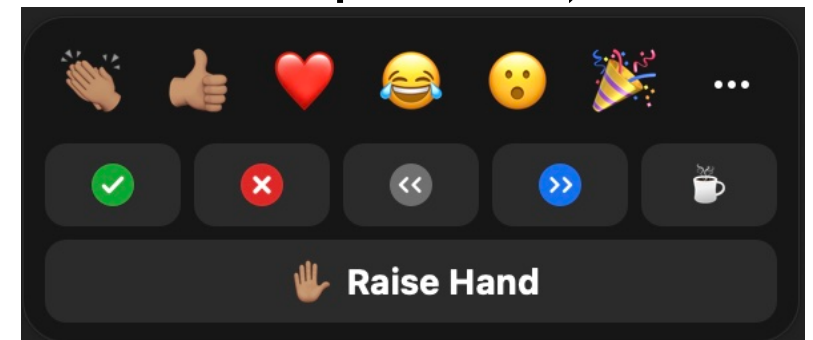
Meeting Logistics: “Discussion” vs. “Action”

Clarifying protocols for “Discussion” vs. “Action” items (cont.)

- 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
- v. Usually after an item has been discussed, a senator makes a motion, i.e. “I move that we approve the Curriculum Committee’s recommendation”
- vi. Another senator then seconds the motion, i.e. “I second the motion”

Meeting Logistics: Voting

- vii. When voting, the A.S. President will restate the motion after discussion has closed and call for the vote-the Secretary will type the resolution out on the projector or shared screen if asked to do so.
- viii. Senators will be asked for objections and abstentions first, giving Senators 30 seconds to cast their vote.
- ix. We will only ask for “yay” votes if there are objections (so that the required roll call vote can simply be “unanimous” when possible).
- x. Remote Senators will use the following “Zoom Reactions”: the green “yes” button, the red “no” button, the “raise your hand” button to abstain, and Senators voting by proxy will indicate their vote in the chat (i.e. “Pablo Martin votes yes/no/abstains”).



Representing Your Constituency

1. Senators take meeting info and action items back to their faculty to deliberate and discuss.
 - A. The A.S. Meeting Summary (included at the top of each meeting's minutes) and Meeting Slideshow can be very helpful here.
2. Once you identify a process to do this, share it with your colleagues (and stick with it). Folx might:
 - A. make a report at their department meeting
 - B. send out an email to their constituents
 - C. other approaches?
3. Senators come to the following meeting to relay their constituents' suggestions, questions, recommendations, and/or vote accordingly.

Representing Your Constituency

If a senator cannot attend an A.S. meeting, they should:

1. identify a proxy from their department/constituency to serve in their place, and
2. email the A.S. Secretary and A.S. Administrative Assistant ASAP, CC'ing the proxy, of their upcoming absence
3. confirm that the proxy accepts and will attend in the senator's place

Absent senators should:


1. offer guidance to their proxy on how their constituents want them to vote on upcoming action items, as well as
2. share any other relevant input from constituents

If a proxy was not advised on how to vote and is not comfortable representing the constituency on their own, they should consider abstaining.

A.S. Purpose & Proper Functioning

Open Discussion:

1. Brainstorm/discuss issues facing the campus
2. Hear what Senators would like us to focus on this year (scholarship review, district issues, interest in a district-wide senate, etc.)
3. Other ideas?



**Thank you for joining
us today!**

