



Foothill College Academic Senate Bylaws

Under the authority of Article X Section 1 of our Constitution, the Foothill College Academic Senate hereby establishes these bylaws to govern the implementation of duties and procedures outlined in the Constitution.

Section 1. Composition of the Executive Committee

In addition to the Officers specified in Article IV & 67 0 nt642(n)t(e)-2 (t)-5 0 Tc 0.205 037d(T)-(to.205 086d()Tj0.002 T

Center / Veterans' Resource Center;

part-time faculty, consistent with Article V.1.c.:

and in Article VI of the Constitution, the At-Large Part-Time senators

currently teaching part-time Foothill College faculty (excluding full-

) once every two years.

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faculty position for at least two of the three quarters in the

hill College in the year elected, and

y position for at least two of the three quarters in the academic

every year serving as a Senator.

3. If the elected part time representative does not have a teaching assignment, his/her replacement will be determined via the procedure as outlined in Article VI, Section 4 of the Constitution.
 4. The At-Large Part-time Senators elected to represent part-time faculty shall each be compensated from the Foothill College Academic Senate dues account at the rate per academic quarter of service specified in the most recent senate resolution on the topic, contingent upon the Senators carrying out their duties.
- C. One senator representing faculty serving in roles other than the instructional and student support divisions specified in subsection A above, consistent with Article V.1.b.iii.; and
- D. The following additional members, consistent with Article V.1.b.iii.:
1. The Faculty Professional Development Coordinator,
 2. The Faculty Chair of the Teaching with Technology Committee (formerly COOL),
 3. The Student Learning Outcomes Coordinator(s),

4. A representative from the Faculty Association (FA),
5. The President of the Associated Students of Foothill College (ASFC) or designee,
6. The President of the Foothill College Classified Senate or designee,
7. The Dean of Equity, and
8. A President's Cabinet liaison.

Section 2. Duties and Responsibilities of Executive Committee Members

- A. All members of the Executive Committee shall
 1. learn the purpose and function of an academic senate, and their roles and responsibilities as members of the Executive Committee;
 2. attend and participate in all Executive Committee meetings;
 3. follow the agreed-upon meeting norms of the Executivtion

- b. This committee shall identify and address the specific needs of online faculty and students; ensure quality online instruction and student services in areas of faculty primacy; provide a faculty voice to college-wide planning and implementation of online learning initiatives, including the Distance Education Plan; and work directly with Online Learning staff in the support of online faculty and students.

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B. College Governance and Operational Committees with Academic Senate representation

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- a. The PRC is organized into teams around programs' self-study reports. Each team is chaired by a division dean and includes one in-division and one at-large faculty appointed by the Academic Senate.
 - b. These teams provide an internal review of the each program's Self-Study Report, produced as part of the 5-year self-study process.
7. Buildings, Grounds, and Sustainability Advisory Committee
- a. Three Academic Senate appointees join administrators, classified staff, and students on the Academic Council.

- a. Chaired by the Vice Chancellor of Human Resources, with membership of students, classified staff, faculty, and administrators from both colleges and central services. Foothill faculty members serving on DDEAC are to be confirmed by the Academic Senate.
 - b. This committee provides input to the Vice Chancellor of Human Resources on current policies and procedures that address equity, diversity and inclusion in the district.
5. Educational Technology Advisory Council (ETAC)
 - a. Chaired by the Vice Chancellor of Technology, ETAC is a participatory governance committee at the district level designed to be as inclusive as possible of all constituency groups (administration, faculty, staff, and students) from both college campuses and central services.
 - b. This committee develops an overall strategic plan for technology in the district and maintains an ongoing implementation effort aimed at achieving the goals of this plan.
6. Police Chief's Advisory Committee (PCAC)
 - a. Chaired by the Chief of Police, with members among students, classified staff, faculty, and administrators. Academic Senate may appoint one faculty member to serve on this committee.
 - b. PCAC is an advisory body to the Chancellor's Advisory Council (CAC), providing a forum for the exchange of ideas and discussion of public safety topics and issues affecting the district and community.

D. Ad Hoc Committees and Task Forces

1. Elections Committee
 - a. The Elections committee shall be constituted every academic year in accordance with Article VI.1.a. of the Constitution, with a chair selected according to provisions of that article.
 - b. This committee shall perform its duties as described in Articles VI.1.b. through VI.1.k.
2. Faculty Prioritization Committee
 - a. This committee shall be constituted each academic year that at least two new faculty positions are requested. Chaired by the Vice President of Instruction, this committee includes the Academic Senate President or designee.
 - b. This committee prioritizes requests for new faculty positions.
3. Search Committees
 - a. A Search Committee shall be constituted in response to each new job position posted by Human Resources. Search Committees for faculty and administrative positions shall be chaired by an appropriate administrator and include faculty appointed by the Academic Senate.
 - b. These committees review applications for new positions, conduct employment interviews, and recommend candidates for final interviews with the corresponding Selection Committee, which includes the college President.
4. Tenure Review Committees
 - a. A Tenure Review Committee shall be formed for each new faculty member hired, in accordance with Article 6A of the Faculty Association Agreement. Academic Senate shall appoint one tenured faculty member to serve in the at-large capacity on each Tenure Review Committee.
 - b. These committees shall perform their duties in accordance with Article 6A of the Faculty Association Agreement.

Section 4. Procedures for Conducting Senate Meetings

- A. All meetings shall be open to the public and conducted in accordance with the Brown Act and a relaxed version of Robert's Rules.
- B. The Senate president will establish the meeting schedule with the advice and consent of the Constitutional Officers.
- C. Meetings customarily occur five or six times per academic term in Fall, Winter, and Spring.
- D. Meeting times and locations shall be posted in meeting agendas.
- E. The last meeting of the Spring term is customarily informal, with no action items agendaized.
- F. A quorum of the membership is required for the body to vote on action items.
- G. A quorum shall consist of 50% plus 1 of the committee's voting members, exclusive of me ()Tj 0.1 de