

**BY-LAWS OF THE ACADEMIC SENATE  
OF  
CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS**

**ARTICLE 1**

**NAME**

- 1.1 The name of the organization shall be the Academic Senate of California State University Channel Islands (hereafter referred to as “the Senate.”)

**ARTICLE 2**

**FACULTY MEMBERSHIP AND DUTIES**

- 2.1 In accordance with the Constitution of the Academic Senate of California State University Channel Islands [1.10], the Senate is constituted as follows:
- a. All tenured and probationary faculty are members of the Academic Senate.
  - b. Lecturer faculty may elect up to five (5) representatives to the Academic Senate. Lecturer representatives must be appointed to no fewer than six WTUs during the semester of their election. No more than two of the representatives of the lecturer faculty shall be from the same program.
  - c. The Associated Students of CI may appoint one representative.
  - d. All senators have a duty to attend Senate meetings whenever possible. Senators who cannot attend Academic Senate for one semester or longer may opt to leave the Senate for that period of time in order to reduce quorum. To do so, Senators must notify the Senate Chair in writing or via e-mail prior to the first Senate meeting of the semester indicating the duration of their absence.

**ARTICLE 3**

**SENATE OFFICERS**

- 3.1 The elected officers of the Academic Senate consist of a Chair, a Vice Chair, and a Secretary chosen from the membership described in Article 2 of these bylaws. Each officer may be reelected, but not for more than three (3) one-year consecutive terms.

### 3.2 Election of Officers and Terms of Office

- a. Election of the Chair: The Senate shall elect a Chair from among its membership, who shall take office on July 1<sup>st</sup> and serve a one year term. The Chair shall be elected as described in Section 3.3 of this document.
- b. Election of the Vice Chair: The Vice Chair shall be elected in the same manner as the Chair and shall serve the same term of office as the Chair.
- c. Election of the Secretary: The Secretary shall be elected in the same manner as the Vice Chair and shall serve the same term of office.

### 3.3 Election Procedures for Senate Officers

- a. Nomination and election for offices of the Senate shall be conducted in four steps: Nominations, published platform/intent statements by nominees, public Q&A, vote.
- b. Nominations shall be submitted to the Committee and Committees in writing no later than April 1 of every year.
- c. Platform/intent statements by nominees shall be disseminated no later than April 7.
- d. The public Q&A session shall be held before the last faculty Senate meeting at the time or times selected by the Committee on Committees deemed conducive to faculty attendance.
- e. The nominee shall be elected by a majority of the votes cast by secret ballot for a candidate, abstentions or votes for “none of the above” shall not be counted. Where no nominee receives the majority of the votes cast, a subsequent ballot shall be prepared. Nominees who receive the highest number of votes on the previous ballot and whose votes, when added together, result in a majority of the votes cast, shall appear on the next ballot. The first vote will be held by secret ballot conducted by the Committee on Committees before the last regularly-scheduled Senate meeting of the Academic year. Such ballots may be conducted electronically, or by means of a paper ballot. Voting shall continue on the floor of the Senate using a secret ballot until one nominee receives a majority of votes cast, or through six (6) ballots. If a nominee does not receive a majority after six (6) ballots, the nominee with the highest number of votes cast in the sixth ballot shall be elected. If there is more than one nominee with the highest number, the winner will be selected by lot.
- f. Senators shall vote for no more than one (1) nominee for each position on the first and any subsequent ballot.

- g. In the event that no nominations are received for a Senate Officer position by the April 1 deadline, nominations will remain open until a nomination has been accepted per item (ii) below or until one week after the last regularly scheduled spring meeting of the Academic Senate, whichever comes first. Should a nomination be accepted per item (ii), the open call process detailed in i) through vi) will remain in effect, even if the timing extends beyond the week after the last regularly scheduled spring meeting of the Academic Senate. The Committee on Committees will manage the open call process. If the open call process does not result in filling the Senate Officer position, the Senate Executive Committee will meet and choose one or two Senate Executive Committee members to serve in that position for the following year. The Senate Executive Committee will carry out this duty and announce the result prior to the end of the academic year.
- i. An announcement will be made that the call for nominations for the unfilled senate office remains open.
- ii. Any nominations made during this open call process must be accompanied by a platform statement; nominations will not be accepted without a platform statement.
- iii. Once any nomination(s) is (are) accepted within this open call process, all senators will be notified by email from Academic Senate that one or more nominations have been accepted.
- iv. The “send” time and date of this notification email will start a “clock”: any other nominations (with platform statements) received within three days (72 hours) of the notification email will be accepted.
- v. An election for the senate office position in question will commence four days (96 hours) after the send time of the notification email and will last one week.
- vi. Article 3.3(e) and (f) will hold for any Article 3.3(g) election, with the exception of the “... before the last regularly scheduled Senate meeting of the Academic year” clause.

This process will take place only if the April 1 deadline passes without nominations for a position, otherwise nominations submitted after April 1 will not be considered for any senate officer position.

### 3.4 Duties

- a. The Chair is responsible for presiding over meetings of the Senate and the Executive Committee, and, when necessary, for selecting and referring proposals to appropriate committees. The Chair or designee shall serve as the alternate for The California State University Academic Senate and shall attend the meetings of The California State University Academic Senate when an elected senator must miss a given meeting or there is no time to elect a replacement. The Chair shall transmit all official actions of the Academic Senate to the President of the university. When invited by the appropriate administrative officer, the Chair may attend meetings of administrative

groups, but shall not take policy positions on matters not previously acted upon by the Senate.

- b. The Vice Chair will assume all the responsibilities of the Chair in the absence of the Chair. When invited by the appropriate administrative officer, the Vice Chair may attend meetings of administrative groups, but shall not take policy positions on matters not previously acted upon by the Senate.
- c. The Secretary is responsible for recording and distributing the Senate Minutes (with assistance of the Senate Office staff). When invited by the appropriate administrative officer, the Secretary may attend meetings of administrative groups, but shall not take policy positions on matters not previously acted upon by the Senate.
- d. Any other additional duties, including committee memberships, must be specifically assigned to Senate officers through action of the Senate.

### 3.5 Vacated Offices

- a. If the Office of Chair becomes vacant, the Vice Chair shall assume the Office of Chair.
- b. If the office of Vice Chair or Secretary becomes vacant, the Senate shall conduct elections expeditiously and install a replacement officer for the remainder of the term.

## **ARTICLE 4**

### **MEETINGS**

#### Meeting Days

- 4.1 The Academic Senate shall meet on Tuesdays from 2:30 pm to 4:30 pm.
- 4.2 The Academic Senate shall meet at least once a month during the academic year.

#### Quorum

- 4.3 A quorum shall consist of a 40 percent of the voting members of the Academic Senate for regularly scheduled meetings and 40 percent for special meetings of the Academic Senate.

#### Special Meetings

4.4 Special meetings of the Academic Senate may be called by the President or by the Chair of the Academic Senate. A special meeting shall be called by the Chair of the Senate upon a petition certified by the Secretary of the Senate to contain the signatures of at least ten percent of the Academic Senate electorate; in these circumstances the meeting must be scheduled no later than three academic days after the petition has been so certified.

#### Cancellation of Regularly Scheduled Meeting

4.5 The Executive Committee may cancel regularly scheduled meetings. In case of an emergency the Chair may cancel a regularly scheduled meeting.

#### Policies and Resolutions

4.6 Definition: Policies are the regulations governing academic programs, curricula, etc. Policies are passed by the Senate and require the approval of the President. Resolutions are passed by Senate and express the will of the Faculty. They do not require Presidential approval.

4.7 Format: The standard format for Policies can be found on the Senate home page. Resolutions follow an accepted format.

4.8 Procedure for introducing policies or resolutions to the Senate.

- a. Proposed new policies and resolutions shall be presented to the Chair of the Senate for placement on the agenda. Policy proposals and resolutions shall normally be placed before the Senate at least one meeting before final action is taken. In exceptional circumstances, a first reading item can be moved to a second reading item by the following procedure: a motion must be made and seconded. This motion is debatable, not amendable and cannot be reconsidered. The motion requires a two-thirds majority to pass. If passed, the first reading item becomes a second reading item.
- b. Unless referred to an appropriate standing or special committee, the original drafts of these proposed policies and resolutions shall be reproduced and attached to the agenda of the Senate meeting during which they are scheduled for a First Reading.
- c. During the First Reading, policy measures and resolutions may be read aloud and discussed before referral to committee, or, if there is no protest, they may be referred directly to the appropriate standing committee by the Chair without being read aloud, or they may be read and discussed for informational purposes only without referral to a committee.
- d. A Resolution may be added to the agenda as a First Reading item at a meeting of the Academic Senate if it is sponsored by at least one voting member of the Senate and a

motion, not debatable, approving its addition to the agenda is passed by a two-thirds majority.

#### Consent Calendar

- 4.9 Policy statements may become Senate policy by consent by being placed on the consent calendar using the following procedures.
- a. Recommendations may be placed on the Consent Calendar when deemed noncontroversial by the Chair of the Senate.
  - b. Upon approval of the Senate agenda, a consent calendar item is deemed approved.
  - c. Any Senator may remove a recommendation from the consent calendar and place it on the agenda as a first reading item at the time of approval of the agenda.

#### Recording of Discussion and Motions on the Floor of the Senate

- 4.10 The Secretary of the Academic Senate shall keep minutes for each meeting of the Academic Senate. Every motion that has been made and seconded at the meeting shall be recorded in the minutes. The disposition of each motion shall be made clear with the vote recorded in the minutes, together with a summary of the discussion.

#### Procedural Rules

##### 4.11 Rules on Debate

- a. Members of the Senate must be recognized by the Chair of the Senate prior to beginning to speak.
- b. The member who made a motion has the right to speak to the motion first. In the case of a motion to approve a resolution, the member who made the motion follows the member who introduced the resolution.
- c. A member may speak only twice to the same motion on the same day.
- d. Each member may speak no more than five minutes. Any unused time is forfeited and cannot be applied to a subsequent debate by this same member or yielded to another member.
- e. Debate of a motion must be relevant to the motion. The Chair of the Senate shall determine whether debate has deviated from the motion being considered.
- f. Members of the Senate shall not make *ad hominem* statements on the Senate floor.

- g. The Chair of the Senate shall remain impartial to the debate. If the Chair wishes to speak to a motion, he/she must relinquish the chair to the Vice-Chair or Secretary of the Senate, in that order. If the Vice-Chair and Secretary of the Senate are not present, the Chair may not speak to a motion without first relinquishing the chair to some other member of the Senate.
- h. Members may speak to a motion and conclude their remarks by making a higherranking motion, such as calling for the question, moving to table, or any of the other options specified in Robert's Rules of Order.

### Voting

- 4.12 A majority vote is defined as a majority of the members voting; a 2/3 majority is defined as 2/3 of the members voting. Abstentions or votes for “none of the above” shall not be counted.
- a. All votes on motions to approve policies and resolutions shall normally be conducted electronically. If electronic voting is not available then voting will take place by a show of hands unless the Senate Chair or one of the senators requests a paper ballot. In the case of a hand vote, the Chair will designate someone to count. Paper ballots will be counted by two ex-officio, non-voting members appointed by the Chair, who will report the results to the Senate Secretary. Senators may not cast votes in absentia.
  - b. A majority vote is defined as a majority of the members voting; a 2/3 majority is defined as 2/3 of the members voting. Abstentions or votes for “none of the above” shall not count for the purpose of determining whether a vote on an item of business passes or not – however abstentions can be recorded in the minutes.

## ARTICLE 5

### COMMITTEES

### Types

- 5.1 Executive Committee
- a. Composition: The Executive Committee of the Academic Senate shall consist of nine or more members, including the Chair, Vice-chair, Secretary, the immediate past year's Chair of the Academic Senate, and three or more at-large members of the Senate, the representative(s) to the California State University Statewide Academic Senate, and the student representative to the Academic Senate; and ex officio

members to include the President and the Vice President for Academic Affairs of California State University Channel Islands or their designees, and a faculty representative of the union.

b. Charge

1. Setting the agenda for the Senate's general meetings, to act in place of the Senate when the Senate is not in session, and to exercise such other powers as the Senate may delegate.
2. Making recommendations to the Senate concerning the formulation, revision, adoption, and review of policies and procedures related to all academic matters delegated to the President of CSU Channel Islands by law and the Trustees and Chancellor of the California State University. Areas of responsibility shall include, but not be limited to, those dealing with academic, personnel, and fiscal policies and procedures.
3. Having responsibility for oversight of Academic Senate committees including:
  - i. Recommending to the Senate the creation of all new standing committees;
  - ii. Proposing changes to the Constitution or Bylaws necessitated by the creation of new standing committees;
  - iii. Proposing the creation of such ad hoc committees as it deems necessary to insure the performance of Senate duties;
  - iv. Proposing methods for selecting the membership of Academic Senate committees.
  - v. Selecting faculty representatives to University-wide Committees; it may at its discretion request that the Committee on Committees hold an election.
  - vi. Serving as a budget committee for the Senate with the primary responsibilities for:
    - (a) preparing and submitting all necessary Senate budget requests to the Provost and Vice President for Academic Affairs; and
    - (b) supervising administration of Senate budget expenditures when (or if) necessary.
  - vii. Receiving reports from faculty representatives on University-wide committees regarding the activities of their committees at least once each semester.



- 5.2 The committees of the Senate shall be:
- a. The Executive Committee as described above.
  - b. Standing Committees as specified in the Bylaws;
  - c. Advisory Committees; and
  - d. Special or *ad hoc* committees established by special action of the Senate for the purpose of considering proposals that do not fall within the purview of the current standing committees.

#### Identification of Members and Election of Chairs for the Committees

##### 5.3 Standing Committees

- a. Membership on Standing committees: Tenured, probationary and lecturer faculty with no fewer than 6 WTUs at the time of the election are eligible to serve on standing committees.
- b. Electorate for Standing Committees: The tenured and probationary faculty shall nominate and elect all members of Standing Committees except in cases where seats have been explicitly designated for lecturer faculty. Lecturer faculty shall nominate and elect committee seats designated for lecturer faculty.
- c. Each Standing Committee will elect a Chair or Co-Chairs from among the committee members.
- d. Chairs of Standing Committees who are not voting members of the Senate will be made ex-officio non-voting members of the Academic Senate and may be called upon to report on behalf of their committees to the Senate Executive Committee and/or the Academic Senate.

##### 5.4 Advisory Committees

- a. Membership on Advisory Committees: Tenured, probationary and lecturer faculty with no fewer than 6 WTU's at the time of the election are eligible to serve on Advisory Committees.
- b. Electorate for Standing Committees: The tenured and probationary faculty shall nominate and elect all members of Standing Committees except in cases where seats have been explicitly designated for lecturer faculty. Lecturer faculty shall nominate and elect committee seats designated for lecturer faculty.

- c. Advisory Committees will elect a chair from among the committee members.
- d. The purpose of an advisory committee is to guide the priorities, programs, and services of an office (such as faculty development, information technology, or grants and contracts), and to make recommendations on any operations budget allocated to or requested by that office that impinge on the work or responsibilities of the faculty.

#### 5.5 Special Committees and *ad hoc* Committees

- a. Each special Academic Senate committee shall include at least one representative from each affected constituency (tenure track and temporary faculty, students, staff or administrators).
- b. The Academic Senate shall have the power to create *ad hoc* committees for specific assignments which cannot be handled adequately by the Academic Senate at-large, by one of the existing committees, or by an administrative officer.
- c. *Ad hoc* committees shall be constituted in a manner suited to their tasks and should, where appropriate, include at least one representative from each affected constituency (tenure track and temporary faculty, students, staff or administrators).
- d. *Ad hoc* committees and all subcommittees shall cease to exist upon completion of their specific assignments or at the end of the academic year unless specifically authorized by the Senate to continue beyond that date.

5.6 Faculty representatives to University-wide Committees shall be selected by the Senate Executive Committee. The Senate Executive Committee may at its discretion request that the Committee on Committees hold an election- Faculty representatives on University-wide committees shall report to the Senate Executive Committee regarding the activities of their committees at least once each semester.

#### Committee Policies

- 5.7 The Academic Senate shall oversee the creation and operation of all special and standing committees created by this Constitution. Policy proposals and modifications shall be referred by the Academic Senate to the appropriate committee for study. The committee shall then report its findings to the Senate Executive Committee, which will then take appropriate action based on the committee's findings or proposals.
- 5.8 A committee may act on its own initiative or at the request of any member of the university community within the general area of responsibility assigned to it by the Academic Senate.

- 5.9 Any committee may establish regular subcommittees. These subcommittees shall report to the committee. At least one member of the subcommittee shall be an elected faculty member of the committee. Other members may be drawn from any segment of the University community, except that only faculty members may serve on subcommittees that deal with faculty personnel matters.
- 5.10 All committee minutes and reports shall be filed with the Academic Senate's administrative assistant, who will enter them in the Academic Senate Archives and make them available to the Academic Senate, except that access to reports of personnel review cases are limited by privacy regulations and policies.
- 5.11 Ex-officio non-voting members of committees may attend meetings in person or send a representative who shall act in place of the member. Chairs of standing, special, or *ad hoc* committees may recommend to the Senate Executive Committee that a committee member be replaced if that member accrues excessive absences. "Excessive absences" shall be defined by the committee.

#### Standing Committees: Composition

- 5.12 Members shall be elected for two-year staggered terms (except where noted) to ensure that each committee has rotating membership (see section 5.3 for voter and membership eligibility). In some instances, committee representation by a particular unit will be noted. However, in instances where no unit or program is dictated, the seat will be open to any discipline and will be indicated as such by the phrase, 'at-large'. If a discipline specific seat is not filled during the first nomination and election cycle, it will become an at-large seat. For lecturers, all standing committee assignments are at-large. The composition of the standing committees shall be as follows:
- a. The Committee for Centers and Institutes shall consist of five voting at-large faculty members. The directors of centers and institutes will serve as ex officio members.
  - b. The Committee on Committees shall consist of three at-large voting faculty members.
  - c. The Curriculum Committee shall consist of six voting members elected from the following constituencies: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, 1 from Education, 1 from Library/Counselors, and the Chair of the GE Committee as a nonvoting member. The GE Committee Chair will vote to break a tie vote by the voting members of the Curriculum Committee.
  - d. The Faculty Affairs Committee shall consist of seven voting members elected from the following constituencies: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, 1 from Education, 1 from the Library/Counselors and 1 lecturer.

- e. The Fiscal Policies Committee shall consist of seven voting members elected from the following constituencies: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, 1 from Education, 1 from the Library/Counselors and 1 at-large.
- f. The General Education Committee shall consist of five faculty members elected from the following constituencies: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, and 1 from Education.
- g. Minigrant Review Committee shall consist of seven members elected from the following constituencies for a 1-year term: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, 1 from Education, 1 from the Library/Counselors and 1 lecturer.
- h. The Professional Leave Committee shall consist of six tenured faculty elected from the following constituencies: 1 Math & Sciences, 1 Arts and Humanities, 1 Business and Economics, 1 Behavioral & Social Sciences, 1 Education, and 1 Library/Counselors.
- i. The Student Academic Policies and Procedures Committee shall consist of six voting members: five at-large faculty and the Director of Admissions and Records or his/her designee.

### Standing Committee Charges

#### 5.14 Charges

- a. Committee for Centers and Institutes (CCI). The responsibilities of the Committee for Centers and Institutes shall include:
  - 1. Creating the definitions and procedures for the establishment of Centers and Institutes at CI;
  - 2. Accepting and reviewing proposals for the creation of Centers and Institutes;
  - 3. Recommending proposals concerning Centers and Institutes to the Academic Senate for action;
  - 4. Communicating with the Academic Senate on the progress of existing Centers and Institutes;
  - 5. Supporting all centers and institutes under development;

6. Assessing and recommending structural relations and responsibilities among centers and institutes;
  7. Serving the Provost, Academic Senate, and Centers and Institutes, in an advisory capacity;
  8. Reviewing annual reports of all existing centers and institutes, and;
  9. Reviewing periodic reports of all existing centers and institutes and making recommendations regarding continuance or discontinuance to the Academic Senate.
  10. When functions of the Committee for Centers and Institutes also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees;
- b. Committee on Committees. The responsibilities of the Committee on Committees shall include:
1. Formulation, review, and recommendation of policies and procedures for conducting elections with the Academic Senate electorate;
  2. Managing, administering and recording Academic Senate elections, including any preceding nomination processes and subsequent run-off elections;
  3. Performing such other duties in connection with electoral processes as may be delegated the Academic Senate;
  4. Making appropriate regulations for the purpose of carrying out the provisions of the Constitution and the instructions of the Senate with regard to elections, provided that such regulations shall be subject to the approval of the Academic Senate;
  5. Making recommendations to the Senate regarding the staffing of *ad hoc* committees; and
  6. When functions of the Committee on Committees also fall within the areas of concern of other committees, the Committee will work in conjunctions with those committees.
- c. Curriculum Committee. The responsibilities of the Curriculum Committee shall include:

1. Making recommendation to the Senate for all university curricular matters, including alternative modes of instruction (e.g. distance learning courses) and offerings by Extended University. This includes formulation, review and recommendation of general University curriculum policies and procedures including degrees, programs, majors, minors, options, emphases, credentials, certificates, courses, program reviews and any other academic related policies, procedures and issues;
  2. Serving as voting members of the Academic Planning Committee of the Office of Academic Programs and Planning, which meets in the spring of each academic year, to review, and modify the Academic Master Plans as necessary; and
  3. Reviewing and evaluating all course proposals based upon criteria and procedures specified by University policy.
  4. When functions of the Curriculum Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.
- d. Faculty Affairs Committee. The responsibilities of the Faculty Affairs Committee shall include:
1. Providing information and policy recommendations to the Academic Senate whenever it believes that faculty rights and welfare need protection or enhancement: and
  2. Making policy recommendations regarding such matters as:
    - I. Criteria and standards for the appointment, retention, promotion, evaluation and tenure of academic employees as well as preservation of the principle of peer review and evaluation through the direct involvement of appropriate faculty in these decisions;
    - ii. Professional activities of the University faculty;
    - iii. Financial support of University faculty activities;
    - iv. Faculty consultation in the appointment and review of administrative personnel in positions affecting the University Faculty;
    - v. Granting of awards and honors to members of the University Faculty, including conferral of Emeritus/ a status;

- vi. Professional development, including minimum criteria and standards to be used for programs designed to enhance and maintain professional competence such as the awarding of sabbaticals and other academic leaves;
  - vii. Academic freedom and shared governance;
  - viii. Professional ethics, disciplinary procedures, and other professional matters not collectively bargained.
3. When functions of the Faculty Affairs Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.
- e. Fiscal Policies Committee. The responsibilities of the Fiscal Policies Committee shall include:
- 1. Providing recommendations through the Senate regarding areas that may warrant emphasis in the budget planning and allocation process;
  - 2. Reviewing the University's annual budget and providing information on budgetary issues to the Executive Committee of the Academic Senate;
  - 3. Reviewing the proposed annual Academic Affairs budget with the Vice President for Academic Affairs;
  - 4. Providing prospective policy recommendations to the Senate and subsequently to the President;
  - 5. Reviewing, as appropriate, the fiscal implications of pertinent planning documents, including tactical plans;
  - 6. Reviewing and making recommendations regarding local fees that have university-wide impact;
  - 7. Providing advice through the Senate on fiscal policy implications of campus physical planning and development and, as appropriate, the maintenance of physical facilities; and
  - 8. Reviewing and making other policy recommendations concerning the optimum utilization of resources in the achievement of university academic objectives.

9. When functions of the Fiscal Policies Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.
- f. General Education Committee: The responsibilities of the General Education Committee shall include:
1. Studying, reviewing, interpreting, and recommending, in consultation with appropriate disciplines, General Education programs for approval by the Academic Senate;
  2. Reviewing and recommending the designation and classification of courses appropriate to the General Education programs;
  3. Reviewing, on a regular basis, the existing GE-designated courses to ensure continued adherence to GE classification and quality standards; and recommending changes in GE-designated courses to the Academic Senate after consultation with affected disciplines, departments and/or programs;
  4. Responsibility for the University Catalog and Class Schedule statements on General Education, including identification and classification of General Education courses;
  5. Aiding in the development, facilitation and creation of new courses and program proposals in General Education; and
  6. Assessing the effectiveness of the General Education program and courses designated as General Education courses.
  7. When functions of the General Education Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.
- g. Minigrant Review Committee. The responsibilities of the Minigrant Review Committee shall include:
1. Establishing criteria and procedures for the application, review, evaluation and rating of Mini-Grants.
  2. Criteria for evaluating proposals should be clearly specified prior to the annual announcement of the request for proposals. However, the MRC shall have the ability to alter criteria from year to year.



3. Working with the appropriate administrator to generate announcements regarding availability of awards and deadlines.
  4. Reviewing, discussing, and rating mini-grant proposals and making award recommendations to the appropriate administrator.
  5. Providing a brief written rationale accounting for the ranking it gives to each proposal. If a proposal is deemed to lack merit and is consequently not ranked, a written rationale shall be provided.
  6. When an administrator changes the committee rankings, a written explanation shall be provided.
  7. When functions of the Minigrant Review Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.
- h. The Professional Leave Committee. The responsibilities of the Professional Leave Committee shall include:
1. Reviewing sabbatical leave applications based on approved criteria and making recommendations as specified in the Senate Policies on Sabbatical and Difference-in-Pay leaves;
  2. Making modifications as needed to sabbatical leave criteria and application forms in consultation with the provost;
  3. Recommending applications to the Provost in the following order:
    - a. Meritorious applications to be granted in number as communicated by the Provost to the PLC;
    - b. Meritorious applications to be granted if additional funding becomes available-only this category shall be ranked; and
    - c. Non-meritorious applications
- i. Student Academic Policies and Procedures Committee. The responsibilities of the Student Academic Policies and Procedures Committee shall include:
1. Reviewing existing policies, drafting and recommending new policies to the Senate that deal with academic issues relating to students in order to promote high academic standards;
  2. Formulating, reviewing, and recommending policies regarding the granting of academic honors and awards to students; and

3. Providing advice on the interpretation of Student Academic Policies and the implementation of procedures arising from them.
4. When functions of the Student Academic Policies and Procedures Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.

#### Advisory Committees: Composition

- 5.15 Members of advisory committees shall be elected for staggered two-year terms to ensure that each committee has rotating membership (see section 5.4 for voter and membership eligibility). Unless noted, Advisory Committee seats are open to faculty in all disciplines and indicated as such by the phrase "at-large". Every effort will be made to ensure representation from as many disciplines and constituencies as possible. The composition of the Advisory Committees of the Academic Senate shall be as follows:
- a. The Center for Community Engagement Advisory Board shall consist of the CoDirector, 2 at-large faculty members, 2 staff members from Student Affairs, 2 community partners that rotate each year from among the current list of community partners, 1 student appointed by the Associated Students, 1 administrator from Advancement, and the CCE administrator(s) as ex officio. The faculty members will serve as a steering committee and Academic Senate Advisory Committee for CCE.
  - b. The Center for Integrative Studies Advisory Committee shall consist of three at-large faculty members serving two-year staggered terms.
  - c. The Center for International Affairs Advisory Committee shall consist of five faculty members, 2 students, 2 members of the Academic Affairs staff, 1 representative from University Advancement, Chief International Officer, ACIP Representative, and 3 community members. The Center Director shall act as Chair.
  - d. The Committee on Multicultural Engagement shall consist of three at-large faculty members three staff members from Student Affairs, a member of the President's Commission on Human Relations, Diversity, and Equity who shall not come from the faculty or from student affairs, and the Faculty Director of the Center for Multicultural Engagement.
  - e. The Extended Education Advisory Committee shall consist of five at-large faculty members and five members from the community, who shall be recommended by the AVP of Extended University and confirmed by the Senate Executive Committee.

- f. The Faculty Development Advisory Committee shall consist of seven faculty members; five elected from among the tenured and probationary faculty and two elected from among and by vote of the lecturer faculty.
- g. The Library Advisory Committee shall consist of three at-large faculty members elected from among the non-Library faculty
- h. The Research and Sponsored Programs Advisory Committee shall consist of five at-large faculty members.
- i. The Technology Advisory Committee shall consist of three at-large faculty members.

Advisory Committees: Charges

5.16 Charges

- a. The responsibilities of the Center for Community Engagement Advisory Committee shall include:
  - 1. Acting as the campus advisory body to the Center for Community Engagement regarding curricular and co-curricular policy recommendations on campus-wide efforts that promote civic engagement and service learning. This includes assessment/evaluation, course designation codes, reporting, and compliance and collaboration with the Chancellor's Office;
  - 2. Consulting on budget issues submitted by the (Co-) Director;
  - 3. Assisting the (Co-) Director in carrying out the CCE Mission and Strategic Plan;
  - 4. Assisting in assessment processes; and
  - 5. Creating sub-committees as appropriate.
- b. The responsibilities of the Center for Integrative Studies Advisory Committee shall include:
  - 1. Acting as an advisory body to the Center for Integrative Studies and to serve as an organized source of information and support for integrative and interdisciplinary approaches to the creation, discovery, transmission and application of knowledge;
  - 2. Creating the infrastructure for integrative and interdisciplinary teaching and learning;

3. Designing and implement programs and curricula that promote integrative and interdisciplinary understanding for students in all fields of study;
  4. Assisting faculty in developing the integrative and interdisciplinary dimensions of their teaching, scholarship, and service activities;
  5. Facilitating and developing academic and scholarly exchanges and partnerships for students and faculty; and
  6. Coordinating activities that enhance campus awareness of interdisciplinary and integrative studies and their importance to the life of the campus and local community.
- c. The responsibilities of the Center for International Affairs Advisory Committee shall include:
1. Making recommendations on campus-wide efforts at internationalization;
  2. Guiding the Center's strategic plan, helping develop structures, policies, and practices to support internationalization, and facilitating assessment of internationalization;
  3. Guiding programmatic attempts to internationalize majors, helping integrate CSU Study Abroad into the curriculum, and developing CSU Channel Island's own international exchange programs;
  4. Promoting faculty engagement in internationalization, exploring faculty exchange programs with international institutions, and finding ways to support faculty efforts in internationalization;
  5. Guiding internationalization in on-campus events, exploring opportunities in the local environment to enhance internationalization efforts, and explore ways for the institution to support students in Study Abroad and other internationalization activities.
- d. The responsibilities of the Center for Multicultural Engagement shall include:
1. Acting as an advisory body to the Center for Multicultural Engagement and making recommendations on campus-wide effort at promoting the value of multiculturalism;
  2. Consulting on budget request submitted by the co-directors;

3. Assisting the co-directors in developing the vision and strategic plan for the Center for Multicultural Engagement.
  4. Assisting the co-directors in assessment.
- e. The responsibilities of the Extended University Advisory Committee shall include:
1. Advising the AVP of Extended University on strategic planning efforts on an ongoing basis, including an emphasis on integration with State-supported university efforts, assessing community needs, and resources allocation;
  2. Making recommendations concerning policies and procedures for Extended University;
  3. Advising the AVP of Extended University on program evaluation and assessment of student learning in continuing education programs;
  4. Encouraging faculty and community awareness of Extended University programs.
- f. The responsibilities of the Faculty Development Advisory Committee shall include:
1. Recommending priorities for the Director of Faculty Development and for campus faculty development programs and services, defining “faculty development” for CSU Channel Islands;
  2. Reviewing budget proposals and expenditures for the Faculty Development Office, recommending best use of fiscal, human and physical resources;
  3. Guiding the planning of a Faculty Center, a facility devoted to professional development of the faculty;
  4. Working with the Director of Faculty Development to develop a mission statement and strategic plan for faculty development at CI;
  5. Advising the Director of Faculty Development on evaluation of faculty development programs and services; and
  6. Recommending revisions to the position description of the Director of Faculty Development.
- g. The responsibilities of the Library Advisory Committee shall include:
1. Coordinating with other standing and special committees regarding recommendations for support of the library, instructional technology and information literacy from University budgets.

2. Formulating and recommending plans for integration of writing labs, math labs, and faculty development into the library.
  3. Working and consulting with the AVP of the Library to modify and implement a strategic plan for the library.
  4. Assessing and reviewing the library collection in relation to the requests of faculty and staff.
  5. Encouraging faculty awareness of current library and information science practices, instructional technology issues, and database applications in information literacy and library service.
  6. Assisting in formulating and reviewing services, collections, and practice within the framework of differences between undergraduate and research oriented libraries.
  7. Consulting, when appropriate with the Technology Advisory Committee.
- h. The responsibilities of the Research and Sponsored Programs Advisory Committee shall include:
1. Recommending priorities to the Associate Vice President for Research and Sponsored Programs;
  2. Developing and reviewing policies, sign off procedures and forms;
  3. Working with the Associate Vice President for Research and Sponsored Programs to survey faculty on Research and Sponsored Programs service needs, develop a strategic plan, and making recommendations to the Faculty Affairs Committee about the faculty recognition program;
  4. Advising the Associate Vice President for Research and Sponsored Programs on evaluation of Research and Sponsored Programs services and programs.
- i. The responsibilities of the Technology Advisory Committee shall include:
1. Coordinating with other standing and special committees regarding recommendations for support of technology from University budgets;

2. Making recommendations concerning principles and procedures, including procedures for faculty consultation governing the development, improvement, and use of instructional technology;
3. Formulating, reviewing, and recommending all policies and procedures related to the academic and administrative uses of information technology, and promoting among various campus constituencies the appropriate use of on- and off-site technologies for instruction, learning, and research. These include but are not limited to:
  - i. Allocation of information technology resources in Academic Affairs;
  - ii. Access and utilization of technology resources;
  - iii. Privacy and security of information systems;
  - iv. Curricular uses of information technology;
  - v. Acting as an advisory body on information technology to the Chief Information Officer and the Academic Senate;

#### Special and Ad Hoc Committees

- 5.17 Special and Ad Hoc Committees will have a variety of charges specific to their purpose. Special committees may include, but are not limited to, a campus Search Coordinating Committee, an Administrator Evaluation Committee, and so forth.

### **ARTICLE 6**

#### PARLIAMENTARY AUTHORITY

##### Parliamentary Procedure

- 6.1 Robert's Rules of Order Simplified and Applied (Second Edition, 2001) shall be the source for parliamentary procedure as interpreted by the Parliamentarian. In the event of any conflict between Robert's Rules of Order and the Constitution and Bylaws of the CSU Channel Islands Academic Senate, the Constitution and Bylaws take precedence. The final decision on questions of parliamentary procedure shall be made by the Chair of the Academic Senate.
- 6.2 Parliamentarian

The Parliamentarian of the Senate shall be appointed by the Chair with the approval of the Senate. The term shall be for one (1) year. The Parliamentarian is responsible for the interpretation of any questions of parliamentary procedure.

## **ARTICLE 7**

### **FACULTY SENATE OFFICE**

#### **Records**

- 7.1 The Secretary shall file Senate documents in the Office of the Senate. Electronics copies of agendas, minutes, policies and resolutions shall be filed on the Academic Senate webpage.
- 7.2 Files, Senate Office
  - a. The Senate shall make documents available to members of the university community if they were distributed to the members of the Senate.
  - b. Requests for other materials should be directed to the source of the material.

## **ARTICLE 8**

### **ELECTION PROCEDURES**

- 8.1 Election Results
  - a. The Chair of the Senate shall present election results to the President of the University, the Provost and Vice President for Academic Affairs, and to the Office of the Senate.
  - b. The Office of the Senate shall publish the election results.
  - c. All election ballots shall be destroyed thirty (30) calendar days after election results have been announced.
- 8.2 Election of representatives from CI to The Academic Senate of The California State University.
  - a. Nominations



1. The Committee on Committees shall serve as the Nomination Committee to prepare a slate for the election.
  2. The Nominating Committee shall get the approval of each nominee to have his or her name placed in nomination.
- b. Eligibility to Serve as Representative on the Academic Senate CSU
1. Only those members of the University who meet the eligibility requirements of the Academic Senate of CSU are eligible for election to the Academic Senate of the CSU.
- c. Election
1. The Committee on Committees shall prepare the ballot and conduct the election in order to meet the deadline set by the Academic Senate of CSU.
  2. The ballot materials may contain, in addition to the names of the candidates, a statement not to exceed fifty (50) words, prepared by the nominee (or sponsor) concerning the candidate's qualifications.
- d. Duties
1. To attend the meetings of the Academic Senate of the CSU
  2. To regularly attend and report to the Academic Senate of Channel Islands 3.  
To regularly attend the Senate Executive Committee of CI

## **ARTICLE 9**

### **AMENDMENT OF BYLAWS**

- 9.1 These bylaws can be amended by a two-thirds majority vote of the Senate; the procedure for introduction of amendments is the same as for policies and resolutions as indicated in these bylaws [4.8a].
- 9.2 No proposed policy or procedure shall take effect if the policy or procedure would alter the scope, powers or responsibilities contained herein or is in conflict with these bylaws. Such proposals and procedures shall require concomitant modification(s) to the bylaws.

**ARTICLE 10**

**SAVINGS CLAUSE**

- 10.1 These bylaws are subordinate to the Constitution of CSU Channel Islands and the Collective Bargaining Agreement (CBA).
- 10.2 If any element of these bylaws is held to be contrary to law by a court of competent jurisdiction, or governmental administrative agency having authority over the elements, such elements will not be deemed valid and subsisting except to the extent permitted by law, but all other elements of these bylaws will continue in full force and effect. Last Modified February 5, 2013