

# Mt. San Jacinto College Academic Senate Bylaws

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## Article I. Operational Procedures

### Section 1. Implementation of Constitutional Mandates

The Bylaws of the Mt. San Jacinto College Academic Senate, henceforth referred to as “Bylaws,” provide specific operational procedures for implementing the authorities, powers, membership, and organizational structures established in the Academic Senate Constitution.

### Section 2. Collegial Consultation Implementation

The Board of Trustees recognizes the Academic Senate as the official body representing the faculty in participatory governance relating to academic and professional matters. For implementation of collegial consultation as defined in the Constitution:

- Items marked with asterisk (\*) in Constitution Article II, Section 2 indicate "rely primarily upon" status
- For non-asterisked items, mutual agreement procedures apply per Title 5 Administrative Code Section 53203.d.(2)
- When mutual agreement is not reached, existing policy remains in effect unless legal liability or substantial fiscal hardship exists
- In cases requiring policy change due to legal/fiscal concerns, the governing board may act only for compelling reasons, which must be documented in writing

### Section 3. Governing Authority

All Academic Senate business adheres to Brown Act requirements. Unless otherwise addressed in the Constitution or Bylaws, business is conducted according to Robert's Rules of Order, supplemented by the ASCCC (Academic Senate of California Community Colleges) Resolution Guidelines and Procedures and the ASCCC Senate Handbook).

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## Article II. Senator and Officer Duties and Responsibilities

### Section 1. Duties of All Senators

- Attend all Senate meetings with teaching schedules arranged to accommodate full meeting attendance
- Notify appropriate Site Council President when unable to attend
- Solicit faculty perspective and serve as ombudsman for all faculty matters relating to 10+1 academic and professional matters
- Prepare for meetings by reviewing agendas, attachments, and previous minutes
- Confer with constituents to make informed votes
- Support orientation and mentoring of new faculty and new senators
- Ensure 10+1 matters from assigned committees are brought to Senate for consultation and voting
- Protect faculty participation in institutional decision making per Title 5 definitions
- Recruit candidates for Academic Senate service

### Section 2. Additional Duties of Site Council Senators

- Advocate for site-specific faculty concerns
- Participate in site-specific meetings and forums for:
  - Policy/procedure proposal development
  - Joint hiring process recommendations
  - Planning, budget, and recognition recommendations
  - Site-specific budgeting and hiring issues
- Recruit and nominate faculty volunteers for site-specific professional organizations
- Represent site at shared governance forums
- Bring all site-specific matters regarding 10+1 to Senate Council as appropriate

### Section 3. Executive Senate Officer Duties

#### *Executive President*

##### **Core Leadership Functions:**

- Follow duties listed in current ASCCC Local Senates Handbook
- Identify and address statutory/regulatory issues in Education Code and Title 5
- Observe all applicable laws including Brown Act and Open Meetings Acts

- Ensure timely publication of Academic Senate agendas and documents in accordance with Brown Act
- Execute the Academic Senate Constitution and function as Fiduciary to the Faculty Body
- Conduct New Senator Orientation in consultation with the Executive Vice President prior to first meeting of new Academic Senate

**Meeting and Communication Responsibilities:**

- Develop agendas in consultation with Executive Vice-President
- Preside over Senate Council meetings and Faculty Town Hall meetings
- Attend Board of Trustees meetings to represent faculty and present resolutions
- Initiate special Faculty-at-Large Town Hall meetings when appropriate
- Maintain Senate-related correspondence as needed
- Report to Academic Senate and Faculty Body on participatory governance decisions

**External Representation:**

- Attend Academic State Senate Fall and Spring plenary as MSJC voting representative
- Attend Academic State Senate Fall and Spring Area meetings
- Attend conferences and report relevant information to the Academic Senate and/or the faculty body
- Appoint faculty members to institutional committees, ASCCC committees, ASCCC liaison positions, and others professional organizations as needed
- Represent the Academic Senate or appoint a delegate representative at graduation exercises
- Communicate statewide initiatives to faculty

**Committee and Governance Participation:**

- Oversee the 10+1 Board Policy (BP) & Administrative Procedures (AP) revision cycle
- Ensure faculty participation in institutional policy development
- In partnership with Administration and/or the Faculty Association, Chair the Senate Joint Standing Committees, including the Joint Hiring Committee, the Joint Chairs Committee, and the Extended Lab Committee
- Serve on Participatory Governance Committees, including College Council and the Institutional Planning Committee

- Serve as a resources on other Participatory Governance Committees and/or Implementation Teams, including the Institutional Assessment and Program Review Implementation Team
- Serve as Resources to all other Senate Standing Committees, including the Curriculum Committee, Equivalency Committee, Strong Workforce, High School Partnerships, Flex Committee, and additional standing committees as needed
- Work with Senate Administrative Support to prepare and maintain Senate records and manage Senate operations
- Act as liaison to faculty collective bargaining units
- Work with the Flex Coordinator to organize Flex activities, approve all Flex submissions, and submit Flex report
- Review and approve Chancellor’s Office Reports and Institutional Plans including but not limited to the Student Equity Plan, Strategic Master Plan, Annual Curriculum Certification Report, Grant and Categorical Reports, Accreditation Reports, and other reports as needed.
- Work with Senate Administrative Support to conduct Department Chair elections, agendize Senate approval of elected chairs, and maintain accurate chair list throughout the academic year

#### *Executive Vice President*

- Protect faculty participation in institutional decision-making per Title 5
- Conduct Academic Senate meetings in the Executive President's absence
- Conduct New Senator Orientation in consultation with the Executive President prior to first meeting of new Senate
- Attend Board meetings as a resource/proxy for the Executive President
- Create agendas in consultation with the Executive President
- Preside over Town Halls with the Executive President
- Serve on Senate Joint Standing Committees, including the Joint Hiring Committee, the Joint Chairs Committee, and the Extended Lab Committee
- Serve on Participatory Governance Committees, including College Council and the Institutional Planning Committee
- Serve as a resources on other Participatory Governance Committees and/or Implementation Teams, including the Institutional Assessment and Program Review Implementation Team

- Serve as Resources to all other Senate Standing Committees, including the Curriculum Committee, Equivalency Committee, Strong Workforce, High School Partnerships, Flex Committee, and additional standing committees as needed
- Attend Academic State Senate plenary and area meetings
- Communicate state-wide initiatives to faculty

#### *FLEX Coordinator*

- Work with the Flex Committee to coordinate Flex Days and Flex Activities for faculty
- Process Flex Calendar submissions
- Serve as a voting member of the Professional Development Committee
- Maintain FLEX website currency and complete an annual Flex Calendar Report
- Oversee compliance with the Chancellor's Flexible Calendar Program
- Review the Academic Calendar with the Faculty Association to confirm the scheduling of Flex Days

#### *Appointment Secretary*

- Seek faculty volunteers for Hiring, Senate, and Participatory Governance Committees, in addition to other Senate-appointed roles as needed
- Work with the Executive President and Vice President to appoint faculty to Senate, Participatory Governance and Hiring Committees, and other roles as needed
- Coordinate and communicate with Human Resources as it relates to appointments
- Ensure equity, diversity, and inclusion in appointments
- Maintain current and archival records of Academic Senate appointments
- Work with Senate Administrative Support to keep the MSJC Academic Senate Committee webpage current with committee information, Faculty Coordinators, and ASCCC Liaisons

#### *Recording Secretary*

- Serve as the Timekeeper for Meetings
- Tabulate votes in Academic Senate meetings
- Maintain attendance records in all Academic Senate meetings
- Record and distribute Academic Senate meeting minutes when Senate Administrative Support is unavailable
- Work with Senate Administrative Support to archive all minutes publicly
- Work with the Executive President and Vice President to maintain all Academic Senate records

### *Correspondence Secretary*

- Serve as the Parliamentarian for meetings using Robert's Rules of Order
- Review and direct routine Senate correspondence
- Coordinate reports from Senate Standing Committee Chairs, Participatory Governance Faculty Tri-Chairs, Faculty Coordinators, Senate Liaisons, Classified and Student Leaders, and Administrators

### *TVC Delegate*

- Partner with the Executive President to hold site-specific meetings as needed
- Solicit TVC constituents regarding views and perspectives and vote accordingly in the Senate Council Meeting
- Represent TVC needs in joint hiring and other respective committees
- Bring all TVC-specific matters regarding 10+1 to Senate Council as appropriate

### *Associate Faculty Delegates*

- Solicit Associate Faculty perspective and serve as ombudsman specifically for Associate Faculty concerns
- Protect Associate Faculty participation in institutional decision-making per Title 5
- Represent Associate Faculty in Academic Senate and all other Participatory Governance roles
- Recruit Associate Faculty volunteers for committees, ensuring equity, diversity, and inclusion
- Act as liaison to the Associate Faculty collective bargaining unit

## **Section 4. Site Council Officer Duties**

### *Site Council President*

- Convene and preside over Site Council meetings
- Develop agendas for Site Council and site faculty meetings
- Ensure proper notice and posting of meeting agendas per Brown Act
- Represent site in all Participatory Governance roles
- Act as liaison to faculty collective bargaining units for site-specific matters
- Address site-specific budgeting and hiring issues

### *Site Council Vice President*

- Convene and preside over Site Council meetings in Site President's absence
- Serve as Parliamentarian for Site Council

- Assume duties delegated by President (not conflicting with other members' duties)

#### *Site Council Secretary*

- Record and distribute Site Council meeting minutes to all site faculty
- Work with Senate Administrative Support to archive Site Council minutes
- Record votes in Site Council meetings
- Conduct meetings in absence of Site President and Vice President

### Section 5. Officer Compensation

Release time for full-time faculty serving in Academic Senate officer positions is determined by their collective bargaining agreement as a percentage that is to be shared among the elected individuals. The total determined release time (100%) is to be distributed as follows:

- Executive President – 36%
- Executive Vice President – 28%
- FLEX Coordinator – 14%
- Appointment Secretary – 14%
- Recording Secretary – 4%
- Correspondence Secretary – 4%

Senate Executive Leadership retains the right to reduce their allocated release time by reallocating a percentage to other officer roles based on Academic Senate needs. This distribution of allocated release time should be reviewed annually and either revised or confirmed by a simple majority vote.

Associate Faculty serving on Senate may receive compensation per their current collective bargaining agreement.

### Section 6. Collegial Delegates

Non-voting resources invited to attend Senate Council meetings and provide regular updates:

- Faculty Coordinators
- ASCCC and Accreditation Liaisons
- Faculty Chairs of Senate Standing Committees
- Faculty Tri-Chairs of Participatory Governance Committees
- Other constituent leaders
- MSJC Administrative Vice Presidents

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## Article III. Elections and Vacancies

### Section 1. Judiciary Elections

- The Academic Senate is responsible for conducting Judiciary elections.
- Judiciary candidate site eligibility will be determined according to the official Full-Time Faculty List.
- The Academic Senate may work in collaboration with Institutional Effectiveness or other partners to develop and administer ballots.

### Section 2. Academic Senate and Judiciary Campaigning Guidelines

- Campaigning is allowed at no cost to college.
- Candidates may campaign via managed listservs (all-faculty and associate part-time faculty).
- Existing Academic Senators or Judiciary members may not campaign, recommend, or advocate for candidates.

### Section 3. Executive Senate Officer Vacancies

- In the case that an Executive Senate Officer position becomes vacant, a temporary replacement will be appointed for the remainder of the semester.
- The vacancy may be temporarily filled by a duly elected Academic Senator from any campus.
- If no senators are able to fill the vacancy, then the vacancy may be temporarily filled by a faculty member not currently serving on the Academic Senate; these temporary appointees will fulfill the duties of the Executive Senate Officer position but will not serve as voting members of the Senate Council.
- Temporary Executive Senate Officer appointees are entitled to compensation for their work during the respective semester as outlined in Article II, Section 5 of these Bylaws.

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## Article IV. Community Guidelines

At the beginning of each year, the Academic Senate will meet as a group and determine a set of Community Guidelines for the year.

All Officers, Senators, Delegates, and Representatives must behave in accordance with MSJC Board and Administrative Policies.

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## Article V. Meetings

### Section 1. Senate Council Meetings

- **Schedule:** Senate Council meetings are held in the Fall and Spring semesters. Meetings are scheduled monthly on the first and third Wednesday from 2-4:30 pm in linked rooms on the San Jacinto, Menifee Valley, and Temecula Valley campuses, with live Zoom broadcast provided when possible.
- **Agenda Formation:** The Executive President oversees agenda creation. An official email call-out for agenda items will be sent prior to each Senate Council meeting. Agendas will be published to Diligent Community and available publicly within 72 hours (3 days) prior to meeting date per Brown Act.
- **Quorum:** Quorum is defined in the constitution as a majority of seated senators. If quorum is not met, the Executive President or designee may hold the scheduled meeting, but all agenda items must be treated as information items, and no action may be taken. Alternatively, the Executive President or designee may choose to adjourn any Senate Council meeting lacking quorum one half hour after the scheduled meeting start time. Should quorum be lost during the course of a meeting, no further action may be taken, and all agenda items must be treated as information items only.
- **Two-Read Process for Action Items:** Action items require two reads—initial placement as an information item, then return as an action item in the subsequent meeting—to allow constituent dialog and review. The Executive President may assign items for one read at their discretion, though senators may request a second read to be added if more discussion is needed before taking action.
- **Consent Agenda Items:** Consent Agenda items are routine or sufficiently supported by backup information requiring no additional discussion. These items are approved in one motion unless a Senator requests separate action on a specific item.
- **Public Comment Procedures:** Public comments may be made on agenda items; these comments are limited to 2 minutes per speaker, with a total limit of 20 minutes unless extended by Senate motion. Public comments may also be made on non-agenda items that are nevertheless within Senate's 10+1 subject matter jurisdiction; these comments are also limited to 2 minutes per speaker, with a total limit of 20 minutes per subject unless extended by Senate.

- **Unfinished Business:** Agendized items not addressed during the scheduled meeting time must be tabled until the next regular meeting unless a motion to extend passes by majority vote. In the case of unfinished business being tabled, the items must be prioritized on the following meeting's agenda.

## Section 2. Site Council Meetings

- Site Council meetings may be called by the Site President, at least 3 members of the Site Council, and/or at least 5 faculty members officially assigned to the respective campus.
- Site Council meetings will be held on Zoom when possible.
- The Site President oversees agenda formation. The agenda items should focus on site-specific business and 10+1 matters. If a proposed agenda item is determined not to be site-specific, the item will be moved to the next scheduled Senate Council meeting agenda.
- A public agenda will be posted within 72 hours.
- All Site Council meeting agenda items addressed and determined to require further Senate Council consideration and/or action will be added to the next scheduled Senate Council meeting agenda.

## Section 3. Senate Town Halls

- The Academic Senate will hold a minimum of one Town Hall meeting in both the Fall and Spring semesters.
- Senate Town Hall meetings will be held on Zoom when possible.
- A public agenda will be posted within 72 hours.
- Any item discussed during Town Hall meetings that require further Senate Council consideration and/or action will be added to the next scheduled Senate Council meeting agenda.

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## Article VI. Senate Committees

The Academic Senate manages 10+1 academic and professional matters directly or through groups under Senate authority that report findings and recommendations for formal Academic Senate discussion and action.

### Section 1. Committee Types and Creation

The Academic Senate creates standing or ad hoc committees as appropriate. The Executive President may create task forces, work groups, and short-term groups for

specific topics. Committee type definitions found in Appendix A. Current committees and charges are listed on the Academic Senate website.

## Section 2. Committee Organization and Procedures

All Academic Senate committees adhere to their charges, policies, and procedures, with an annual review conducted. By the November Senate Council meeting, committees report their annual review, including:

- Charge review
- Goals and strategies evaluation
- Membership review and add/remove recommendations

Changes to committee charges or procedures come to Senate as consent items.

## Section 3. Committee Chairs

Academic Senate committees will be chaired by a faculty member. Chair duties include:

- Lead all committee meetings
- Prepare meeting agendas
- Attend select Academic Senate meetings and report committee business
- Act as liaison between the Academic Senate and the respective committee

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## Article VII. Faculty Coordinators

Faculty Coordinators serve as liaisons between their department and the Academic Senate. The Faculty Coordinator List is maintained on Academic Senate website.

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## Article VIII. Department Chairs

### Section 1. Purpose and Role

Department chairs ensure that faculty discipline expertise informs educational program development, planning, and review. Department Chairs support student-focused decisions and promote cooperation between faculty within and across disciplines.

### Section 2. Selection and Terms

Before the second week of April, the Academic Senate conducts Department Chair elections, seeking nominations from the respective department full-time, tenure-track or tenured faculty. Should a full-time faculty member not be available to serve as Department Chair, Associate Faculty who have taught at least one course in department within past

academic year are eligible to run. Only full-time faculty vote in Department Chair elections unless otherwise agreed upon by the department. Election results are determined by a simple majority vote. Elected Department Chairs serve a two-year term with no mandated term limits.

### Section 3. Duties and Compensation

Full-time faculty chair duties are outlined in the CTA contract, and Department Chairs will receive the release time approved by the Faculty Association. Part-time faculty Department Chairs maintain the same responsibilities as full-time chairs and are compensated through stipends as mutually agreed upon with the corresponding Deans.

### Section 4. Creation of and Changes to Departments and Corresponding Chairs

The creation of or changes to any departments and/or academic programs is managed by the Joint Chair Committee, comprised of Academic Senate, Faculty Association, and Administration membership.

### Section 5. Chair Vacancies

Should a Department Chair position become vacant, the Academic Senate will solicit candidates to fill the role according to the eligibility listed in Article 8, Section 2. Special elections will be held as needed.

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## Article IX. Recordkeeping

### Section 1. Meeting Record Requirements

Written records of Senate Council meetings will be archived on Diligent Community, containing:

- Accurate records of members present
- Actions considered
- Votes cast
- Motion carries/fails
- Notes on discussion
- Items tabled with details noted for future action

## Section 2. Publication and Archiving

Official records will be maintained in Senate archives. Transparency and sustainability should be prioritized in all Academic Senate recordkeeping.

## Section 3. Document Dating Requirements

All official Senate documents should include adoption and revision dates.

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## Article X. Documents for Review

### Section 1. Documents for Fall Review

1. Pre-Approved FLEX List
2. AP/BP Changes
3. Academic Senate Bylaws
4. Academic Senate Constitution
5. Senate Committee Charges, Goals, Membership
6. Fall ASCCC Resolution Packets
7. Full-Time Faculty List

### Section 2. Documents for Spring Review

1. Syllabus Checklist & Template
  2. Faculty Handbook
  3. Spring ASCCC Resolution Packets
  4. Department Chair List
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*Academic Senate Bylaws Last Reviewed and Approved on May 6, 2026.*

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## APPENDIX A: Definitions and References

### Key Definitions

**Academic Senate:** Organization formed per Title V provisions whose primary function is making recommendations to administration and governing board regarding academic and professional matters (Title V, 53200).

**Academic and Professional Matters (10+1):** Policy development and implementation matters defined in Title V, 53200, including curriculum, degree requirements, grading policies, educational program development, student preparation standards, governance structures, accreditation roles, professional development policies, program review

processes, institutional planning and budget development, and other mutually agreed matters.

**Collegial Consultation:** District governing board develops policies through either relying primarily upon academic Senate advice or reaching mutual agreement with Senate representatives (Title V, 53200).

**Faculty:** District employee meeting both criteria: holds position with minimum qualifications specified by Board of Governors and does not hold management-designated position.

**Rely Primarily Upon:** Senate recommendations normally accepted; only exceptional circumstances and compelling reasons justify non-acceptance, requiring written explanation to Senate upon request.

### **Committee Types**

- **Standing Committee:** Continuous group focused on ongoing institutional interest area
- **Standing Joint Committee:** Continuous group with Senate representation plus other constituent groups
- **Subcommittee:** Continuous group serving specific function under Standing Committee
- **Ad Hoc Workgroup:** Temporary group addressing specific issue until goal completion
- **Implementation Team:** Continuous group implementing specific Senate-assigned goals
- **Advisory (Affinity) Committee:** Group advising Senate on perspectives/actions for specific needs
- **Discipline/Area Specific Committee:** Continuous group focused on specific discipline or area implementation

### **Legal References**

#### **Education Code Sections**

- 70902(b)(7): Governing board procedures for faculty opinion expression
- 87359(b): Minimum qualification waiver/equivalency processes
- 87360(b): Hiring criteria development
- 87458(a): Administrative retreat rights
- 87610.1(a): Tenure evaluation procedures
- 87663(f): Evaluation procedures

- 87743.2: Faculty service areas

**Title V Sections 53200-53204**

Comprehensive regulatory framework for Academic Senate powers, collegial consultation requirements, committee appointment procedures, and curriculum standards responsibilities.