



Academic Senate Agenda

Facilitator: Dr. Minodora Moldoveanu, President

Recorder: Noemi Monterroso, Secretary

Date: November 18th, 2021

Time: 12:30-2:00 p.m.

Location: Zoom Conference

<https://compton-edu.zoom.us/j/99348460077>

Vision:

Compton College will be the leading institution of student learning and success in higher education.

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Senators

___ Barragan-Echeverria, Theresa
 ___ Ellis, Stephen
 ___ Estrada, Harvey
 ___ Corona-Ramirez, Desiree
 ___ Hobbs, Charles
 ___ Kahn, Mahbub
 ___ Madrid, Vanessa
 ___ Mason, Don
 ___ Martinez, Jose Manuel
 ___ Martinez, Victoria
 ___ Maruri, Carlos

___ McPatchell, David
 ___ Mills, Jesse
 ___ Moldoveanu, Minodora
 ___ Monterroso, Noemi
 ___ Moore, Sean
 ___ Morales, Janette
 ___ Phillips, Jasmine
 ___ Phillips, Marjeritta
 ___ Schwitkis, Kent
 ___ Sidhu, Rajinder
 ___ Skorka, Evan
 ___ Thomas, Shirley

___ Van Overbeck, Michael
 ___ Villalobos, Jose
 ___ West, Pamela
 ___ Woodward, Valerie

Guests

___ Berger, Sheri (VP Acc. Aff.)
 ___ Schumacher, Holly (Ex Officio
 Voting Member, Union Pres.)
 ___ DeLilly, Carol (Dean of Nurs.)

Agenda

Public comments will be allowed during the discussion portion of each agenda item whether they are direct, indirect, oral, written, or otherwise, and will be limited to 3 minutes per person.

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Review and Approval of Minutes from November 4th, 2021**
- 4. Reports**
 - a. President's Report
 - b. ASG Report
 - c. Vice President's Report
 - d. Accreditation Faculty Coordinator Report
 - e. Academic Affairs Report
 - f. Curriculum Report
 - g. Faculty Development Report
 - h. Enrollment Committee Report
 - i. OER Committee Report
- 5. Consent Agenda**
 - a. *6-Year Standard Course Review - No Proposed Changes*: GEOL 106 - Earth Science in Education; HDEV 101 - Orientation to College and Educational Planning; HDEV 107 - Navigating the Transfer Process; PE 186 - Women's Intercollegiate Volleyball Team; PE 217 - Sports Officiating; and THEA 270 - Beginning Theatre Production.
 - b. *CSU/IGETC Articulation Review*: THEA 270 - Beginning Theatre Production.
 - c. *Course Review- Conditions of Enrollment*: MATH 150H - Honors Elementary Statistics with Probability; and PSYC 122 - Research Methods in the Behavioral Sciences.
 - d. *Distance Education*: GEOL 106 - Earth Science in Education; HDEV 101 - Orientation to College and Educational Planning; HDEV 107 - Navigating the Transfer Process; PE 217 - Sports Officiating; PSYC 122 - Research Methods in the Behavioral Sciences; and THEA 270 - Beginning Theatre Production.
 - e. *Distance Education- EFOMA*: PE 186 - Women's Intercollegiate Volleyball Team.
- 6. Unfinished Business**
 - a. Second Read/Vote: BP 4040 – Library and Learning Support Services
 - b. Second Read/Vote: BP 4101 – Independent Study
 - c. Second Read/Vote: BP 4400 – Community Service
 - d. Second Read/Vote: Academic Senate Goals 2021-2022
- 7. New Business**
 - a. AB 361 Resolution to Continue Remote Senate Meetings Through December, 2021
 - b. First Read: BP/AR 4231- Grade Change
 - c. First Read: AR 7211 – Minimum Qualifications and Equivalencies
 - d. First Read: Legislative Liaison Job Description
 - e. First Read: Academic Senate Constitution – Proposed Edits
 - f. First Read: New Senator Orientation
- 8. Discussion Items**
 - a. Spring 2022 - Senate Optional Flex Day – Propose Workshops
 - b. Campus Positions Release Time

9. Informational Items

- a. Summer Enrichment Activities Proposals – Due 11/19

10. Future Agenda Items

11. Public Comment

12. Adjournment

Next Scheduled Meeting: December 2nd, 2021, at 12:30 pm

Zoom Link:

<https://compton-edu.zoom.us/j/99348460077>

COMPTON COLLEGE ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Thursday)

<u>FALL 2021</u>	<u>LOCATION</u>	<u>SPRING 2022</u>	<u>LOCATION</u>
September 2	zoom	March 3	In-Person
September 16	Zoom	March 17	In-Person
September 30	Zoom	April 7	In-Person
October 7	Zoom	April 21	In-Person
October 21	Zoom	May 5th	In-Person
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December 2	Zoom		

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Vice President/Vice Chairperson	Carlos Maruri (21-23)
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Board Representative	Vacant
Distance Education Representative	Vacant (20-22)

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Fine Arts, Communication and Humanities (5)

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Mahbub Kahn (20-21)
 Victoria Martinez (20-23)

Ex Officio Voting Members

Holly Schumacher – Union President



Academic Senate Agenda

Facilitator: Dr. Minodora Moldoveanu, President

Recorder: Noemi Monterroso, Secretary

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1. Call to Order at 12:34pm

2. Approval of Agenda

- a. **Desiree Corona Ramirez motioned to amend agenda to include a discussion for “What will the new normal mean for our College starting Fall 2022?”. Jasmine Phillips seconded.**
- b. **Carlos Maruri motioned to approve amended agenda. Jasmine Phillips seconded.**

3. Review and Approval of Minutes from October 21st, 2021

- a. **Vanessa Madrid motioned to approve minutes. Charles Hobbs seconded.**

4. Reports

- a. President’s Report - Minodora
 - Attending Academic Senate Plenary meeting in Long Beach with Sean Moore and Amber Gillis
 - Dual enrollment courses will be taught via zoom while high schools are closed. High Schools are not open during Thanksgiving week and the first week in January
 - Instructional Building #1 move completed this week. Currently ironing out issues that have come up
- b. ASG Report – Not present
- c. Vice President’s Report - Carlos
 - Make It Happen program for STEM – Robot maze competition occurred last Friday where students built robots from scratch
 - Mobile food bank event next Tuesday 12:30 – 3:30pm. Volunteers needed. Link provided in Chat
 - CARE program running annual Holiday Toy Drive. Accepting monetary donations. Donations have to be sent through the Foundation. Contact Libby Martinez for more instructions
- d. Accreditation Faculty Coordinator Report – Minodora Moldoveanu
 - There have been two days of trainings in last few weeks. Standards 1- 4 groups have been meeting independently to collect evidence by end of semester
- e. Academic Affairs Report – VP Berger
 - Registration for Winter began on Tuesday 11/2/21. Students have already started to enroll in winter courses
 - Spring schedule of classes is searchable online. Finalizing PDF
 - Working through relocation issues
 - Preparing for Summer 2022 and Fall 2022 schedule once calendars are finalized in negotiations
- f. Curriculum Report – Not Present
- g. Faculty Development Report – Andree Valdrey
 - Submit Google Poll to select Book Club selections. Link provided in chat
- h. Enrollment Committee Report – Juan Tavarez
 - On Oct. 22nd, Dr. Curry approved funding request for \$67,000. \$33,000 available. Enrollment Management Committee will work on process to accept proposals on how to use the remaining \$33,000
- i. OER Committee Report – Not Present

5. Unfinished Business

6. Consent Agenda

- **Michael VanOverbeck motioned to approve Consent Agenda. Carlos Maruri seconded. Approved.**
- a. 2-Year CTE Course Review - No Proposed Changes: CDEV 119 - Language Arts for Young Children
- b. 6-Year Standard Course Review - No Proposed Changes: ENGL 120 - Introduction to Fiction; HDEV 105 - Career and Life Planning; and SLAN 113 - American Sign Language III.
- c. CSU/IGETC Articulation Review: ENGL 120 - Introduction to Fiction.

- d. *New Programs*: ESL Level 3 Certificate of Completion - Certificate of Completion; and Apple Apps Development: Swift - Certificate of Completion.

7. New Business

- a. First Read: BP 4040
- **Carlos Maruri motioned to open discussion on item 7a BP 4040. Michael VanOverbeck seconded.**
 - Carlos M.: Recommendations have been to change “libraries” to “library”. Recommended by Admin in e-board meeting to remove VP of Academic Affairs and just leave “President/CEO or designee”
 - Kent S.: Does “library” mean the collection of books or building? How does this board policy affect collection of books like his family collection of books?
 - Andree V: Those materials will most likely be considered as a special collection. These should not be included in the policy as the collection belongs to the Schwitkis family. Library in this policy refers to 1st floor and collection of books.
 - Recommendation is to develop an AR policy to address special collections and the challenge process
 - **Carlos Maruri motioned to close discussion. Marjeritta Phillips seconded.**
- b. First Read: BP 4101
- **Carlos Maruri motioned to open discussion on item 7b 4101. Marjeritta Phillips seconded.**
 - Carlos M.: Recommended to change first line to “The Compton Community College District”
 - **Harvey Estrada motioned to close discussion. Carlos Maruri seconded.**
- c. First Read: BP 4400
- **Carlos Maruri motioned to open discussion on item 7c BP 4400. Vanessa Madrid seconded.**
 - Carlos M.: Ed Policy recommended to deactivate policy since we do not have Community Service courses or program
 - VP Berger: It is part of Compton 2024 planning to build this so we need a policy to continue the planning to build this. It would be ill advised to deactivate. Instead, we should continue to maintain this so that it allows us to adopt a Community Service program in the future.
 - Vanessa M.: Also recommends keeping policy so we can build it up.
 - Jasmine P.: It’s easy to deactivate and activate. We can develop something at the same time. Doesn’t really matter either way.
 - Carlos M.: Will take it back to Ed Policy to keep with the idea that this is something we will build by 2024.
 - **Carlos Maruri motioned to close discussion. Marjeritta Phillips seconded.**
- d. First Read/2nd/Vote: Resolution to Continue Remote Instruction Through Spring 2022
- **Carlos Maruri motioned to open discussion on item 7d. Valerie Woodward seconded.**
 - Minodora: Discussion has been had in Administration to remove synchronous remote instruction in SP 2022. Resolution urges administration to continue offer the modalities of instruction we have been offering since the start of pandemic.
 - Desiree Corona Ramirez: Agrees with resolution because has already met with students that expressed they have been very successful in remote environment. Also recommends sending an email to faculty to encourage students to fill out Lauren’s survey during class.
 - **Charles Hobbs moved to approve resolution. Valerie Woodward seconded. Approved**
- e. First Read/2nd/Vote: Resolution to Postpone the Financial Aid Freeze Day
- **Jasmine Phillips motioned to open discussion on item 7e. Carlos Maruri seconded.**
 - Minodora: Resolution urges Compton College to reconsider Financial Aid Freeze Date. Currently, students only have until census date (second week of semester) to register for courses that will be covered by financial aid. Other colleges have adopted different freeze dates that are more equitable
 - **Kent Schwitkis moved to close discussion and hold a vote to approve resolution. Pamela West seconded. Approved**

- f. First Read: Academic Senate Goals 2021 – 2022
- **Valerie Woodward motioned to open discussion on item 7f. Pamela West seconded.**
 - Minodora M. clarified that 2021-2022 goals are a work in progress not “approved” as indicated on document. Goal #9 regarding Academic Senate senator orientation was removed because it is going to be completed this semester and available on website. Goal #10 was removed because it should be encouraged already.
 - **Marjeritta Phillips motioned to close discussion. Pamela West seconded.**

8. Discussion Items

- a. New Title 5 - EW – Proposed Changes
- **Carlos Maruri motioned to open discussion on item 8a. Vanessa Madrid seconded.**
 - Minodora M.: Extends deadline for students to select P/NP grade mode until the last day of instruction. Temporarily suspends student withdrawal regulations during COVID 19 pandemic related to use of “EW”. Adds pandemics to list of extraordinary conditions.
 - **Carlos Maruri motioned to close discussion. Kent Schwitkis seconded.**
- b. Updated Equity Definition – Senate Feedback on the Equity Definition – Equity Survey Taskforce
- **Michael VanOverbeck motioned to open discussion on item 8b. Carlos Maruri seconded.**
 - **Valerie Woodward motioned to close discussion. Carlos Maruri seconded.**
- c. Propose New Programs to Be Added at Compton College
- **Michael VanOverbeck motioned to open discussion on item 8c. Theresa Barragan-Echeverria seconded.**
 - Carlos M.: Pilot program since Compton Airport is so close.
 - Valerie W.: Why does report on Labor Market Data only include workforce data of Compton? We need to extend data source/projections to include Los Angeles.
 - Kent: Document refers to entire L.A. Basin
 - David McPatchell: Bring back Respiratory Therapy Program
 - Minodora M.: Special Education, Speech Language Pathology, Software/App development, Information Security Analyst, Physical Therapy assistant
 - Marjeritta P.: Forensics Program
 - Holly: We offer some related courses under Administration of Justice, maybe we can create a certificate/certification program under that
 - Carlos M.: Cannabis Industry, Urban Horticulture
 - Holly S.: LVN Program, Radiology Tech
 - Shirley: Once CNA program is in operation, next step is to launch LVN program
 - David McPatchell: Mortuary Science
 - Vanessa M.: Some community colleges have Bachelors program in this field
 - Marjeritta P.: Stenography program for court reporting
 - David McPatchell: Artist in courtrooms?
 - Vanessa: Usually, it’s a class within an art program
 - Michael V.: Machine Learning/Artificial Intelligence
 - Carlos M.: Real Estate certificate
 - Harvey E.: Game Design
 - Vanessa M.: web design and game design as part of a digital program
 - **Marjeritta Phillips motioned to close discussion. Carlos Maruri seconded.**
- d. Enrollment Fraud Risk Prevention – Best Practices
- **Michael VanOverbeck motioned to open discussion on item 8d. Carlos Maruri seconded.**
 - **Michael VanOverbeck motioned to close discussion. Carlos Maruri seconded.**
- e. What will the new normal look like starting Fall 2022?
- **Jasmine Phillips motioned to open discussion on item 8e. Charles Hobbs seconded.**
 - Valerie W.: Keep some online synchronous courses as students have indicated they prefer these based on survey results. Also, add more short-term online courses and eventually more online courses in general. Students might benefit from only concentrating/taking 2 classes at a time – 2 the first 8-week session and 2 the second 8-week session.

- David McPatchell: Agrees. Online Psychology 8-week courses have been a success.
- Jasmine Phillips: Continue to offer various types of modalities and times. Online, remote, in person, hybrid, synchronous, asynchronous.
- Theresa B.: In own observation and speaking with students, online asynchronous courses get full first. Students have shared they like the opportunity to take short-term courses. Ex. Econ 101 in first 8-week and Econ 102 in the second 8-week courses. AS 60 - Distance Learning should be offered more so students can have an intro course to get them ready to learn in online environment
- Holly S.: Students have shared they like the opportunity for live lectures. Hopefully we can continue with live lectures like hybrid or synchronous remote courses.
 - David: Agrees. Evening remote Psychology courses have been a success. Student enjoy live lectures
- Kent S.: Encourages more variety in modality. Some students do need to come on campus to have an environment to learn.
- **Michael VanOverbeck motioned to close discussion. David McPatchell seconded.**

9. Informational Items

- a. Faculty Prioritization – Approved Positions
 - New Full-Time faculty positions include Sign Language, Anatomy/Biology, Art, History/Ethnic Studies, Sociology, Spanish, and Theater.
- b. Summer Enrichment Activities Proposals – Due 11/19
- c. Organizational Chart – SLO-SAO-Program Review-Annual Planning Process Alignment – IEC
 - Document attached to email with Academic Senate packet
- d. Chancellor’s Office – Title 5 Language Modification – Distance Education

10. Future Agenda Items

11. Public Comment

12. Adjournment at 1:44pm

- **Vanessa Madrid motioned to adjourn meeting at 1:44pm. Carlos Maruri seconded**

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COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 4040 Library and Learning Support Services

Issued: April 17, 2018

Reviewed: XX 2021

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References:

Education Code, Section 78100

Civil Code Section 1798.90

Title ~~V.5~~, Section 53200

It is the policy of Compton Community College District to maintain library and learning support services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

The District will provide the means to assure the planned and systematic acquisition and maintenance of library materials and information resources, resulting in a well-balanced collection having the depth, scope, and currency necessary to meet the needs of the ~~Community~~community.

The librarians, working in collaboration with other faculty, shall have primary responsibility for the identification, selection, and provision of academic resources, instruction in their effective use, and other services that meet the information needs of the Compton Community College District. Donated materials will be evaluated using the same criteria as other materials.

Library resources shall be accessible to all currently enrolled students and campus employees. Students and faculty involved in distance education or off-campus programs shall have electronic access to sufficient library resources to ensure successful completion of their academic coursework. The ~~libraries-library~~ shall be open during all terms in which classes are offered. ~~The Libraries-library~~ shall operate under the supervision of library faculty during all open hours.

The District supports the American Library Association's Bill of Rights that affirms both library users' rights to read what they choose and the library's responsibility to provide books and other resources presenting a variety of points of view.

Whenever library materials are questioned or challenged by community members, questions shall be directed in writing to the ~~supervising dean administrator over the library administration,~~ signed by the person raising the question, and indicating specific objection(s). The challenged materials will then be reviewed by the supervising ~~college librarian dean administrator and librarians.~~ Once this review is complete, the ~~library administration supervising dean administrator~~ will respond in writing to the question/challenge and forward copies of the letter to the ~~College~~ President/Chief Executive Officer (CEO). The questioner may accept the review, or present an appeal through the ~~Vice President of Academic Affairs and the Chief Executive Officer~~ President/CEO, or designee.

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~~Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, and the President/Chief Executive Officer as stated in Board Policy 2510.~~

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Applicable Administrative Regulation:
AR 4040 Library and Learning Support Services

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AR 4040 – Library and Learning Support Services~~

Commented [CM1]: Needs to address challenge procedure and special collections



BP 4101 Independent Study

Issued: June 19, 2018

The Compton Community College District recognizes that individual student needs, interests, and capacities vary greatly. To enhance the college programs and offer alternatives to meet individual student needs, the District provides a variety of learning opportunities for its diverse student population, including

~~It is the policy of Compton College to provide enhanced educational~~ opportunities for students wishing to explore a subject area more fully by establishing an Independent Study program. Under the guidance of a supervising instructor qualified to teach in the specific subject area, students in Independent Study courses will complete projects that reflect scholarly or creative efforts of an advanced nature that go beyond the scope of a regular course. Independent Study is not designed for students who have already obtained a degree in the discipline in which the Independent Study Course is being attempted.

Procedures for implementing this policy will be developed in collegial consultation with the Academic Senate.



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 4400 Community Service

Issued: June 19, 2018

References:

Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)

The College may offer Community Services programs, known as Community Education classes, for the purpose of personal and professional development. Community Education classes are not-for-credit classes designed to contribute to the physical, mental, moral, economic, or civic development of the individuals enrolled in them.

Classes are open for admission to adults and some classes are open to, or limited to, age-appropriate minors who may benefit from the classes.

General fund monies are not expended to establish and maintain Community Education offerings. Students enrolled in Community Education offerings may be charged a fee not to exceed the cost of maintaining community education classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

2021-2022 Approved Academic Senate Goals

Ongoing

1. Establish a diverse representation on all campus committees.
2. Increase faculty attendance and involvement at Academic Senate meetings.
3. Support the growth of faculty professional development activities on campus.
 - a. Faculty Development Committee
 - b. Book Club
 - c. Suggestions during Academic Senate meetings
 - d. Provide suggestions to FDC/Academic Senate President/Senators of desired PD topics.
4. Increase transparency and communication between
 - a. Faculty and administration
 - b. Faculty members
5. Increase reliance on OER across all subjects
6. Continue to work on making our campus more inclusive and more equitable

Short Term

7. Alter CORs to increase ~~demonstrate~~ focus on diversity, equity, and inclusion
8. Continue to support the implementation of AB705: Seymour-Campbell Student Success Act of 2012 for math and English.
- ~~9. Establish an orientation for new Academic Senate senators.~~
- ~~10. Encourage division chairs to add Senate Updates on their division meeting agendas, in order to increase communication between Senators and their constituents.~~

Long Term

11. Assist in the structure and implementation of AB288: Public schools: College and Career Access Pathways Partnership Agreements with local high schools
12. Focus on increasing accessibility to all course material to achieve 504/508 compliance
13. Establish an Equity Certificate Program
 - a. The Equity Centered Syllabus
 - b. Equity Centered Pedagogy
 - c. Culturally relevant pedagogy
14. Add more Ethnic Studies courses
15. Implement data driven decision-making **and evidence-based practices**
 - a. Increase awareness of available student success and student retention data
 - b. Create dialogue based on the data
 - c. Change practices to improve student success and retention
- ~~16. Implement evidence-based practices in the classroom.~~
17. Improve cultural education and cultural intelligence (CQ) on our campus



Academic Senate Resolution for Remote Senate Meetings

December, 2021

Whereas, Assembly Bill 361, which was passed on September 16, 2021 to amend Government Code 54953 and allow teleconference meetings to take place, in order to alleviate imminent risk to the health and safety of attendees; and

Whereas, the State of Emergency declared by the Governor, pursuant to section 8625 of the California Emergency Service Act continues; and

Whereas, the Compton College Academic Senate is committed to the health and safety of all attendees while fostering public participation in Academic Senate meetings; and

Be It Resolved, that the Academic Senate and its subcommittees shall conduct meetings via teleconference for the next 30 days, through December, 2021.

Be It Further Resolved, that this Resolution should take effect immediately upon its adoption and shall be in effect until December 11, 2021, to extend the time during which the Academic Senate may continue teleconferencing without compliance with Government Code section 54953 and other applicable provisions of the Brown Act.

Minodora Moldoveanu
Academic Senate President

November 18th, 2021



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 4231 Grade Change

Issued: June 19, 2018
Revised September 9, 2021

Reference:

Citation: [Education Code Sections 76224\(a\)](#) and [76232, Title 5 Section 55025](#)

When grades are awarded for any course of instruction taught at Compton College, the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence as defined below:

- Mistake: ~~may include, but is not limited to, unintentional clerical errors and/or errors made by an instructor in calculating a student's grade~~ an unintentional act, omission, or error by the instructor or the Compton College
- Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.
- Bad Faith: an intentional dishonest act.
- Incompetence: a lack of fitness to perform required duties.

Commented [KL1]: Use Title 5 language/definition? For purposes of this section, “mistake” may include, but is not limited to, unintentional clerical errors and/or errors made by an instructor in calculating a student's grade.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within ~~18~~ ¹² months of the last day of the term in which the grade was posted.

Commented [CM2]: is there a process to appeal if 12 month deadline has passed? Why change from 18

Upon determination by the Compton Community College District that a grade in a course was given as a result of fraud, the President/~~CEO~~ *Chief Executive Officer (CEO)* or designee ~~may~~ will change or remove the fraudulent grade from the student’s transcript of record based on the recommendation of the faculty reviewing committee. ~~Such action may be initiated upon determination of the fraud without regard to the time limits imposed on other grade appeal actions.~~

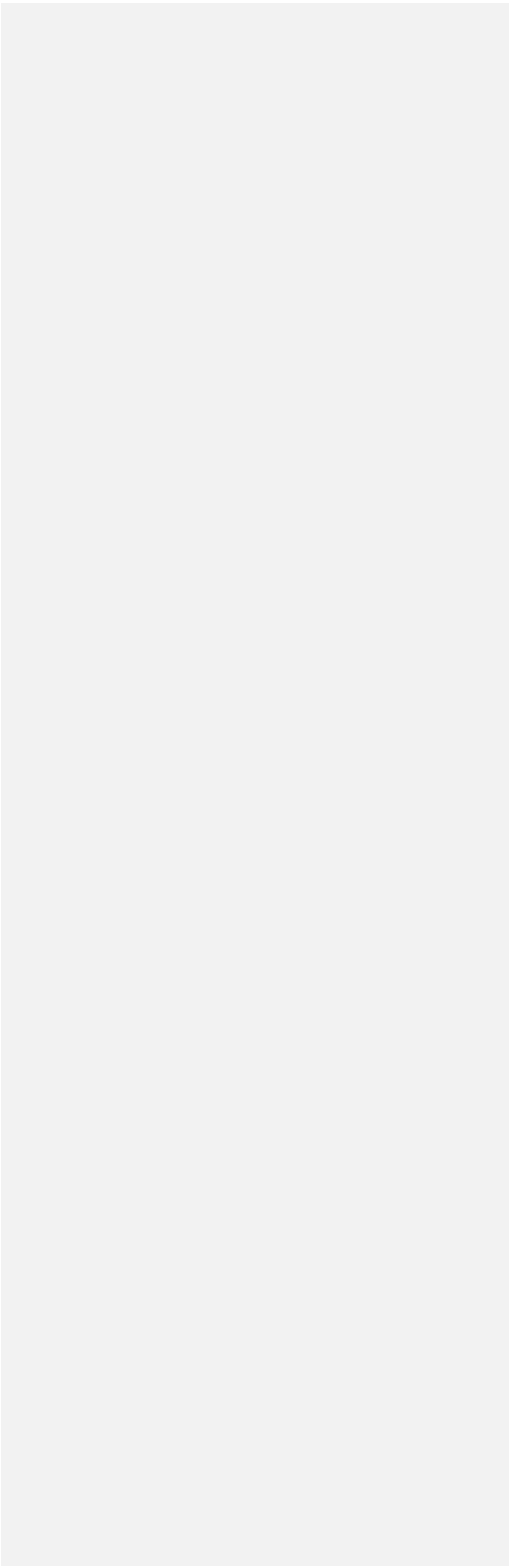
Commented [KL3]: Who is in committee? How/when does it get formed? Does process need to be outlined here?

The President/CEO shall implement procedures to assure the accuracy and integrity of all grades awarded by the faculty and maintained by the Compton Community College District. Procedures for changing or removing grades in accordance with this policy have been developed by the President/CEO or designees in collegial consultation with the Academic Senate.

Commented [KL4]: Where can this developed procedure be found?

Applicable Administrative Regulation:
AR 4231 Grade Change

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COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 4231 Grade Change

Issued: May 15, 2018

Reference:

Education Code Sections [76224](#) and [76232](#); [Title 5 Section 55025](#)

Determination of Final Grades

The instructor of record for the course shall determine the grade to be awarded to each student. The Evidence/Records of Achievement shall justify the final grade assigned. The grade assigned shall be considered to be final and is not subject to reconsideration, in the absence of mistake, fraud, bad faith, or incompetency. Each instructor of record may be expected to explain a grade to a student who makes inquiry.

The instructor of record shall report final semester grades to Admissions & Records by the due date given by Admissions & Records.

Student Initiated Grade Change Requests

~~For student initiated requests for grade changes see AP 5530 Student Rights and Grievances.~~

~~AP 5530 Student Rights and Grievances requires that a student first request a grade change from the instructor. It also details the provisions to allow another faculty member in the same discipline (or related discipline if same discipline is not available) to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there may have been gross misconduct by the original instructor.~~

~~In all cases, the instructor who first awarded the grade will be given written notice if a change of grade is made.~~

~~Student requests for grade changes will only be accepted for grades recorded within the previous calendar year. The exception to this would be academic renewal which would have no time limit. (See BP/AP 4240 Academic Renewal)~~

Faculty Initiated Grade Changes

Faculty initiated grade changes must be submitted to Admissions & Records with an accompanying written justification for the grade change from a lower to a higher grade. Requests for changing a grade from a higher to a lower grade are prohibited except for exceptional circumstances that must be documented.

Grade changes are not permitted based on coursework submitted after the end of the course.

The ~~removal of~~ change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

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If a student believes that a mistake was made in computing or recording a grade, they may contact the instructor directly to ask for a review of the grade records and make the correction. The student may contact the divisional Dean if the original instructor is not available. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

Commented [CM4R3]: Followed by:
Formal Grade Change Petition
A student may file a Grade Change Petition whether or they have pursued an informal grade change request.

Commented [CM5R3]: Then section on filing:
Filing a Grade Change Petition
A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Admissions and Records Office, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the Admissions and Records Office.

Response to Filing
The Admissions and Records Office shall provide the Grade Change Petition to the instructional Dean for the division in which the course was offered. Upon receipt, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition. The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy. The Admissions and Records Office shall notify

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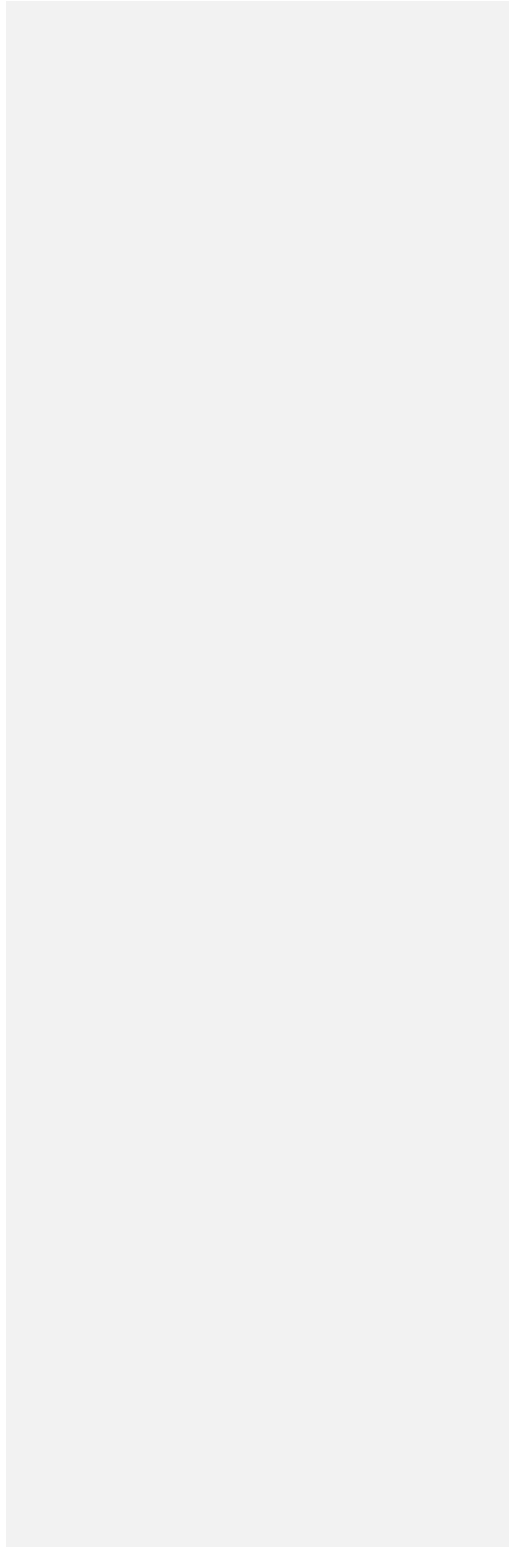
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Faculty initiated grade changes will only be accepted for grades recorded within the previous calendar year 18 months.

All grade changes must be clearly indicated on the student's educational record in such a way that the original grade remains visible.

Grade Change Petitions and Appeals

A. Grounds for requesting or appealing for a grade change, within 18 months of grade received.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.

B. Informal Grade Change Request

If a student believes that a mistake was made in computing or recording a grade, he or she they may contact the instructor directly to ask the instructor to for a review of the grade records and make the correction. A mistake in a grade can be corrected by the instructor. Occasionally, †The student may prefer to may contact the divisional Dean if the original instructor is not available. ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

C. Formal Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has they have, pursued an informal grade change request.

Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Admissions and Records Office, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the Admissions and Records Office.

Response to Filing

The Admissions and Records Office shall provide the Grade Change Petition to the instructional Dean for the division in which the course was offered. Upon receipt, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition. The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy. The Admissions and Records Office shall notify the student of the action and preserve a copy of the Grade Change Petition. Notification letter will include Grade Appeal Procedures

Special Circumstances

The procedure described here shall be used in the following circumstances:

A. If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or

B. If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the instructor; or

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C. If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. If no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified faculty from another institution.

Grade Appeal

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal with the Vice President of Academic Affairs no more than 10 business days after being notified of the denial. The burden of proof is on the student.

The Grade Appeal shall consist of:

- A. The Grade Appeal Form stating the grounds for the appeal,
- B. Allegation of mistake, fraud, bad faith, or incompetency,
- C. A copy of the Grade Change Petition showing the instructor's decision, and
- D. Supporting documentation.

The Grade Appeal Form is available at the ~~office of the Vice President of Academic Affairs~~ ~~or~~ Admissions and Records Office.

Pre-Hearing Communication

The Vice President of Academic Affairs or a designee may meet with the student, the instructor, or other persons, to facilitate communication between the student and the instructor and to determine the factual basis for the appeal.

Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days. The Panel shall consist of the following:

- A. An instructional Dean chosen by the Vice President of Academic Affairs or designee other than the Dean, of the Division in which the disputed grade was given;
- B. One instructor chosen by the President of the Academic Senate from the discipline of the course in which the disputed grade was given, or a related discipline;
- C. One instructor chosen by the President of the Academic Senate from a discipline outside of the division of the course in which the disputed grade was given; and
- D. ~~One or more students chosen by the President of the Associated Student Government.~~

The Panel shall be chaired by the instructional Dean the chair shall be a ~~non-voting~~ member of the Panel. All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant. The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and

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time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions. The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student but may not ask or answer questions. The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor but may not ask or answer questions. The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. If the Panel finds that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetence, the Panel will determine the new grade to be assigned. The Appeal Panel Chair shall issue its findings and recommendation to the Vice President of Academic Affairs and forward grade change decision to the Admissions and Records Office, who shall inform the appealing student and the instructor within 10 business days. The decision of the Grade Appeal Panel is final.

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Expunging of changed grade

When a grade is changed in accordance with this Regulation, the original incorrect grade shall be expunged from the student's record.

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Changing grades in cases of fraud

Instructor fraud

- A. The Vice President of Academic Affairs may determine, based on evidence such as the faculty discipline process, legal findings, or other statements or documentation, that a grade was assigned by an instructor in a fraudulent manner. This determination may be made without any regard to time limit.
- B. Upon such determination, the Vice President of Academic Affairs, in consultation with the Dean of discipline in which the grade was assigned, shall appoint an alternate instructor to assign a replacement grade. The alternate shall be in the discipline of the course or in a related discipline. If no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.
- C. In changing the grade, the alternate instructor shall consider all evidence of the student's actual performance in the course.
- D. If the alternate instructor is unable to determine the actual performance of the student in the course, then, in consultation with the Dean, the alternate instructor may recommend to the Vice President that the grade for the course be removed. The Vice President has the authority to remove the grade from the student's record.
- E. Following the determination that a grade was assigned in a fraudulent manner, the action to change or remove the grade shall be removed within a reasonable time.
- F. In cases of fraud, both the instructor of record and the student shall be notified of the grade change.

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Security of Grade Records

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The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the ~~Chief Student Services Officer~~ Vice President of Student Services or designee ~~or designee. No more than eight~~ A limited number of District employees ~~may will~~ be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, ~~and student workers may not change grades at any time.~~

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Student Services or designee immediately. The Vice President of Student Services or designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify:

1. the student;
2. the instructor who originally awarded the grade;
3. any educational institution to which the student has transferred;
4. the accreditation agency; and
5. appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

**AR 7211 Minimum Qualifications,
and Equivalencies**

Issued: month day, 202?

References:

Education Code Sections 87001, 87003, 87355-87359.5, 87538, and 87743.2
Title 5 Sections 53400, et. esq.
ACCJC Accreditation Standard III.A.2-4

Minimum Qualifications

Faculty members shall meet minimum qualifications for the discipline defined by the Minimum Qualification for Faculty and Administrators in California Community Colleges approved by the Board of Governors. The Equivalency Committee defined below may evaluate the disciplines listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. These discipline specific degree titles shall be approved by the Academic Senate, President/CEO, and Board of Trustees. The Human Resources Department maintains these approved lists and provides such lists to screening committees as necessary.

Definition of Equivalency

Equivalency means equal to the minimum qualifications for a particular discipline as listed in Minimum Qualifications for Faculty and Administrators in the California Community Colleges (the "Disciplines List"), or to any higher qualifications for a specific discipline that have been recommended by the District Academic Senate and approved by the Board of Trustees.

- In some cases, this means equal to a Master's degree in a discipline.
- In disciplines for which a Master's degree is not generally available or expected it means equal to either a degree or a combination of degree and experience.

Equivalencies

This procedure adheres to Education Code section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors."

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience approved by the Board of Governors or on the approved discipline specific degree title list, nonetheless does possess qualifications that are at least equivalent to those required. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.



All faculty position announcements will state the required qualifications as approved by the Board of Governors and include any additional titles from the approved discipline specific degree title list, including the possibility of meeting the equivalent of the required degree or experience.

Those applicants claiming equivalency will be asked to state their reasons and to present evidence of equivalency. It will be the responsibility of the applicant to supply conclusive evidence and documentation for the claim of equivalency at the time of application. The conclusive evidence must be as clear and reliable as college transcripts being submitted by other candidates.

Criteria for Equivalency

All non-US/foreign degrees will be evaluated by a foreign evaluation service that is approved by the Compton Community College District.

All courses being used for equivalency must be earned at an accredited institution. Candidates are responsible for demonstrating that courses taken through continuing education or extension are applicable to the approved degree listed in the discipline minimum qualification.

The following criteria will be used to determine a candidate's eligibility for equivalency:

Formal Education Equivalencies to the Degree

1. *Formal education equivalent to the master's degree: Any master's degree with a minimum of 18 semester graduate units in the discipline, OR any bachelor's degree and a combination of 30 semester graduate units with a minimum of 18 semester graduate units in the discipline.*
2. *Formal education equivalent to the bachelor's degree: At least 120 approved units, including general education and 40 units in the discipline of which 24 units are upper division or graduate.*
3. *Formal education equivalent to the associate's degree: At least 60 approved units, including 18 semester units of general education, as defined in either the Compton College Catalog; or "The Guide to the Evaluation of Educational Experience in the Armed Services" published by the American Council of Education; or the California Registered Nurses Licensure Qualifications for Persons Serving in Medical Corps of Armed Services established by the Board of Registered Nursing.*

Equivalencies to Work Experience

Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.

Commented [CM1]: A lot of this comes from ECC's 7211, they also have a 2nd section in this area:

B. Non-Formal Education Equivalencies to the Degree

All non-formal education equivalencies to the degree must demonstrate the acquisition of the knowledge and skills learned through the computation and communication general education requirements of the relevant degree.

Non-Formal Education Equivalencies to the Master's Degree

- a. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.

Non-Formal Education Equivalencies to the Bachelor's and Associate's Degrees

- a. At least five (5) years of work experience in the discipline that led to the acquisition of the knowledge and skills required for the degree, e.g. in computers, engineering, or journalism.
- b. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.



Determination of Equivalency during the Screening Process

The screening committee will determine initial equivalency using the standards set forth in this regulation. The screening committee shall consist of at least two faculty from the discipline or related discipline. If there are not two full-time faculty from the discipline or related discipline at the College, the screening committee will need to contact the Academic Senate President and Vice President of Academic Affairs so the Equivalency Committee can be called to review the equivalency request. The screening committee will be provided with a copy of this procedure to inform their determination and to help ensure consistency in decision-making across divisions. If the screening committee is not unanimous in its agreement about a candidate's initial equivalency, the candidate will not be interviewed.

Commented [CM2]: Add "hiring" in front of screening?

The granting of initial equivalency to the minimum qualifications shall not be construed as a determination that a candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for the given position.

If an applicant is granted initial equivalency and selected for an interview with the President/Chief Executive Officer (CEO), justification shall be sent to the Academic Senate President, the Office of Human Resources, and the Office of the Vice President of Academic Affairs (or Vice President of Student Services). This report shall include a complete description of the committee's reasons for determining that a candidate has the equivalent qualifications. The President/CEO or designee will review the report and make a final determination of equivalency relying primarily on the recommendation from the faculty. All documentation of equivalency will be kept with the applicant's hiring documents.

Equivalency Committee

The Academic Senate shall establish an Equivalency Committee to make recommendations on matters of equivalency to the minimum standards for hiring of faculty.

The Equivalency Committee will determine whether initial equivalency decisions are being made in accordance with this regulation; whether the screening committees are following the criteria for evidence of equivalency stated in this regulation; determine request by current full-time faculty for equivalency, and recommend a list of discipline specific degree titles.

Commented [CM3]: CCCD's AB1725 states Competency Committee shall consist of 3 FT members from FSA or reasonably related area, recommended by div chair, division chair (who chairs committee), and dean for the area. <https://drive.google.com/file/d/1Phb8-HqWq9vp0htryeClgCxAXiJY5vBRt/view> Pg 19 of doc

The Equivalency Committee shall consist of:

1. ~~President of the Academic Senate, who will co-chair the committee.~~
2. ~~Vice President of Academic Affairs, or designee who will co-chair the committee.~~
3. ~~Two tenured faculty members selected by the Academic Senate.~~
4. ~~Two tenured faculty representatives of the discipline (or, if not possible, a closely related discipline)~~
5. ~~Vice President of Human Resources, or designee.~~
6. Three (3) full-time members from the Faculty Service Area (FSA), or from a reasonably related area, recommended by Division Chair
7. The Division Chair, who will chair the Committee,
8. The Dean for the discipline,

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- Commented [CM4]: ECC's 7211 includes "President of the ECC Federation of Teachers, or designee "
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9. President of the Compton Community College Federation Employees (AFT)

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~~5. If no division chair is available, Academic Senate President and CCCFE shall appoint a faculty member to Chair the committee~~

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~~The Equivalency Committee shall have seven-five members, five of whom are standing members and two who are discipline specific and added when equivalency requests are made. The standing committee members shall be established no later than thirty days after request is made the second week of the fall semester. Discipline specific representatives will be identified no later than the first month of the fall semester. Faculty shall serve for a term of two years. Equivalency requests will be reviewed within one month (during fall and spring semesters). Requests that are made during the winter or summer intersessions will be held until the following regular semester.~~

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Commented [CM5]: Should a date be made to submit an equivalency then? The first sentence in this paragraph says discipline specific reps will be added when requires is made

Commented [CM6R5]: CCCD's AB1725 states: Faculty Claiming Secondary Teaching Areas- Secondary Teaching Area: These individuals may apply for entry into an FSA at any time. Upon documented completion of the mandatory degree requirements/Minimum Qualifications and Competency Standards, entry into the FSA will be granted. The individual may not teach within that FSA until the Minimum Qualifications/Competency requirements have been met. <https://drive.google.com/file/d/1Phb8-HqWq9vp0htrycCgCxAxJY5vBRt/view> Pg 49 of doc

~~The Equivalency Committee may review requests for equivalency only if there are two or more discipline related members present. If there are not two full-time faculty members in the discipline, a discipline faculty member from a similar discipline or from another college may serve.~~

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Commented [CM9R7]: Link to PCC's form: <https://go.boarddocs.com/ca/pasadena/Board.nsf/goto?open&id=AM7PPE659256>

Determination of Equivalency for Full-Time Faculty

~~In the event that an existing faculty member wishes to assert equivalency in another discipline, the faculty member may do so by submitting a completed equivalency application together with the documentation supporting the request, including relevant transcripts, to the Office of Human Resources.~~

~~On receipt of the application, the Vice President of Human Resources will contact the President of the Academic Senate and Vice President of Academic Affairs. The Equivalency Committee will be convened to review the material submitted by the applicant and to decide whether or not the equivalency should be granted. If the committee recommends equivalency, the decision will be forwarded to the President/CEO for review and approval prior to submittal to the Board of Trustees for approval.~~

~~If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the Office of Human Resources.~~

Commented [CM10]: ECC's 7211 includes this sentence: The letter should also notify the faculty member of his/her right to file a grievance in accordance with collective bargaining agreement Article 22 [ours would be Article 13.7]

~~All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential. All documentation of an equivalency request and the resulting recommendation will be kept in the faculty member's personnel file.~~

Commented [CM11R10]: CCCD's AB1725 has a whole section on FSA Denial Grievance Procedure- do we want to add it here? Is that more on CBA? <https://drive.google.com/file/d/1Phb8-HqWq9vp0htrycCgCxAxJY5vBRt/view> Pg 49-50 in doc

~~The granting of equivalency is on a case-by-case basis and does not set precedent for other equivalency decisions, however the Equivalency Committee will require consistency of application within a discipline.~~

Legislative Liaison Job Description

1. Regularly attend local Senate meetings and provide updates as necessary
2. Identify legislative issues of particular concern to higher education and our local campus
3. Monitor the legislative listserv (legliaison@listserv.ccnex.net) and the [Legislative Updates webpage](#) and report to the local Academic Senate
4. Communicate opportunities and, at times, the urgent need for faculty participation in legislative activities

**CONSTITUTION AND
BYLAWS OF THE
ACADEMIC SENATE OF THE
COMPTON COMMUNITY
COLLEGE DISTRICT**

CONSTITUTION

PREAMBLE

We, the faculty of the COMPTON COMMUNITY COLLEGE DISTRICT, in order to promote formal and effective procedures for participating in the formation of district policies on academic and professional matters; to develop faculty participation in the formulation of district policies; and to require a clearly defined organizational structure for such participation, do hereby establish, subject to the limitations set forth by the COMPTON COMMUNITY COLLEGE DISTRICT Board of Trustees and the Legislature of the State of California, this Constitution, replacing all past constitutions and effective after ratification by two-thirds of the faculty voting in said ratification referendum.

ARTICLE I: NAME

The name of this organization shall be THE ACADEMIC SENATE OF THE COMPTON COMMUNITY COLLEGE DISTRICT (HEREAFTER REFERRED TO AS “ACADEMIC SENATE”).

ARTICLE II: PURPOSE AND MISSION

It is hereby reaffirmed that it is the primary purpose of the Academic Senate to be the principal vehicle for faculty participation in the academic and professional governance of this district. As such, the Academic Senate recognizes itself, in accordance with Title V of Subchapter 2, Sections 53200–53206 *California Code of Regulations*, and with the statewide Academic Senate process. ~~The Compton Community College District Board of Trustees or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate. “Consult collegially” means that the district governing board will relying primarily upon the advice and judgment of the academic senate.~~ The Academic Senate defines itself as the primary representative of the Compton College faculty, concerned with making recommendations to the Compton Community College District administration and Board of Trustees in all matters related to the improvement and maintenance of academic standards and faculty professional responsibilities that are under the 10+1 purview of the District.

The “10+1” purview includes the following:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

The Academic Senate, in order to maintain “effective participation” will consult with affected parties and afford them the opportunities to review and comment upon recommendations, proposals, and other matters. The Academic Senate will hear and give due consideration to such input; however, the Academic Senate retains its primacy regarding academic and professional matters and is not bound to adopt, accommodate, or reach consensus on concerns raised by other constituent groups (ASCCC Local Senates Handbook, 2020, p. 12-13).

The Academic Senate shall present its written views and recommendations to the Board of Trustees through regularly established channels. However, the Academic Senate, after consultation with the administration, may present its views and recommendations directly to the Board of Trustees.

The Senate shall not engage in collective bargaining activities nor affiliate with any professional association, organization or group, except associations of other Senates; however, nothing in this Constitution shall be construed to discourage members of the faculty from freely associating with other groups and organizations, and through such association independently expressing their views to the Administration and the Board of Trustees.

ARTICLE III: EXPRESS DUTIES

It is hereby reaffirmed that the principal duties of the Academic Senate are:

- 1) To establish and maintain a consistent communication process, both formal and informal, between itself, as the voice of faculty, and the Compton Community College District Administration and Board of Trustees. Such communication is crucial, for an informed faculty is a participatory faculty.
- 2) To accept the responsibility for equal partnership in the collaborative governance

of this District, particularly in matters relating to academic issues and faculty professionalism.

- 3) To make timely, compelling recommendations to the Administration, the Board, and the State, regarding academic growth, development, and improvement of the District.
- 4) To regularly inform Compton Community College District faculty on all matters of its deliberations.
- 5) To act as campus lobbyist, advocate, and articulator of Compton Community College District faculty views and interests, with the administration, the public, and other concerned parties.
- 6) To establish a standard of professional conduct (*Code of Ethics*) for Compton Community College District faculty, to monitor faculty adherence to such a standard, and to hear complaints regarding alleged breaches of said standard.
- 7) To raise faculty integrity, professionalism, and respectability, and to monitor faculty adherence to those standards and defend the faculty against any who seek to weaken those standards.
- 8) To be responsible for staff development of district faculty.
- 9) To adhere to a proactive, progressive, and winning stance in all matters that pertain to the growth and development of the Compton Community College District.

ARTICLE IV: Civility Statement

The operation and conduct of the Academic Senate, its committees and its officers will adhere to the Compton College Statement of Civility and Mutual Respect.

The manner in which we interact with one another is critical to cultivating and maintaining a meaningful and effective intellectual environment.

- Compton College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility.
- Compton College encourages a climate of respect and inclusiveness that welcomes and embraces community members with diverse backgrounds and life experiences; deliberately seeks multiple perspectives; and supports the free and open exchange of ideas and civil discourse.
- Compton College uses contributions of the community to promote diversity, creativity, accountability, and transparency. Through Collaborative Governance, all constituent groups work together, in good faith, to make decisions related to

policies, procedures, and practices for the benefit of the students and community that we serve.

Our community can only continue to thrive when we approach each interaction and conversation with an open mind and when each member can contribute fully. Civility facilitates professional growth and achievement and promotes an environment where each person can reach his or her full potential.

Approved by the Academic Senate on December 5, 2019.

Approved by the Compton Community College District Board of Trustees on December 10, 2019.

BYLAWS

ARTICLE V: COMPOSITION

SECTION 1. ELECTORATE

- a. The full-time Electorate (herein after referred to as the Full-time faculty) shall be limited to those non-management certificated persons who are employed on at least a ten-month contract (Code, 53200(a). The full-time faculty shall elect divisional and non- divisional Senators.
- b. The part-time Electorate (hereinafter referred to as the Adjunct Faculty) shall be limited to those non-management persons who are employed less than sixty-seven percent, or as specified by state law, over the ten-month academic year (Code 53200 (a). The Adjunct Faculty shall elect the Adjunct Senators.
- c. For purposes of eligibility, nomination, and voting in individual elections for the Academic Senate, a faculty member with assignment in two or more divisions shall vote in the division in which he/she performs the major part of work. A faculty member may vote only in this division.

SECTION 2. ORGANIZATION

- a. The senators shall be elected from the faculty in each division. Counseling shall be treated as a division.
- b. Divisions having FTEF shall be entitled to senate members on the following basis:
 - 1-14 Full Time Faculty- 3 members
 - 15 and above Full Time Faculty- 5 members
- c. The composition of the Senate shall be as follows:
 - Fine Arts, Communications and Humanities - 5 senators (1 of the 5 shall be elected from Library Sciences)
 - Science, Technology, Engineering and Math (STEM) - 5 senators

- Counseling - 5 senators
- Social Sciences - 3 senators
- Business and Industrial Studies - 3 senators
- Health and Public Services - 3 senators
- Adjunct faculty - 2 senators

d. Senators representing divisions, teaching or non-teaching faculty not represented by a Division Chairperson, shall be tenured members of the faculty or full-time faculty in at least their second contract year.

SECTION 3. EX-OFFICIO SENATE MEMBERS

The term “ex-officio member” shall mean a voting or non-voting member of the Senate who shall serve as a resource person, advisor, and/or communication link with other campus decision-making bodies. A collaborative and independent Senate and Union will help cultivate a unified and supported faculty body.

a. Ex-Officio Senate Members –Voting

- Union President
- Senate Sub-Committee Chairs

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b. Ex-Officio Senate Members - Non-Voting

- Vice-President of Academic Affairs
- The President of the Associated Student Organization or designee
- Vice President of Student Services or designee
- One member of the Compton College Board of Trustees, to be designated by the Senate

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c. Academic Senate Duties of the Union President

- Provide clarification and consultation where there is overlap between the faculty contract and Academic Senate policies.
- Serve as an Ex-officio voting member.
- Perform such other tasks as the Senate may assign.
- Work with the Senate President on committee appointments. The Academic Senate and CCCFE shall have the right to appoint representatives as part of the faculty component of all campus committees as listed in Administrative Regulation 2511 and to any new committees (including hiring committees and evaluation committees), which may additionally be established to which a faculty member may lawfully be appointed.

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d. Academic Senate Duties of the Curriculum Chair

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- Chair the Curriculum Committee.

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- ii. Serve as a support person for Compton College faculty developing courses or proposing new programs and as a liaison between the College faculty and Divisional Curriculum Committees at partnering institutions.
- iii. Bring matters from the Curriculum Committee that requires voting approval from the Academic Senate.
- iv. Keep the Academic Senate and the College faculty aware of all matters related to curriculum as discussed by the Compton College Curriculum Committee.

e. Academic Senate Duties of the Distance Education Faculty Coordinator

- i. Chair the Distance Education Advisory Committee.
- ii. Maintain records and report to the Academic Senate all actions taken, policies and procedures created by the Distance Education Advisory Committee and responses thereto.
- iii. Bring matters from the Distance Education Advisory Committee that require voting approval from the Academic Senate.
- iv. Chair the Distance Education Curriculum Sub-committee.
- v. Perform such other tasks as the Senate may assign.

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f. Academic Senate Duties of the Faculty Development Chair

- i. Chair the Faculty Development Committee.
- ii. Maintain records and report to the Academic Senate all actions taken by the Faculty Development Committee and responses thereto.
- iii. Bring matters from the Faculty Development Committee that require voting approval from the Academic Senate.
- iv. In coordination with the Vice President of Academic Affairs and the Professional Development Committee, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate.
- v. Perform such other tasks as the Senate may assign.

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ARTICLE VI: ELECTION

SECTION 1. DIVISIONAL AND NON-DIVISIONAL REPRESENTATIVES

- a. Each division and non-divisional faculty group shall be responsible for the election of representatives to the Academic Senate.
- b. The Division Chair or a Senate designated representative will announce elections before the March division meeting. Academic Senate Representatives shall be elected during the March Division meeting.
- c. Any faculty member that is in their second contract year, after their second evaluation, is eligible to serve. In the event there are not enough eligible faculty candidates, a division can select faculty who are in their first contract year, after their first evaluation,

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and will be considered by the Executive Board.

- d. Elections shall be held ~~by secret ballot~~ and winners must receive a plurality of the votes. Winners should be forwarded to the Academic Senate Vice-President immediately upon election to be announced at the first meeting in April.
- e. Senators will serve a three-year term.
- f. When a Division's or non-divisional group's Representative has been elected President or President-Elect of the Academic Senate, that Division or group shall be invited to elect a replacement Senator whose term of office shall coincide with the term of the newly elected President or President-Elect. Election to replace the representative shall take place within the Division or non-divisional group.
- g. If at any time the seat of a representative is vacated before a term expires, the Division or non-divisional group shall conduct a special nomination and election process to replace that representative.

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SECTION 2. ADJUNCT SENATORS

- a. The Vice President solicits candidates from the adjunct faculty to hold an election to determine who shall serve as Adjunct Senators during the first Senate meeting in April. The election will be held in the first meeting of May.
- b. Adjunct Senators shall be elected for a three-year term and shall assume their responsibilities at the first regular General Meeting in May.
- c. If at any time, the seat of an Adjunct Senator is vacated before that term expires, the Senate shall conduct a special nomination and election process to replace that Senator in accordance with the election procedures for adjunct senators.

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SECTION 3. SUBCOMMITTEE CHAIRS

- a. The Academic Senate shall elect its Senate Subcommittee Chairs from tenured members of the full-time faculty. The Vice President shall issue a call for nominations. The Vice President is responsible for processing nominations and for verifying the eligibility of each nominee. Nominations for chair positions are made from the floor by Senators. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated. The Vice President shall be responsible for conducting the election by ~~secret ballot~~ vote. To be elected, a candidate must receive a vote from a plurality of those senators voting.
- b. When applicable, the elected Subcommittee Chair will subsequently apply for the chair position through the District application process.

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SECTION 3. DUTIES OF A SENATOR

Senators shall:

- a. Regularly attend meetings of the Academic Senate and vote on issues to represent the interests of the divisions/areas that elected them;
- b. Bring issues from their divisions/areas to the Academic Senate;
- c. Solicit input from their division/area faculty on issues before the Senate.

Senators shall adhere to duties set forth in BP 2520 Academic Senate and the Senate Constitution and Bylaws. Failure to adhere to BP 2520 and the Senate Constitution and Bylaws may be grounds for removal.

ARTICLE VII: OFFICERS

SECTION 1.

The Academic Senate shall choose its President, Vice President, President-Elect, Secretary, Board Representative, Treasurer, from among the members of the Academic Senate. ~~Senate sub-committee chairs shall be officers of the Senate Executive Board.~~ All Senate officers must be tenured members of the full-time faculty when they take office.

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SECTION 2.

Nominations: At the second meeting in April, the Vice President shall issue a call for nominations. The Vice President is responsible for processing nominations and for verifying the eligibility of each nominee. Nominees must be members of the Senate. Nominations for office are made from the floor by Senators. All nominees for President shall be sitting full-time Senators. If no sitting senators seek the position of the President, the Senate can open the election to all tenured full-time faculty who served in the Senate within the past three years. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated. The order of nomination of offices shall be President, President-Elect when applicable, Vice President, Secretary, Treasurer, Board Representative.

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Presentation of Candidates: At the first meeting in May, the nominees shall be presented to the Senate. A statement of candidacy shall be distributed.

Elections: The Vice President shall be responsible for conducting the election ~~by secret ballot vote.~~ To be elected, a candidate must receive a vote from a plurality of those senators voting. If election voting should be deemed necessary due to campus closure because of an Executive Order, the voting process shall follow the guidelines laid out in Article VII, SECTION 2: Electronic Voting.

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Announcement of Election Results: The Vice President shall report the election results to the Senate President immediately and to the body of the Senate at the next scheduled meeting.

SECTION 3.

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~~The Academic Senate shall elect its Senate Subcommittee Chairs from tenured members of the full time faculty. The Vice President shall issue a call for nominations. The Vice President is responsible for processing nominations and for verifying the eligibility of each nominee. Nominations for chair positions are made from the floor by Senators. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated. The Vice President shall be responsible for conducting the election by secret ballot vote. To be elected, a candidate must receive a vote from a plurality of those senators voting.~~

~~When applicable, the elected Subcommittee Chair will subsequently apply for the chair position through the District application process.~~

~~SECTION 4.3.~~

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The term of officers, with the exception of the President-Elect which is one year, shall be 2 years from July 1 to June 30. Officers shall assume responsibilities on July 1 of his/her election.

~~SECTION 5.4.~~

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The term of each officer shall be for two years, with the exception of the President-Elect, who will serve for one year as President-Elect and two years as President which is cumulatively three years. This shall not preclude an individual holding a given office at another point in time. Officers may be elected to subsequent terms. The President may be elected to a subsequent term with a term limit of two terms consecutively. The President may run again following two consecutive terms after there is a minimum of a one term break.

~~SECTION 6.5.~~

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If the President cannot or does not complete the term of office, the Vice President shall serve as President. The Executive Board shall meet to determine if an election needs to be held.

If an officer, other than the President, cannot or does not complete the term of office, the Executive Board may appoint a replacement for the remainder of the term.

~~SECTION 7.6. DUTIES OF THE PRESIDENT~~

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a. The President shall:

- ~~i.~~ i. Preside over meetings.
- ~~ii.~~ ii. Prepare and distribute the agenda for all Academic Senate meetings. All relevant and timely items shall be added to the agenda for discussion.
- ~~iii.~~ iii. Approve expenditures of all funds in consultation with the Executive Board.
- ~~iv.~~ iv. Upon invitation, attend meetings of the President/CEO's Cabinet and/or other

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- appropriate District meetings.
- ~~iv~~-v. Recommend the agenda for all Academic Senate Board meetings in consultation with the Executive Board.
- ~~v~~-vi. Co-chair Consultative Council.
- ~~vi~~-vii. Prepare the agenda for Executive Board meetings. Executive Board members may suggest items to be added to the Executive Board Agenda and Academic Senate Agenda by majority vote.
- viii. Recommend for the Academic Senate's approval a candidate for the position of Parliamentarian. The Parliamentarian shall have thorough knowledge of the Academic Senate Bylaws and Constitution as well as the most current edition of *Robert's Rules of Order* and *the Ralph M. Brown Act*.
- ix. Recommend for the Academic Senate's approval a candidate for the position of legislative liaison. The legislative liaison shall be a sitting Senator or a member of the faculty.
- ~~vii~~-x. Create appropriate Ad Hoc Committee on Professional Standards and Ethics.
- ~~viii~~-xi. Perform all functions that are normally thought to be within the realm of the presiding officer which are not denied by the Bylaws, Senate Rules, or Procedures.
- ~~ix~~-xii. Chair the Executive Board; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Board, and campus committees.
- ~~x~~-xiii. By the close of the President's term, the President shall prepare a summary report for the incoming President that includes accomplishments and pending business.
- ~~xi~~-xiv. Work with the Union President on committee appointments. The Academic Senate and CCCFE shall have the right to appoint representatives as part of the faculty component of all campus committees as listed in Administrative Regulation 2511 and to any new committees (including hiring committees and evaluation committees), which may additionally be established to which a faculty member may lawfully be appointed.

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- b. Except in matters that call for a ~~secret~~ ballot in tie votes, unless otherwise expressly set forth in this document, the President shall not vote on regular issues before the Academic Senate, but shall act as a facilitator and mediator on such issues.

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~~SECTION 8~~ 7. DUTIES OF THE VICE PRESIDENT

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- a. The Vice President shall:
 - i. Preside over meetings in the absence of the President.
 - ii. Assist the Senate President in carrying out the business of the Academic Senate.
 - iii. Attend college and district meetings in the absence of the Senate President.
 - iv. Conduct all elections.
 - v. Chair ad hoc Professional Relations Committee.
 - vi. Review educational policies. The vice president may call on other faculty and other campus members to help investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and

- success, and minimum qualifications.
- vii. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

SECTION ~~98~~. DUTIES OF THE PRESIDENT-ELECT

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- a. The President-Elect shall:
 - i. Become familiar with the duties of the Senate President; learn pertinent parliamentary procedure; become familiar with the Compton Community College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend ASCCC Area C meetings and the plenary sessions.
- b. The President-Elect may also hold another office in the Senate until beginning his/her term of office as President.
- c. The President-Elect shall be a voting officer of the Executive Board if not holding another office.

SECTION ~~109~~. DUTIES OF THE SECRETARY

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- a. The Secretary shall:
 - i. Prepare and distribute minutes of all Academic Senate meetings.
 - ii. Maintain an electronic file of all records (minutes, reports, etc.) and official documents of the Academic Senate except those placed in the keeping of others, such as records stored in the College archives.
 - iii. The Secretary shall be responsible for all official Senate correspondence.
 - iv. ~~Prepare and distribute the agenda for all Academic Senate meetings in consultation with the Executive Board.~~
 - v. The Secretary shall maintain the Senate's web page and other internet links as designated by the body.
 - vi. Be an ex-officio member of Curriculum Committee.
 - vii. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

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SECTION ~~110~~. DUTIES OF THE TREASURER

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- a. The Treasurer shall:
 - i. Keep the financial records up to date and in good order.
 - ii. Give oral and/or written financial reports of the status of the Academic Senate's finances as required or requested by the Academic Senate.
 - iii. Input all budget items into the institution's software for Executive Board approval.
 - iv. With the approval of the Executive Board, make all properly authorized payments for the Senate which are not inconsistent with the Bylaws, the Senate Rules or the Procedures, and which do not threaten the solvency of the Academic Senate.
 - v. Perform such functions as the President assigns to assist in carrying out the

purposes and policies of the Academic Senate.

SECTION ~~12~~11. DUTIES OF THE PAST-PRESIDENT

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- a. The Past-President of the Senate shall:
 - i. Serve for one year as advisor to the Executive Board.
 - ii. Be considered an officer of the Senate.
 - iii. Advise the President of the Senate and serve as a voting member of the Executive Board of the Senate.
 - iv. Serve the Academic Senate in any capacity that the Executive Board determines is appropriate.

SECTION ~~13~~12. DUTIES OF THE FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES

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- a. The Faculty Representative to the Board of Trustees shall:
 - i. Present the faculty viewpoint to inform and make recommendations to the Board of Trustees on relevant issues and concerns.
 - ii. Attend all Board meetings and Academic Senate meetings and report to the Senate on activities and accomplishments.
 - iii. Communicate with any and all committees or groups on campus, as he/she deems relevant.
 - iv. Develop relationships with Board of Trustee members to assist in accomplishing Academic Senate goals.

SECTION 14. DUTIES OF CURRICULUM CHAIR

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- ~~i.v. Chair the Curriculum Committee.~~
- ~~ii.vi. Serve as a support person for Compton College faculty developing courses or proposing new programs and as a liaison between the College faculty and Divisional Curriculum Committees at partnering institutions.~~
- ~~iii.vii. Bring matters from the Curriculum Committee that requires voting approval from the Academic Senate.~~
- ~~iv.viii. Keep the Academic Senate and the College faculty aware of all matters related to curriculum as discussed by the Compton College Curriculum Committee.~~

SECTION 15. DUTIES OF THE DISTANCE EDUCATION FACULTY CHAIR-COORDINATOR

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- ~~i.vi. Chair the Distance Education Advisory Committee.~~
- ~~ii.vii. Maintain records and report to the Academic Senate all actions taken, policies and procedures created by the Distance Education Advisory Committee and responses thereto.~~
- ~~iii.viii. Bring matters from the Distance Education Advisory Committee that require voting approval from the Academic Senate.~~
- ~~iv.ix. Chair the Distance Education Curriculum Sub-committee.~~

~~v.x.~~ Perform such other tasks as the Senate may assign.

SECTION 16. DUTIES OF THE FACULTY DEVELOPMENT CHAIR

- ~~i.vi.~~ Chair the Faculty Development Committee.
- ~~ii.vii.~~ Maintain records and report to the Academic Senate all actions taken by the Faculty Development Committee and responses thereto.
- ~~iii.viii.~~ Bring matters from the Faculty Development Committee that require voting approval from the Academic Senate.
- ~~iv.ix.~~ In coordination with the Vice President of Academic Affairs and the Professional Development Committee, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate.
- ~~v.x.~~ Perform such other tasks as the Senate may assign.

SECTION ~~17~~13. DUTIES OF THE ADJUNCT REPRESENTATIVE

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- a. The Adjunct Representative shall:
 - i. Serve as the voice of the adjunct faculty of the college in matters specifically related to adjuncts.
 - ii. Help foster respect and inclusion among all faculty.

SECTION ~~18~~14. MEMBERSHIP OF THE EXECUTIVE BOARD

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- i. All officers, President, Vice President, *Past President*, President-Elect, Secretary, Board Representative, Treasurer, ~~Senate Subcommittee Chairs~~, one of the Adjunct Senators shall constitute the Executive Board.
- ii. The Senate receives 120% release time and the Executive Board will determine how it shall be designated.
- iii. The Executive Board may invite guests to an Executive Board meeting with majority Executive Board member approval.

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SECTION ~~19~~15. RECALL OF OFFICERS

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Upon presentation to the President of the Academic Senate of a petition signed by at least ten percent of full-time faculty requesting that an officer be recalled, the Academic Senate's Vice President will verify that the signatures are signed by at least ten percent of full-time faculty, and will conduct the voting process, if needed. Just cause for recall of officers ~~constitutes not fulfilling duties as set forth in Article VI.~~ shall be provided in writing.

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The Academic Senate shall distribute such a proposal to all full-time faculty within one week following its next scheduled meeting. The Academic Senate shall direct the President to distribute any comments as submitted related to the recall of a Senate officer and to submit the proposal for recall for vote ~~by secret ballot~~ of full-time faculty within four weeks after the distribution of the proposal to the full-time faculty. If the recall is approved by a

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majority of the full-time faculty who voted, such officer shall be removed from office and the Academic Senate shall determine the process for filling the vacancy. In the case of the recall of the President, the petition shall be presented to the Vice President, who shall perform the duties of the President listed above in this Article VII Section 6.

ARTICLE VIII: MEETINGS

- a. Regular meetings of the Academic Senate shall be held at least twice a month during the normal operating semesters of the academic year, on the first and third Thursdays following the first and third Tuesdays. Meeting dates can be adjusted to account for holidays and events. The Executive Board shall establish a calendar of meeting dates and shall distribute them to all Senators.
- b. A quorum shall consist of a simple majority of Academic Senate members. When a quorum is lost, no action shall be taken; however, discussion may continue.
- c. Special meetings of the Academic Senate shall be held as deemed necessary by a majority of the Academic Senate members or by the Executive Board of the Academic Senate.

~~d.~~ All meetings of the Academic Senate shall be open to any member of the faculty and, upon request to the Executive Board of the Academic Senate, to any other interested parties as well.

~~e.~~ The agenda of the Academic Senate shall be established distributed by the President, by the Executive Board. At a meeting of the Faculty Senate, any senator may present an item for a future agenda of the Faculty Senate providing there is no protest, by a member of the Faculty Senate. In case of protest, a majority vote of the Faculty Senate shall prevail.

~~f.~~ Actions of the Academic Senate shall be in the form of motions or resolutions approved by a majority of a quorum of the membership present.

~~g.~~ No proxy voting will be allowed.

~~h.~~ The president may place the Senate into executive session as prescribed in *Robert's Rules of Order* (latest rev. ed.).

~~i.~~ Absence from three Senate meetings *per semester* without excuse, said absence recorded by the Secretary, shall be construed as resignation. If someone is not able to serve for one semester, a substitute must be elected following the division election process.

~~j.~~ A quorum of the Senators may adjourn any Senate meeting to meet again at a stated day and hour. Notice of the time and place of holding an adjourned meeting shall be given to absent Senators, either in writing or electronically. In the absence of a quorum, a majority of the Senators present at any Senate meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Senate.

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ki The President, Vice President, President-Elect or, in their absence, any officer shall preside at meetings of the Senate. The Secretary of the Senate or, if absent, any person appointed by the presiding officer, shall act as Secretary of the Senate meeting. Except as otherwise provided, Robert's Rules of Order (Latest rev. ed.) shall govern the conduct of all meetings.

lj The agenda for all meetings shall be prepared by the Executive Board, distributed to all faculty members, and posted for the public at least three school days prior to regular meetings of the Senate. A motion to approve the agenda shall be called for as the first order of business, at which time any motions to amend the agenda or order of items shall be considered.

mk Members of the faculty may refer inquiries and recommendations to the Senate through any Senator or through any officer of the Senate, and any such referrals shall come before the Senate, be acted upon, and shall result in a report by the Senate to the referring member.

nl Any recommendation referred to the faculty which shall be approved by a majority of those voting shall become official policy of the Senate and shall be forwarded to the Administration and/or Board of Trustees as the recommendation of the Senate.

om The Executive Board of the Academic Senate shall meet at least twice a month during normal operating semesters. The Executive Board shall establish a calendar of meeting dates to be distributed to all Executive Board members.

pn The Academic Senate President and Faculty Representative to the Board of Trustees are expected ~~at~~ to attend all Board meetings throughout the academic year not including meetings held during the summer months.

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SECTION 1. REMOTE MEETINGS

- a. The Academic Senate may meet remotely in the event that in person meetings are not allowed because of an Executive order.
 - The Senate must, each time, give notice of meetings, advertise the means by which the public may comment and the procedure the Senate will use to address “requests for reasonable modification or accommodation from individuals with disabilities, consistent with the *Americans with Disabilities Act* and resolving any doubt whatsoever in favor of accessibility.”
 - All requirements in both the *Bagley-Keene Act* and the *Brown Act* expressly or impliedly requiring the physical presence of members, the clerk, or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are waived.
 - Where posting of agendas is concerned, The Senate is responsible for adhering to the same “timeframes” and “means otherwise prescribed by the *Bagley-Keene Act* or the *Brown Act*” but that each notice must also give information about how members of the public may observe and comment and about how the legislative body will resolve requests for accommodations and accessible materials. The

Senate may alert the public via “the most rapid means of communication available at the time” which may include The Academic Senate’s Website or an email communication.

- When it is neither sound nor advisable to travel to the campus to post a physical agenda, but The Senate will make all efforts to ensure that the meetings are publically noticed in accordance with Government Code section 54954.2.
- The Senate may meet remotely using teleconference technology without providing a physical location or requiring any member or personnel be present at a physical location accessible to the public.
- The agenda does not need to state the teleconference location from which each member will participate.
- Members of the legislative body do not need to allow members of the public to join them at their physical location in order to comment. Instead, agendas and notices should state the means by which the public may participate.
- Agendas do not need to be posted at every teleconference location, as they normally would be under *Brown Act* or *Bagley-Keene*.
- The legislative body can meet remotely even if a quorum or more of its members are joining remotely from beyond the boundaries of the legislative body’s jurisdiction.
- The following procedures for speaking attendees, including both Senators and guests, participating remotely, are as follows:
 - When you join the meeting, all participants shall type their name and appropriate division in the chat box for attendance reporting in the minutes.
 - Participants shall wait to be called upon by the President to speak.
 - Participants shall state their name before they make a comment or ask a question so that they can be accurately acknowledged in the minutes.
 - All voting shall be conducted via technology that tracks an individual voting member’s vote to their name.

SECTION 2: ELECTRONIC VOTING

The Senate and Senate Committees may use electronic voting for resolutions, recommendations, or other deliberative matters, so long as the following requirements are fulfilled:

- Compliance with *Robert’s Rules of Order*, relating to electronic voting in order to provide, at a minimum, simultaneous aural communications between all meeting participants.
- Compliance with all other committee meeting regulations provided for under this section.
- The Academic Senate has authorized voting electronically in advance.
- Voting members of The Senate all receive the same information.
- A date and time is set for the start and end of each electronic vote.

- No motion is approved by less than a majority of the current voting members of the entity, excluding vacancies.
- Votes conducted electronically are recorded in the minutes of the next regular meeting.
- The Vice President shall provide to each voter either a ballot or instructions for voting electronically, accompanied by all relevant texts, such as background information.
- For electronic voting, the Vice President shall utilize a system which verifies each voter's identity and which maintains security.
- The Vice President shall deliver the electronically received votes to the agency authorized to count the ballots and to certify the results to The Academic Senate Executive Board.
- The Vice President shall follow all elections procedures in Article VI.

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ARTICLE IXVIII: COMMITTEES

SECTION 1. SUB-COMMITTEES

a. The Senate shall have the power to create such standing or temporary committees as it deems necessary. Such committees shall be known as "Senate Sub-Committees." Faculty Senate Committee members shall be appointed by the Senate President in consultation with the Executive Board. The membership of any Faculty Senate Committee may be changed by majority vote of the Senate Sub-Committee.

b. Standing Senate Sub-Committees shall adopt a Constitution which includes a mission and purpose statement, roles and responsibilities, and goals.

c. *Senate sub-committees include:*

- i. *Curriculum*
 - *Distance Education Curriculum*
- ii. *Distance Education Advisory Committee*
 - *Faculty Course Review*
- iii. *Faculty Development*

d. *Senate ad-hoc committees include:*

- i. Professional Relations
- ~~ii.~~ Professional Standards and Ethics

SECTION 2. DISTRICT COMMITTEES

As indicated in Article II, Senate-designated representation is called for on all relevant District committees charged with either making policy or policy recommendations. This includes, but is not limited to, the following regular, standing District committees. *AR 2511 Council and Committee Structure* states Certificated Faculty shall be appointed by the Academic Senate and CCCFE Certificated Employees.

1. Consultative Council
2. Accreditation Steering Committee
3. Institutional Effectiveness
4. Equal Employment Opportunity/Staff Diversity
5. Planning and Budget
6. Facilities
7. Technology
8. Enrollment Management
9. Student Success
10. Student Equity
11. Professional Learning and Engagement
12. Health, Safety, and Parking
13. Auxiliary Services
14. Audit
15. Calendar
16. Tartar Support Network
17. Tartar Focused and Directed Pathways to Completion

The Academic Senate shall also have primary responsibility for the operation of the following District committees, in accordance with the Education Code and in consultation with the collective bargaining unit and administration, as set forth in contract and policy. *AR 2511 Council and Committee Structure* states Certificated Faculty shall be appointed by the Academic Senate and CCCFE Certificated Employees.

1. Faculty Hiring Committees
2. Faculty Equivalence
3. Hiring Prioritization
4. Administrative Hiring/Retreat
5. Administrative Evaluation
6. Sabbatical Leave

SECTION 3. Committee Organization

- A. Any committee policy or procedure not covered by the Senate Constitution or by these bylaws shall be covered by *Robert's Rules of Order, Newly Revised*.
- B. Chairpersons of Academic Senate Subcommittees shall:
 - i. Regularly hold committee meetings.
 - ii. Regularly report to the Executive Board.
 - iii. Any change in faculty status or resignation from the committee must be made immediately known to the committee chair, who will inform the Executive Board so that a replacement can be sought.
- C. Committee Meetings:
 - i. All standing committees shall meet on a regular basis, according to the published schedule.

ii. Meeting locations shall be arranged by the committee chairs.

D. Quorum and Voting:

- iii. The quorum for each standing committee shall consist of a majority of the committee membership, not including vacant positions.
- iv. A simple majority of those voting shall carry a motion.
- v. The chairperson shall have the right to vote on all matters.

E. Each committee chairperson shall be responsible for adequate record keeping procedures. All official committee actions and resolutions shall be recorded and sent to the Senate office for filing and/or distribution. All official committee communications shall be routed through the Senate office.

F. Standing committees of the Senate are subject to the *Brown Act*.

SECTION 4. PROFESSIONAL RELATIONS COMMITTEE (AD HOC)

The Professional Relations Committee (PRC) is convened when necessary. The Academic Senate receives, in writing, matters related to problems between faculty members. It is the committee's responsibility to investigate, mediate, and render a decision regarding such a matter. The composition of the committee is as follows:

- The Senate Vice President chairs the committee
- The Senate Past President acts as Ombudsman.
- The Senate Secretary types or otherwise records the meeting.

The committee presents its findings to the Executive Board of the Senate who ratifies the decision or requests additional information regarding the decision. Upon recommendation, the decision may be presented to the next meeting of the full Senate. This full Senate meeting will be conducted in closed session. Upon the findings and recommendations of the PRC, the full Senate shall vote to acquit or censure the individual against whom the complaint was brought. In case of censure, the report of the Senate's action and formal notification of censure shall be recorded and distributed to the campus body.

Time Limits:

Within five (5) school days after a charge involving a faculty member is presented to the Professional Relations Committee, the Committee shall meet to hear the charge. Twenty (20) school days, following the original meeting, shall be allowed for the recommendation of the Committee to the Senate Executive Board.

Time limits may be extended if circumstances require and/or both parties agree to an extension. However, every effort shall be made by the Committee to make its recommendation within the suggested time limits, and before the end of the academic year.

SECTION 5. PROFESSIONAL STANDARDS AND ETHICS

The Academic Senate may consider matters of professional standards and ethics as may apply to

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academic institutional concerns. The Academic Senate may create an Ad Hoc Committee for such matters that concern the academic well-being and management of the institution. The Senate may, upon the Ad Hoc Committee findings, pass: a) Resolutions of Commendation b) Resolutions of Confidence c) Resolutions of No Confidence, or d) Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

The Senate President will appoint a Senator or full-time faculty member to chair the Ad Hoc Committee. The Chair will then select several volunteers to help advise them with the tasks. The findings of the Ad Hoc Committee will be presented to the Academic Senate for discussion and ratification.

SECTION 6. RESIGNATION

A Senator and/or officer may resign by giving a written notice of resignation to the Academic Senate Executive Board. The Division is responsible for electing a senator to fill the vacancy. The Executive Board, where necessary, shall appoint an officer.

ARTICLE ~~IX~~: SENATOR EMERITUS

SECTION 1.

- a. Senator Emeritus of the Academic Senate may be granted upon retirement by the Executive Board of the Academic Senate to persons who made outstanding contributions which have supported the aims and functions of the Academic Senate.
- b. The Senator Emeritus is a non-voting member of the Academic Senate.

ARTICLE ~~XI~~: AMENDMENT TO CONSTITUTION

SECTION 1. ADMENDMENT PROCESS

- a. Amendments to this Constitution may be adopted in one of two ways:
 - (1) By recommendation of 2/3 vote of the Senate membership and ratification by 2/3 of those faculty members voting.
 - (2) By recommendation of 10% or more of the full-time faculty and approval of 2/3 of those faculty members voting.
- b. The amendment procedure may be used to substitute a constitution or a new set of regulations for the organization. Such a new constitution or regulations shall become effective immediately upon ratification by the faculty.
- c. The Vice President of the Senate shall conduct all voting concerning amendments.
- d. All voting shall be by ~~secret~~ ballot and a notice of all ratified changes shall be sent to the Board of Trustees.
- e. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate. *Any changes to the appendices may be made by a majority vote of the Senate.*

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ARTICLE XII: OPERATING PROCEDURES

SECTION 1.

In order to implement its purposes, the Senate may request information from or meet with (a) The Board of Trustees or any of its members, (b) administrative officers, or (c) any Compton Community College District office or its representatives.

SECTION 2.

After consultation with the Administration, the Senate may present its written views and recommendations to the Board of Trustees (Title V of Subchapter 2, Sections 53200–53206 *California Code of Regulations*)

SECTION 3.

Notwithstanding anything in this document to the contrary, if the Senate, by a two-thirds vote of its membership, finds that there are compelling reasons not to hold an election for Senate members in April of a given academic year, or not to hold an election for Senate officers in May of a given academic year, the Senate may postpone the election or elections until the fall semester. In any action taken to postpone an election pursuant to this section, the Senate shall also set a new date for the election which shall be no sooner than two and no later than four weeks after the beginning of the fall semester.

Revision 4/2011 and 06/2020.