

Academic Senate of Oxnard College

By-Laws

Introduction

The By-Laws constitute the procedures and rules whereby the Academic Senate of Oxnard College shall conduct its business. The By-Laws may be amended by a two-thirds (2/3) approval of senators voting at a regularly scheduled meeting of the Senate. At least two (2) weeks' notice of the proposed change shall be sent to all Senate members.

Article I: Membership and Responsibilities

Section 1: The Academic Senate and Academic Senate Assembly

- A. The Academic Senate shall consist of the Faculty, as defined in Article I, Section 3 of the Constitution.
- B. The Academic Senate Assembly shall be the Senators selected by and from this Faculty; selected in accordance with the provisions of Article III, Section 1 of these By-Laws.

Section 2: Faculty Dues

Dues for the faculty membership shall be fixed annually by the Senate Executive Board subject to approval by a majority of the Senate Assembly. The dues collected from faculty by the academic senate may be used for purposes designed to promote the educational goals of Oxnard College, to encourage faculty endeavors, foster faculty morale, and to provide a formal and effective procedure for faculty to participate in the formation of college and district policies on academic and professional matters. The Senate Executive Board shall, be authorized to expend a maximum of \$200 of the membership dues collected per academic semester on such items as congratulatory or commiserative gifts, among others, to members of the faculty, without specific authorization from the Senate Assembly. Any additional expenses toward such purposes merited by rising costs or unusual circumstances must be authorized by the Senate Assembly.

Section 3: Honorific Titles for Faculty

- A. Academic titles bestowed on the faculty are honorific.
- B. The following academic titles are awarded to faculty as follows:

Professor	Tenured full-time faculty
Associate Professor	Full-time non-tenured faculty
Assistant Professor	1-year leave replacement
Adjunct Professor	Part-time faculty completing seven (7) semesters or greater
Instructor	Part-time faculty less than seven (7) semesters

Academic Senate of Oxnard College

By-Laws

- C. These titles will be implemented with all new faculty hired for the Fall 1998 semester and beyond.
- D. All permanent full-time instructors employed as of Spring 1998 will be designated the title of "Professor".
- E. Any new tenure-track faculty with a title from another institution, could at his/her/their choice retain that title. However, the tenure review process, per the Collective Bargaining Agreement, must be completed.
- F. A one-year replacement, who is an Oxnard College part-time faculty member, will revert back to the appropriate title after the expiration of the leave replacement assignment.

Section 4: Selection, Recall, and Replacement of Senators

- A. Each department, as defined in Article III, Section A, shall select its Senators according to guidelines established within the group. Newly selected Senators for each department shall be seated at the first Academic Senate Assembly meeting of the academic year or at the first Academic Senate Assembly meeting after their selection.
- B. Departments must ensure that their selected Senator are provided with a teaching or work schedule that permits attendance at regularly scheduled Senate meetings.
- C. A department may select, recall, and replace its Senate using its own method as articulated in Paragraph A of this section.

Section 5: Academic Senate Vacancies

The Academic Senate President may declare a vacant the seat of any Senator who,

- is unable to complete his/her/their term of office,
- misses three consecutive regularly scheduled meetings with or without sending a proxy, or
- becomes ineligible to hold membership in the Academic Senate.

Vacancies shall be filled immediately in the manner described in Section 4, Article 1.

Section 6: Designed Representatives

A department whose Senator cannot attend a meeting may be represented by another member of the faculty assembly at large. This proxy Senator shall have full rights and privileges of a Senator during that Academic Senate Assembly meeting. The designee(s) must provide the Academic Senate Secretary upon their arrival, a written notice, via email,

Academic Senate of Oxnard College

By-Laws

which includes the date and authorization from the Senator for the designee to act as a proxy.

Section 7: Duties of Senators

- A. Senators shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop, with the assistance of his/her/their Division Dean and department chair, a teaching or work schedule which permits attendance at the Senate's regularly scheduled meetings as defined in Article IV, Section 1.
- B. All Senators shall be eligible for and accept an appointment by the Academic Senate President to at least one Academic Senate standing committee or ad hoc committee per academic year.
- C. Senators shall be the liaison between their constituents and the Academic Senate and as such shall provide regular and diligent reporting to and canvassing of constituent faculty so that proper articulations of views may occur.

Academic Senate of Oxnard College

By-Laws

Article II: Election of Officers

Section 1: Election of Officers

- A. The President, Vice-President, Secretary, and Treasurer are elected office for a two (2)-year term by a vote of the Faculty Assembly. Candidates for the offices may be nominated by another faculty, full or part-time, or they may self-nominate themselves. In addition, the Chairs of the Sabbatical Committee and the Professional Development Committee will be elected positions. However, if there are no volunteers for one or both these positions, the Chairs will be appointed by the President of the Academic Senate, each for a term of two (2) years.
- B. An Academic Senate Elections Committee shall be formed by the President, in consultation with the Academic Senate, at the second Academic Senate Assembly meeting of the Spring semester.
- C. Volunteers for the Elections Committee shall be called for and its membership confirmed during a meeting of the Academic Senate Assembly early in the Spring Semester during Academic Senate election years. Any voting member of the Academic Senate Council may volunteer, unless running for election, and if necessary, the Senate Council shall determine by vote the committee's final membership. Upon first meeting the Election Committee shall appoint a chair. Any disputes before or during the election shall be resolved by the Committee. All decisions of the Committee shall be subject to final approval by the Academic Senate Assembly.
- D. The Election Committee shall:

The Elections Committee shall call for nominations for the Executive Officers in February of election years, ensuring all nominations are submitted to the Committee no later than the first meeting in March, when the Committee will announce the list of candidates to the Academic Senate Council. The Committee shall ensure that elections are held before the last meeting in April. Voting shall be by a paper or electronic ballot of the general membership. Each faculty member (full or part-time) shall be counted as one vote. A simple majority of those Academic Senate members voting shall be sufficient for election. If no candidate receives a majority on the first ballot, a run-off election shall be held between the two candidates receiving the most votes on the first ballot. The Elections Committee shall announce the results of the election before or at the last meeting of the Spring Semester, upon acceptance of which by the Academic Senate Assembly the Committee shall disband.
- E. Before the ballots are prepared and forwarded to faculty for a vote, nominations for any Academic Senate elected office, part-time rep-at-large, elected committee chair, or

Academic Senate of Oxnard College

By-Laws

representatives to district councils may be made and seconded at that Academic Senate Assembly meeting which reviews and confirms the slate of candidates presented by the Election Committee.

Inclusion of any nominee's name on the ballot is contingent on the confirmation by the Election Committee of that nominee's willingness to serve.

- F. Nominations shall close no later than the last full week of March.
- G. The election of officers shall take place during the month of April. Faculty shall be given two weeks to cast their ballots at a secure place or online location determined by the Academic Senate Election Committee.
- H. After the close of the election period, the Chair of the Election Committee shall take charge of the locked ballot box and ensure that it is delivered to a pre-determined, announced, and secure location. At least three (3) members of the Election Committee shall be present for the tallying of votes. An online, public Elections Committee meeting may be conducted to tally electronic votes
- I. A candidate must receive most votes cast for that position to be elected. A candidate running unopposed is required to participate in the election process by having his/her/their name included on the ballot. In the event a candidate is not selected by a majority of the votes cast on the first ballot, the top two (2) candidates shall participate in run-off election which must be completed by the first week of May.
- J. After the votes are tallied, the names of the newly elected officers, chairs, and representatives shall be emailed to all users within 24 hours and announced at the Academic Senate Assembly meeting scheduled immediately following the counting of votes.
- K. At the Senate Assembly meeting following the tally of the election votes, the Chair of the Elections Committee shall report to the Academic Senate the results of the election. The report shall include the total number of ballots cast, total valid and total invalid ballots, and the number of votes cast for each candidate.
- L. Failure to observe these election procedures shall be grounds for dismissing the election as void. Any faculty member may request that the Executive Board organize an investigation and review of the election process to determine if a violation of election procedures has occurred. The Executive Board shall appoint a special committee consisting of three (3) Senators, not serving on the Election Committee, to investigate and review the election process to determine if a violation of election procedures has occurred. They shall report their findings at the next regular Academic Senate Assembly meeting.

Academic Senate of Oxnard College

By-Laws

- M. If it is determined by the special committee referenced in Paragraph K that a violation of the election process has occurred, the Academic Senate Assembly may approve remedy(ies), by a majority vote, to include but not limited to declaring the election to be null and void and the calling for a special election.
- N. If the entire slate of Elected Officers is running unopposed, no formal election needs to take place. Rather, officers are elected by a Senate vote at the last Spring meeting. The officers will win a two (2)-year term if they receive a majority vote from the voting Senators.

Section 2: Eligibility of Officers

- A. All tenured faculty who are current or former Senators or Senate Officers are eligible for nomination for the office of President. All full-time faculty are eligible for nomination for any of the other officers.
- B. Part-time faculty are eligible for nomination for the office of Part-Time Representative-At-Large.
- C. No faculty member may be nominated for or hold more than one office (as defined in Article II, Section 1, Paragraph C1) simultaneously.

Section 3: Term of Office

- A. The newly elected officers are invited to participate in the activities of the Executive Board in an *ex officio* role until they assume their respective offices.
- B. Newly elected officers shall be inducted at the last regular meeting of the academic year and assume their offices on July 1 of each calendar year.
- C. The term of office shall be for a two (2)-year term.
- D. There are no term limits.

Section 4: Duties of the Officers

- A. The President shall:

Academic Senate of Oxnard College

By-Laws

1. Serve as chief executive officer of the Academic Senate and the Chair of the Executive Board (Executive Board is defined in Article I, Section 4 of the Constitution).
2. Prepare agendas and preside over all meetings of the Academic Senate Assembly and Executive Board.
3. Represent the Academic Senate at all Ventura County Community College District (VCCCD) Board of Trustee meetings.
4. Serve as co-chair of the Budget Committee, or its successor committee, and represent the Senate on the District Council of Administrative Services.
5. In consultation with the Academic Senate, appoint faculty to represent the Academic Senate on district and college shared governance committees.
6. Implement the plans, recommendations, and decisions of the Academic Senate Assembly and the Executive Board.
7. Serve as an *ex-officio* member of all committees except the Senate Election Committee.
8. Supervise all affairs of the Academic Senate.
9. In consultation with the Executive Board, establish *ad hoc* committees as needed.
10. Deliver a State-of-the-Senate report at the first meeting of each fall semester.
11. Assign members of the Executive Board appropriate duties, as necessary.
12. Participate fully and substantially in the development of program review process.
13. Represent the Academic Senate at the Fall and Spring Academic Senate Plenary Sessions or designate a Senate representative for the California Community Colleges and other appropriate regional meetings.
14. Ensure Academic Senate representation at college, district, state, and/or national meetings where representation is required or needed; this includes designating a proxy when the President is unable to attend a meeting.
15. Represent the collective intentions of the members of the Academic Senate in meetings with college and district administration staff.

B. The Vice President shall:

1. Act as president in his/her/their absence and assume the presidency in the event that the President cannot complete his/her/their term.
2. Assist the Senate President in the execution of the President's assigned duties.
3. Represent the Academic Senate on one or more district councils, as assigned.
4. Represent the Academic Senate on one or more college shared-governance committees, if assigned.

C. The Secretary shall:

1. Keep a permanent record of all regular and special meetings.
2. Record, compose, and circulate minutes of the Senate meetings (such minutes shall contain verbatim record of resolutions proposed, together with their disposition).

Academic Senate of Oxnard College

By-Laws

3. Maintain a list of all current Senators and check on the maintenance of requisites representative ratios by department.
4. Monitor the process for proposals and ratification of amendments to the Constitution.
5. Represent the Academic Senate on one or more college shared-governance committees, if assigned.

D. The Treasurer shall:

1. Collect, review, and report all Senate dues.
2. Keep all financial records and submit financial reports at each regular meeting.
3. Represent the Academic Senate on one or more district councils, as assigned.
4. Produce spreadsheet at the start of each semester with line itemized expenditures.
5. Represent the Academic Senate on one or more college shared-governance committees, as assigned.
6. At the start of each academic year, provide a brief report of the revenues and expenses incurred by the Academic Senate in the previous academic year.

Section 5: Reassigned Time for Officers, Senators, and Others

By VCCCD board action, the Academic Senate has 2.0 FTE to re-assign as follows:

President	100%
Vice President	20%
Secretary	20%
Treasurer	20%
<u>Curriculum Committee Chair</u>	<u>20%</u>
Total	1.80 FTE

The Academic Senate President may apportion the remaining release time, in consultation with the officers, as per the specific needs of the time.

Section 6: Removal and Replacement of Officers

- A. An Academic Senate officer may be removed for cause by two-thirds (2/3) vote of the Academic Senate Assembly.
- B. The Academic Senate President may declare vacant the seat of any officer who,
 - is unable to complete his/her/their term of office
 - misses three (3) consecutive regular scheduled Academic Senate Assembly meetings, or
 - becomes ineligible to hold membership in the Academic Senate.
- C. If the Presidency becomes vacant, the office shall be assumed by the Vice President.

Academic Senate of Oxnard College

By-Laws

- D. A vacancy in the office of Vice President, Secretary, Treasurer, or President-elect shall be filled by a two-thirds (2/3) vote at the next regular Academic Senate Assembly meeting after the vacancy occurs. Proper notification in compliance with the [Brown Act](#) shall occur. This shall include notification to all full-time faculty that the office is vacant and shall be filled by vote at the next regular Academic Senate Assembly meeting.
- E. Elections shall be held at the following Academic Senate meeting where additional candidates may be nominated from the floor. Election requires a two-thirds (2/3) vote of Senators present when the quorum for the meeting was declared and voting shall be by roll call or signed ballot.
- F. The term of office for any replacement approved by the Senate shall be the remaining length of term for that office.

Section 7: Executive Board

- A. The Executive Board is comprised of the Academic Senate President, Vice-President, Secretary, and Treasurer. The officers represent the faculty at-large and are voting members of the Academic Senate Assembly. The President is a non-voting member except in the case of a tie wherein he/she/they may cast the tie-breaking vote. In accordance with Article IV, Section 1, Paragraph E, the President may cast a deciding vote in case of a tie.
- B. The Executive Board shall be called to meet at least once per month during the academic year and will be scheduled by the Senate President.

Academic Senate of Oxnard College

By-Laws

Article III: The Academic Senate Assembly

Section 1: Composition of the Academic Senate Assembly

- A. Each of the departments that selects a department chair or designed “lead”, in accordance with the collective bargaining agreement between VCCCD and American Federation of Teachers (AFT), Local 1828; Student Support Services as a group (EOP&S, Financial Aid, Educational Assistance Center, and Health Care Center); and the Library may select a minimum of one (1) Senator. Selection process as stated in Article I, Section 4.

Each department may have one (1) senator for up to five (5) full-time faculty or full-time equivalent faculty members (FTEF); departments with more than five (5) full-time members and full-time equivalent faculty members may have no more than two (2) senators, e.g., departments with 0-5 FTEF are entitled to one (1) senator representative, while departments with 5.1 or greater FTEF are entitled to a maximum of two (2) senator representatives.¹ Senators will be seated annually at the start of each academic year for a period of one (1) year.

- B. Part-time faculty shall be represented by one elected representative at-large, in addition to the department representation as described in Paragraph C below. See Article II of these Bylaws for election procedures.
- C. Additional part-time Senators can be selected from each department as described in Paragraph A of this Section at the rate of one representative for each five (5) FTE, or portion thereof, comprising the hours scheduled for part-time faculty (not to include extra-hourly assignments by full-time faculty.) All part-time Senators shall be part-time faculty. For the purposes of this paragraph, the FTE of the previous academic year as reported by the Office of Student Learning shall be used. See Article I, Section 4 of these Bylaws for the selection procedures for additional part-time Senators.

Section 2: Duties of the Academic Senate Assembly

The Executive Board and Academic Senate Assembly acting collectively as the Academic Senate of Oxnard College Assembly shall:

- A. Assume, at scheduled meetings, the legislative powers of the Academic Senate by making, discussing, and voting on items presented on the agenda.

¹ A full time equivalent (FTE) will be calculated as stated in the agreement (July 1, 2019, through June 30, 2022) between the Ventura County Federation of College Teachers (AFT Local 1828, AFL-CIO) and the Ventura County Community College District. It will be 1 FTEF for each full-time regular contract employee (regardless or reassigned time) and 0.2 for each hourly faculty member (regardless of each individual work offer/assignment).

Academic Senate of Oxnard College By-Laws

- B. Carry out the purpose, functions, and responsibilities of the Academic Senate as prescribed in Article II of the Academic Senate Constitution.
- C. Review policies and procedures of the College and District management to ensure Academic Senate participates in accordance with Title 5, Sections [53200](#), [53201](#), [53202](#), [53203](#), and [53204](#) of the California Code of Regulations (CCR).
- D. Recommend policies for the faculty in appropriate and designated areas including those of the College and District administration and Governing Board.
- E. Consider and recommend actions and resolutions to the Academic Senate for the California Community College and maintain liaison with the Academic Senates of Ventura and Moorpark Colleges, as well as other educational institutions.
- F. Consider and act on all matters of concern to the Oxnard College faculty.

Academic Senate of Oxnard College

By-Laws

Article IV: Meetings and Senate Procedures

Section 1: Procedures for Assembly Meetings

- A. Regular meetings: The Academic Senate Assembly shall meet twice monthly on the second and fourth Monday of the month during the Academic Year according to the Instructional Calendar.
- B. Organizational meeting: The first meeting in the Fall semester may be primarily an organizational meeting to:
 - 1. Introduce all newly elected officers and Senators.
 - 2. Discuss informally the role of the Executive Board, duties of the officers, and duties of the Senators.
- C. Agenda: Each regular meeting of the Academic Senate Assembly shall be preceded by an agenda sent to all faculty members and posted in campus location accessible and convenient to all faculty in accordance with the Brown Act.

Any member of the faculty wishing to place an item on the agenda of the Academic Senate Assembly shall be able to do so by informing the Senate President no later than six (6) days prior to an Assembly meeting.
- D. Quorum: A simple majority of the Academic Senate Assembly and Executive Board members shall constitute a quorum for the transactions of business at any meeting. Absence of any part-time faculty representative shall not constitute lack of quorum. A simple majority of the quorum present at any meeting shall be required for a motion to carry.
- E. Voting: Each bona-fide member of the Board and Assembly shall be entitled to one (1) vote. In case of a tie, the President may cast a deciding vote should the President wish to do so.
- F. Parliamentary authority: The principles of parliamentary procedure derived from Robert's Rule of Order Newly Revised shall govern the procedures at meetings. For unusual issues, these procedures may be suspended by motion. Such suspension shall only be for the duration of discussion of that issue.
- G. Special meetings may be called by:
 - 1. The President.
 - 2. The President, upon receiving a written petition signed by five percent (5%) of the total Senate membership.
 - 3. The Senate Executive Board, which can:

Academic Senate of Oxnard College

By-Laws

- i. Petition the President to call a meeting, or
- ii. By a majority vote, call a meeting.

Academic Senate of Oxnard College

By-Laws

Article V: Governance Process

In accordance with Article II, Section 2 of the Constitution, the Academic Senate accepts responsibilities to pay attention to and make recommendations on, all subjects pertaining to matters academic and professional.

Section 1: Sub-Committees of the Academic Senate

The Academic Senate President, in consultation with the Senate Executive Board, shall designate the co-chairs of all standing shared-governance committees. The following committees are designated as sub-committees of the Senate to carry out the designated responsibilities:

- A. Curriculum Committee, supports and advances the college mission, vision, and values through recommending new and revised curriculum to the governing board of the District. The Curriculum Committee provides guidance, advocacy, and oversight in the development of courses, programs, and academic policies. It ensures that the curriculum is academically sound, comprehensive, and responsive to student needs. This committee directly supports the 10 + 1 of the Academic Senate.
- B. Budget Committee or its successor, supports and advances the college mission, vision and values by encouraging transparency and constituency understanding of the budget, working to ensure that college-wide planning and strategic priorities drive the budget allocation process. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, institutional planning, and program review recommendations. While also serving as a forum for discussion of budget changes and information and makes recommendations to the College Planning Council.
- C. College Use, Development and Safety (CUDS) Committee supports and advances the college mission, vision, and values by assessing and evaluating college needs related to facilities use, efficiency, accessibility, development, maintenance, and safety. The CUDS Committee makes recommendations to the College Planning Council.
- D. Professional Development Committee (PDC), supports and advances the college mission, vision and values through the planning and evaluation of professional development activities for faculty, staff, and administrators. It also supports the institutions continuous improvement to promote equity and diversity and makes recommendations to the College Planning Council.
- E. Program Review Committee (PRC), supports and advances the college mission, vision, and values by recommending to the College Planning Council on all matters related to program review and program effectiveness. A “program,” for the purposes of this committee, includes academic disciplines, Student Services, Business Services, Administrative Services, and Library. The PRC will implement the program review process

Academic Senate of Oxnard College

By-Laws

in a manner that enhances the linkage of program planning with resource allocation, with an emphasis on the analysis of student learning and other measurable outcomes as appropriate to each program. All programs complete annual or multi-year program reviews. The PRC also makes recommendations to the College Planning Council.

- F. Student Equity & Success Committee (SESC) advances the college mission, vision, and values by evaluating college initiatives designed to strengthen student access, retention and success in an environment that fosters equity, diversity, and inclusion. The committee engages in data analysis and dialogue to provide a platform for collaboration and communication regarding student success and equity initiatives, programs, and plans. The SESC makes recommendations to the College Planning Council.
- G. Technology Effectiveness Committee (TEC), supports and advances the college mission, vision, and values by assessing college needs related to technology planning, use, efficiency, development, and maintenance. The TEC makes recommendations to the College Planning Council.
- H. Other committees may be added as needed.

Section 2: Academic Senate Assembly

The Academic Senate Assembly takes responsibility to provide recommendations on the 10+1 areas of academic and professional responsibilities specified by [Title 5 \(Sections 53200-53204\)](#). Those areas are:

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.

Academic Senate of Oxnard College

By-Laws

Article VI: Contentious Matters

The faculty in the form of referenda may consider any contentious matters, which cannot be settled by any of the above procedures, or initiatives submitted to it by any party whatsoever. The procedures regarding such submission shall be in line with procedures detailed above for disposition of regular business.

Adopted: 03/2018

Revised: 05/09/2022