

# Long Beach City College Academic Senate Constitution

## Title

The Constitution of the Academic Senate of Long Beach City College.

## Preamble

The Academic Senate of Long Beach City College (LBCC), formed in 1965, represents and acts on behalf of all faculty as referenced in California's Title 5, Education Code, and LBCC Administrative Regulation 2006 to facilitate effective participatory governance. The academic senate is responsible for developing, recommending, and maintaining educational policy related to academic and professional matters including, but not limited to 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 and policies regarding student preparation and success,
6. District and College governance structures, as related to faculty roles,
7. Faculty roles and involvement in accreditation process, 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 mutually agreed upon between the Board of Trustees and the Academic Senate.

## Article I Name and Purpose

### Section 1 Name

The name of this organization shall be the Academic Senate of Long Beach City College.

### Section 2 Purpose

The academic senate shall serve as the official body representing the voice of the faculty at Long Beach City College on academic and professional matters. The academic senate shall receive, study, and make recommendations on items regarding policy issues related to higher education in the community college arena. The academic senate shall represent the faculty as it consults collegially through the process of participatory governance with the Board of Trustees and administration.

The academic senate shall provide the opportunity for substantive deliberation and act as an organization by which faculty participate in college governance, the formation and maintenance of policy on academic and professional matters, and the life of the institution.

## Article II Memberships

### Section 1 Membership

The voting senators on Academic Senate shall be 40 full-time and part-time faculty members who meet eligibility criteria outlined in Article II Section 2, the Chair of the Committee on Curriculum and Instruction, the Faculty Professional Development Coordinator, and the Faculty Association President.

The voting senator membership shall be comprised of 60% (or 24 senators) of senators from the eleven schools at Long Beach City College and 40% (or 16 senators) of senators from the Liberal Arts Campus (LAC) and Pacific Coast Campus (PCC) campuses regardless of the school and/or department the senator is a member of; henceforth known as at-large senators.

The voting senator membership shall be further divided as follows to ensure equity and inclusion:

- 2 of the 16 at-large voting senators shall be a part-time faculty member;
- 3 of the 24 voting senators from the eleven schools shall be faculty members with 5 or more years' experience teaching at Long Beach City College;
- 3 of the 24 voting senators from the eleven schools shall be faculty members with 10 or more years of experience teaching at Long Beach City College;
- 2 of the 16 at-large voting senators shall be faculty members with 5 or more years of experience teaching at Long Beach City College;
- 2 of the 16 at-large voting senators shall be faculty members with 10 or more years of experience teaching at Long Beach City College.

The legislative liaison shall be responsible for reviewing the composition of the academic senate voting membership every two years with the help of election ambassador(s) to ensure equity and inclusion. If necessary, changes to the voting memberships shall be proposed to the academic senate by the legislative liaison at least 30 days in advance of proposed membership change and to the entire faculty at least 14 days in advance of the proposed membership change. Approval of changes to the composition of voting membership shall require a simple majority vote of the eligible voting senators at the first Academic Senate following the 30-day notice to the senate membership.

### Section 2 Senators

The elected senator shall be eligible members of the electorate, as defined in Article III Section 1.

Senators shall be eligible to run for the office of senator when they start their second semester of the first year of full-time employment with the college and anytime thereafter.

Full-time academic employees who are assigned to an administrative position of any percentage shall not be eligible to run for the office of senator.

Two senators with full voting rights shall be appointed to the academic senate by Certified Hourly Instructors (CHI) and their terms of office shall be in accordance with the governing rules of CHI.

### Section 3 Executive Committee

The Executive Committee shall be composed of seven senators elected to the offices of president, assistant president, secretary/treasurer, legislative liaison, two campus wide representatives, and a faculty liaison to the Associated Student Body. The Executive Committee shall also include 2 ex-officio (a member of the executive committee who holds their role on the executive committee as a result of another position that they hold at the college) members – the Faculty Professional Development Coordinator and the Chair of Curriculum and Instruction.

### Section 4 Parliamentarian

The president shall appoint a senator to serve as parliamentarian.

## Article III Elections

### Section 1 Electorate

The electorate is composed of all full-time academic employees. Full-time academic employees who are assigned to an administrative position less than 50% shall be voting members of the electorate.

### Section 2 Senator Elections

Elections for the full-time faculty senators of the academic senate shall occur by the final meeting of the spring semester each year.

As precisely as possible, elections for voting senators shall be staggered so that one-third of the 40 full-time senators shall be elected every year.

Voting senators shall be elected by a democratic process that shall be conducted electronically and last for a period of 7 calendar days, after which time the results shall be made public.

### Section 3 Executive Committee Election

The academic senate shall elect from its own senators a president, assistant president, secretary/treasurer, legislative liaison, two campus wide representatives, and a faculty liaison to the Associated Student Body to the Executive Committee.

The assistant president, in coordination with the Executive Committee, shall follow the procedures outlined in the Bylaws to hold elections for the Executive Committee.

## Article IV Terms of Office, Attendance, Forfeit & Recall

### Section 1 Senators Terms of Office

The term of office for full-time faculty senators shall be three years beginning on the first day of the fall semester.

The term of office for part-time faculty senators shall be two years beginning on the first day of the fall semester. Ideally, part-time senators shall serve in staggered appointments.

Newly elected senators shall attend the meeting held end of the previous spring semester in which the Executive Committee nominations and elections take place and may cast nominations, self-nominations, and vote for members of the Executive Committee only.

Newly elected senators shall be invited to the final meeting of the spring semester as guests.

### Section 2 Executive Committee Terms of Office

The elected members of the Executive Committee (president, assistant president, secretary/treasurer, legislative liaison, two faculty reps and one faculty liaison to the Associate Student Body) shall serve a two-year term on the Executive Committee beginning on July 1.

The members of the Executive Committee elected by the Academic Senate may serve no more than two consecutive terms in any one position.

The Chair of the Committee on Curriculum and Instruction and the Faculty Professional Development Coordinator shall serve ex-officio terms on the Executive Committee that correspond to their chair and coordinator terms.

### Section 3 Attendance

Attendance at academic senate meetings and retreats is vital to the business of the academic senate. It is the responsibility of senators to attend and participate in all regular meetings by reading materials in a timely fashion, participating in informed deliberation, posing questions, formulating recommendations, making motions, and contributing to the creation and discussion of resolutions.

In the event a senator misses three consecutive regular meetings or six regular meetings in total over the course of an academic year, the secretary/treasurer will contact the assistant president to inquire into the circumstances according to the process outlined in the Bylaws.

### Section 4 Forfeit and Recall

The assistant president of the academic senate may declare the seat forfeited of any senator after the inquiry.

A senator who is unable to complete their term of office as a senator (e.g., if awarded sabbatical, appointed FPD coordinator or Curriculum Chair) or who is assigned to an administrative capacity during their term as senator shall forfeit their seat.

Elected senators, including elected Executive Committee members, are eligible for recall according to the process outlined in the Bylaws.

## Section 5 Presidential Succession

The academic senate adheres to the presidential succession plan outlined in the Bylaws for electing a president-elect and including that person as an ex-officio participant in the proceedings of the Executive Committee until the office of president is assumed to maintain institutional knowledge and promote continuity of senate goals and procedures.

## Article VI Meetings

### Section 1 Governing Rules

The academic senate is governed by its Bylaws. The academic senate and its standing committees are subject to the Ralph M. Brown Act and the specific requirements detailed therein.

The academic senate is empowered to adopt rules and procedures consistent with this Constitution by a vote of two-thirds of the senators present and voting.

### Section 2 Meetings

The academic senate shall hold regular meetings during the school year on a schedule established annually and distributed to the electorate before the first meeting of the academic year.

The academic senate shall conduct 14 regular meetings over the course of the school year. In addition, 2 condensed regular meetings shall be held during the school year prior to the 2 scheduled academic senate retreats (1 in the fall; 1 in the spring).

Special meetings of the electorate may be called by a vote of two-thirds of the academic senate members present and voting or by a petition signed by a majority of the electorate.

## Article V Organization

### Section 1 Senate Powers

The power of the academic senate is derived from Title 5 Regulations, Education Code, and LBCC Administrative Regulation 2006. As the official voice of the faculty, the academic senate's work is carried out through meetings, deliberations, actions, resolutions, the work of standing committees and taskforces, the Executive Committee and collegial consultation.

The resulting passage or failure of items of business shall be considered the recommendation of the academic senate. Upon the petition of ten percent of the electorate, recommendations of the academic senate may be referred to the electorate for consideration and majority vote.

The academic senate, after consultation with the administration, may present findings, views, and recommendations of the academic senate and electorate directly to the Board of Trustees.

### Section 2 Standing Committees and Taskforces

Committees of the academic senate shall be standing committees, and each shall have a clearly defined charge and membership. A task force shall be a group formed for a specific assignment or purpose and shall be dissolved upon completion of the task. Policies, regulations, charges, membership, and policies

governing the standing committees shall be subject to approval by the academic senate. The recommendations of committees and taskforces shall be presented to the academic senate as information or business items.

### Section 3 Resolutions

Resolutions shall be designed to urge or recommend policy or action to the Board of Trustees, Superintendent President, local faculty groups, participatory governance committees, academic senate committees, or the Academic Senate for California Community Colleges. Approved resolutions shall be forwarded to the Board of Trustees for information as well as to appropriate parties by the academic senate president.

### Section 4 Executive Committee

Whereas the Executive Committee operates subject to the powers, responsibilities, and prerogatives of the Academic Senate, the Executive Committee is not a decision-making body. However, the Executive Committee shall act only on exigent business of the academic senate during winter and summer intersessions as well as calendared recesses and holidays.

The Executive Committee shall counsel and advise the president regarding all matters pertaining to and under the jurisdiction of the academic senate. The Executive Committee shall serve on leadership meetings requiring academic senate representation. The Executive Committee shall meet regularly during the year in accordance with its charge and membership.

The Executive Committee shall work with the academic senate to create yearly goals and provide an end-of-year progress report on those goals.

The roles, responsibilities, and expectations of Executive Committee members are outlined in the Bylaws and Academic Senate Handbook.

## Article VII Amendments and Ratification

### Section 1 Amendments to the Constitution

Amendments to the Constitution follow a six-year review cycle carried out through a taskforce created by the Academic Senate. Out of cycle reviews may be initiated by the Legislative Liaison as necessary.

Amendments to this Constitution shall be proposed to the academic senate and discussed within the body after both a first and second reading.

Amendments to this Constitution shall be proposed to the electorate by a vote of two-thirds of the senators present and voting or by a petition signed by ten percent of the electorate.

### Section 2 Amendments to the Bylaws

Amendments to the Bylaws follow a three-year review cycle carried out through a taskforce created by the academic senate. Out of cycle reviews may be initiated by the Legislative Liaison as necessary.

### Section 3 Ratification of the Constitution

Amendments to the Constitution become effective when ratified by a two-thirds vote of the electorate. Voting shall be conducted electronically and last for a period of 7 calendar days, after which time the results shall be made public.

### Section 4 Ratification of the Bylaws

Amendments to the Bylaws shall be ratified with a simple majority vote of the senators present.

## History of Amendments and Ratification

Ratified: April 24, 2023

Amended Date

Amended Date

Amended Date