



**Academic Senate
Title 5 Charge:**

The Academic Senate is an organization whose primary function is to make recommendations to the Administration and Board of Trustees with respect to academic and professional matters including:

1. Curriculum, 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;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for Institutional Planning and budget development as mutually agreed; and
11. Other Academic and Professional matters as mutually agreed upon.

Academic Senate Sabbatical Leave Committee

Functions:

1. Act as a resource to faculty in the preparation of proposals and reports.
2. Review requests for sabbatical leave, suggest modifications as needed, and make recommendations for approval. The Vice President, Academic Affairs will present the committee's recommendations to the Board of Trustees.
3. Review sabbatical reports, verify that activities were completed as approved (or as modified), and forward to the Superintendent/President to certify completion or take other action.
4. Review, revise, and maintain application and reporting forms, rubrics, and timelines and recommend changes to policy and procedures as appropriate.
5. Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.

Membership:

Three full-time faculty members elected from the faculty at large in alternate years. No more than two may be members of the same department. The Vice President, Academic Affairs represents the district. Members are expected to be actively involved in accomplishing the functions described above through regular attendance and participation

Length of Membership:

Members serve two-year, staggered terms. If a member vacates a position before the term has expired, the Senate Executive Committee may appoint a member to complete the term, at which time the regular election will be held.

Chair:

The chair is a faculty member selected by the remaining faculty members of the committee and approved by the Academic Senate.

Meetings:

Meeting are held as needed as mutually agreed by the committee.

Agenda:

The chair or designee is responsible for preparing and distributing the agenda.

Minutes:

The Vice President, Academic Affairs provides support to record, disseminate, and post the minutes and materials.