

THE COMPTON COLLEGE ACADEMIC SENATE

NEW SENATOR ORIENTATION



APPROVED APRIL, 2022

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To add a TOC (short for *table of contents*), just decide where you want it. Word will do the heavy lifting.

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Senate History

- 1963: Assembly resolution asking Board of Education to establish academic senates. • Gave senates the legal jurisdiction over “academic and professional” matters.
- 1988: AB 1725 • Decoupled community colleges and K – 12 • Gave academic senates more purview.

Academic Senate Purpose

The passage of AB 1725 in 1988 granted the Academic Senate the role as the college’s primary authority on academic and professional matters.

Our purpose is to represent all faculty in dealings with Administration and the Board of Trustees, in developing, revising, and implementing college-wide policies and procedures that concern faculty. The Academic Senate should strengthen the role faculty plays in the collaborative governance process. Furthermore, the Academic Senate should provide a platform where faculty discuss, debate, formulate resolutions and recommendations, provide opinions on academic and professional matters, as well as on other issues of concern.

The Academic Senate is a democratically elected group of faculty who represent their respective divisions.

The Senators

Senators are elected by each division to represent their respective divisions in Academic Senate meetings. Senators may make motions during Senate meetings, they can propose agenda items, write resolutions, and vote on items during Senate meetings. Senators are responsible for soliciting input from their divisions, as well as bringing Senate items to their respective divisions, keep their respective divisions informed of items discussed during Senate meetings. Senators are voting members of the Academic Senate. All other faculty members may attend Senate meetings and participate in discussions, but only senators will be allowed to vote.

Academic & Professional Matters

The Academic Senate's primary function is to make recommendations with respect to academic and professional matters.

Academic and Professional matters means the following policy development and implementation matters:

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.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

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 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.

Long Term

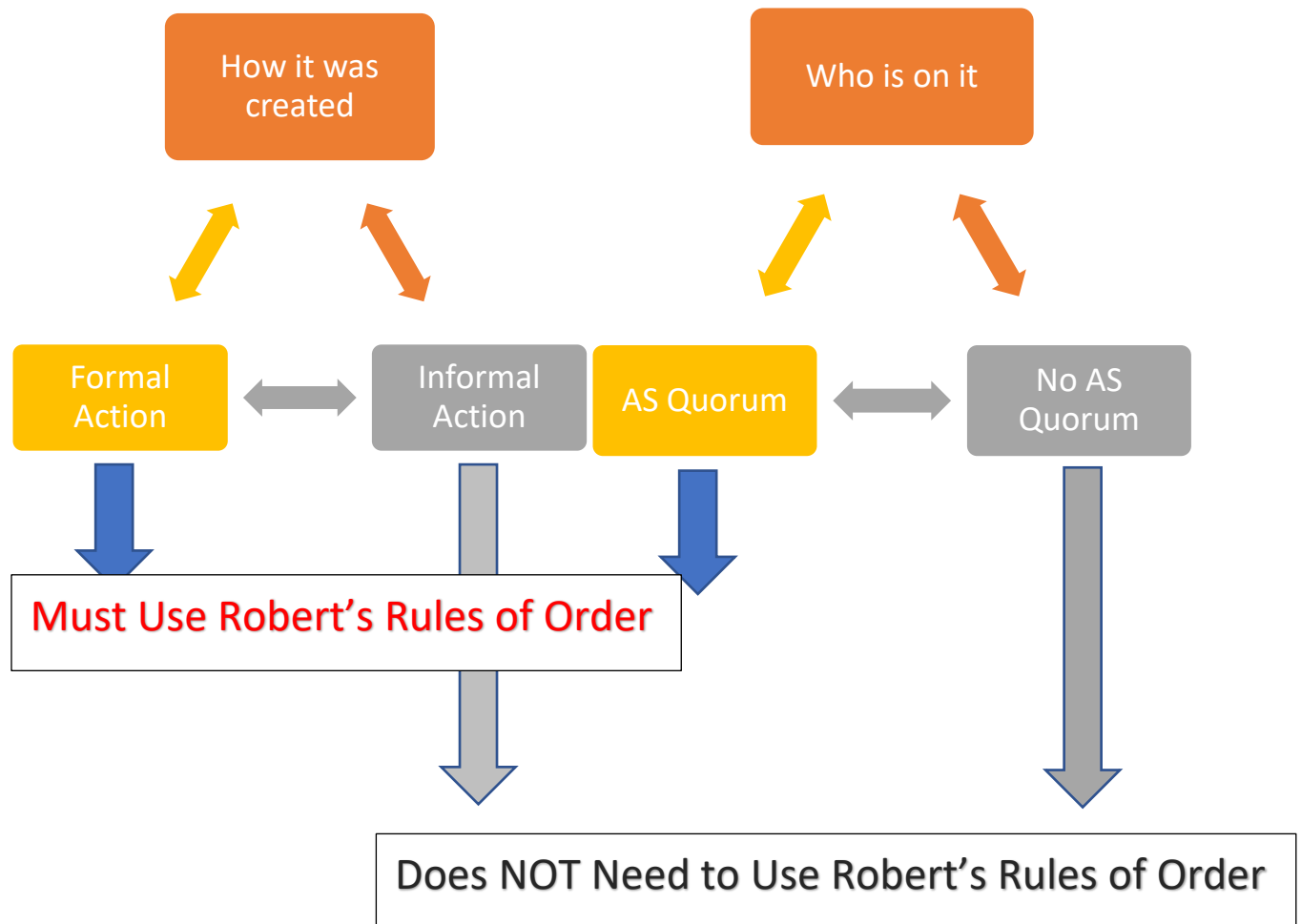
9. Assist in the structure and implementation of AB288: Public schools: College and Career Access Pathways Partnership Agreements with local high schools
10. Focus on increasing accessibility to all course material to achieve 504/508 compliance
11. Establish an Equity Certificate Program
 - a. The Equity Centered Syllabus
 - b. Equity Centered Pedagogy
 - c. Culturally relevant pedagogy
12. Add more Ethnic Studies courses
13. 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
14. Improve cultural education and cultural intelligence (CQ) on our campus

List of Acronyms and Commonly Used Terms at Compton College

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ADT	Associate Degree for Transfer
AR	Administrative Regulation
ASG	Associated Student Government
ASCCC	Academic Senate for California Community Colleges
BIS	Business and Industrial Studies Division
BP	Board Policy
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
Cal Works	A welfare reform program for the needy
CARE	Provides Foster/Kinship families needed resources
CCC	College Curriculum Committee
CCCD	Compton Community College District
CCCCO	California Community Colleges Chancellor's Office
CCCFE	Compton Community College Federation of Employees – Union
CMS	Course Management System
COLA	Cost of Living Adjustment
COR	Course Outline of Record
CTE	Career and Technical Education (formerly vocational education)
DE	Distance Education
DEAC	Distance Education Advisory Committee
DEFC	Distance Education Faculty Coordinator
EOP&S	Extended Opportunity Program & Services
EPC	Educational Policy Advisory Committee
ERP	Enterprise Resource Planning – software used by organizations to manage all of their information
FACCC	Faculty Association for California Community Colleges
FACH	Fine Arts, Communication, and Humanities Division
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience Program
GP/GPD	Guided Pathways/Guided Pathways Division
HBCU	Historically Black College University
HPS	Health and Public Services Division
HSI	Hispanic Serving Institution
HTP	Honors Transfer Program
IEC	Institutional Effectiveness Committee
IEPI	Institutional Effectiveness Partnership Initiatives
ILO	Institutional Learning Outcome
IR/IRP	Institutional Research/Institutional Research and Planning
ISER	Institutional Self-Evaluation Report
ITS	Information Technology Services
MMAP	Multiple Measures Assessment Project
OEI	Online Education Initiative
OER	Open Educational Resources
OPEB	Other Postemployment Benefit (retiree benefits)

PBC	Planning and Budget Committee
PERS	Public Employment Retirement System
PLEC	Professional Learning and Engagement Committee
PLO	Program Level Outcome
POCR	Peer Online Course Review
PR	Program Review
PRP	Program Review & Planning (annual integrated planning system)
QFE	Quality Focus Essay (where the college chooses an area to work on as an institution; written in tandem with the ISER)
SAO	Service Area Outcome
SLO	Student Learning Outcome
SEP	Student Equity Program
SRC	Student Resource Center/DSP&S-Disabled Student Services
SSSP	Student Success and Support Program
STRS	Student Success & Support Program
SWP	Strong Workforce Program
WASC	Western Association of Schools and Colleges – Accrediting
Term	Meaning
AB705	Assembly bill that requires colleges to assist students in completing college level math and English in one year
AB1725	Signed in 1988, this assembly bill lays out the guidelines for governance in California Community Colleges
Attrition	The loss of students from one term to another
Canvas	Online learning management system used by our college
Collaborative Governance	Term used by Compton College that describes how decisions are made at the institution
Completion	The number of students successfully completing courses
Oliver W. Connor Promise	Agreement that offers students assistance with purchasing books and supplies.
College Promise	Formerly Board of Governance Fee Waiver – covers the cost of tuition for students
Persistence	The number of students who return to the college after a term, or a year
Title 5/Ed Code	California Code of Regulation section which details state law related to education
Title IX	A California Amendment that protects people from discrimination based on sex, gender, harassment, discrimination, threat, coercion, etc.

Robert's Rules of Order for Academic Senate Sub-Committees



Robert's Rules Cheat Sheet

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Procedure for Handling a Main Motion

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

When Debating Your Motions

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

How to Accomplish What You Want to Do in Meetings

Main Motion

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame President, I move that _____."

Amending a Motion

You want to change some of the wording that is being discussed.

- After recognition, "Mister President, I move that the motion be amended by adding the following words _____."
- After recognition, "Mister President, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mister President, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

Refer to a Committee

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame President, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

Postpone Definitely

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame President, I move to postpone the question until _____."

Previous Question

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

Limit Debate

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

Postpone Indefinitely

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

Postpone Indefinitely

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Mister President, I move to postpone the motion indefinitely."

Recess

You want to take a break for a while.

- After recognition, "Mister President, I move to recess for ten minutes."

Adjournment

You want the meeting to end.

- After recognition, "Mister President, I move to adjourn."

Permission to Withdraw a Motion

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister President, I ask permission to withdraw my motion."

Call for Orders of The Day

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

Suspending the Rules

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam President, I move to suspend the rules and move item 5 to position 2."

Point of Personal Privilege

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chair: "State your point."
- Member: "There is too much noise, I can't hear."

Committee of The Whole

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame President, I move that we go into a committee of the whole."

Point of Order

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

Point of Information

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

Point of Parliamentary Inquiry

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

Appeal From the Decision of the Chair

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Robert's Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference Chart					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Resolution Writing

What is a Resolution

Resolutions are a formal way of stating intended action by a group of people. A resolution is an original motion, which because of its importance, length, or complexity is submitted in writing. It is then brought forward on the floor of a group, during an official meeting, for wider adoption.

Writing a Resolution

Resolutions are your opportunity to address problems, situations, or concerns which affect your group.

- Identify your issue – keep it simple
- Ensure the issue has not been addressed at the local, state or national level
- Research your issue
- Whereas should support the resolved statements
- Make sure the research clearly supports the statements and statistics used to support the resolve.

Whereas

The whereas is the first half of the resolution explain WHY the action in the resolved clauses should be taken. It states past action, reasons for the action and your group's reasons for concern.

The first word, of the whereas clause sets the "tone" for the statement, the stronger the conviction about an issue, the stronger the first word.

Each clause in the whereas should be followed by a comma (,) and the word "and." The last clause in this section of the resolution should be followed by a colon (:).

Some possible initiating phrases for whereas clauses:

- Acknowledging
- Alarmed
- Approving
- Concerned
- Confident
- Convinced
- Declaring
- Desiring
- Deploring
- Determined
- Emphasizing
- Endorsing
- Expecting
- Fulfilling
- Mindful
- Observing
- Realizing

- Recognizing
- Reiterating
- Seeking
- Stressing
- Welcoming

Resolved

The resolved clauses of a resolution tell the reader what ACTION should be taken to solve the problem set up in the whereas. The resolved clauses should be the strongest part of your resolution. The first word of the resolved clause should be a verb, and should show what will follow in the clause. Each operative clause should end with a semi-colon (;). The last resolved clause should be followed by a period (.).

Some possible initiating phrases for resolved clauses:

- Accepts
- Adopts
- Affirms
- Appeals
- Appreciates
- Approves
- Authorizes
- Calls upon
- Commends
- Concurs
- Condemns
- Confirms
- Declares
- Designates
- Directs
- Promotes
- Recognizes
- Recommends
- Seeks
- Suggests
- Supports
- Urges

How to Format a Resolution

Title: Resolution to _____ (action being sought)

Whereas, The (include arguments that detail the need or the problems that necessitate action; use facts and statistics when possible to strengthen arguments) _____; and

Whereas, _____ ; and

Whereas, _____ ; and

Whereas, _____ ; and

Resolved, That the Academic Senate for Compton College (include the action you seek to be taken) _____ ; be it further

Resolved, _____ ; be it further

Resolved, _____ .