

Academic Senate Handbook



Revised Fall 2020

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Preface

The Academic Senate Handbook is to be used as a resource for the Senate Executive Committee, Committee Chairs and members, Senate Representatives, and other standing members of the Academic Senate providing them with the information to support them in being effective faculty leaders on campus.

This handbook is divided into six parts:

- Part 1 – Academic Senate Overview
- Part 2 – Academic Senate Operating Procedures
- Part 3 - College Governance
- Part 4 – Glossary & Definitions and Acronyms
- Part 5 - Online Resources for Senate Leaders, Senators, and Standing Members

Part 1. Academic Senate Overview

Purpose & Role

The Antelope Valley College Academic Senate represents the college faculty in the formation of academic and professional matters, and the promotion of communication and mutual understanding as authorized in *Title 5, Chapter 2, § 53200* and *BP 2510 Participation in Local Decision Making, 3&4*. (See also Part 3. College Governance.)

As such, the Academic Senate provides principal and critical guidance in policies and procedures related to the following academic and professional matters:

- Curriculum, including prerequisites,
- Degree and certificate requirements,
- Grading policies,
- Education program development,
- Standards or policies regarding student preparation and success, and
- Policies for faculty professional development activities.
- Faculty hiring criteria,
- Equivalencies to minimum qualifications, and
- Administrative retreat rights.

Additionally, the Academic Senate comes to “mutual agreement” with the Board of Trustees related to the following academic and professional matters:

- District and college governance structures, as related to faculty roles,
- Faculty roles and involvement in accreditation,
- Program review,
- Institutional planning and budget development, and
- Other academic and professional matters as required.

(*Constitution* §1.0 to 3.3)

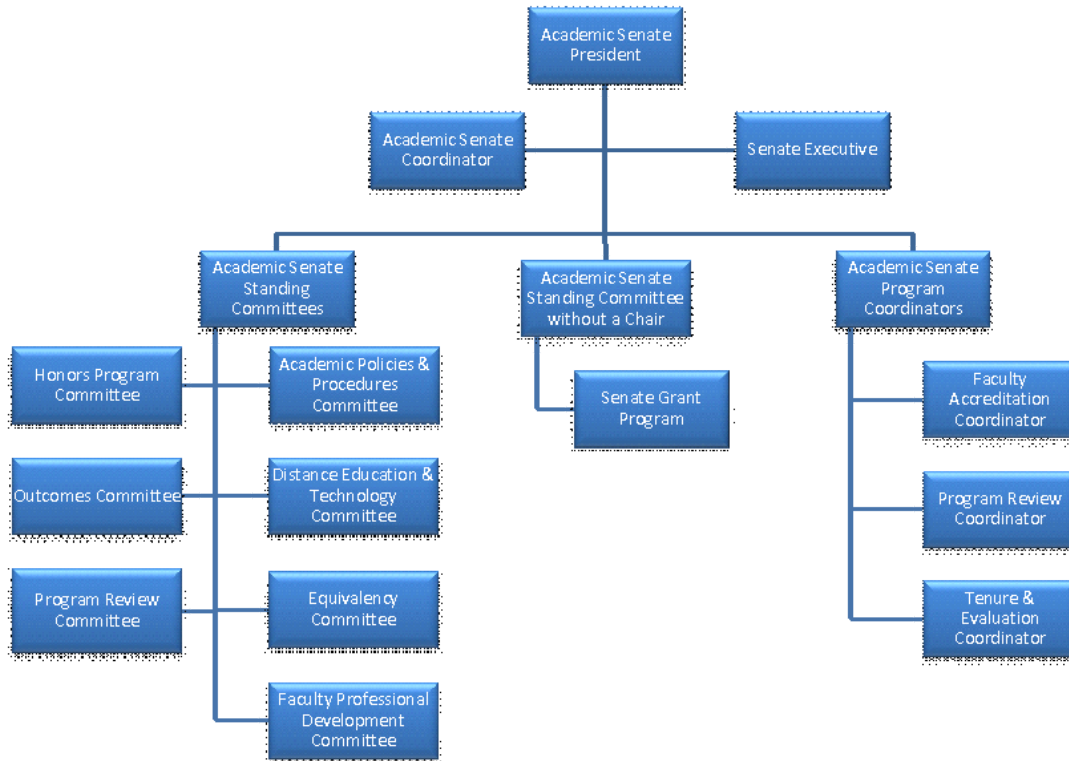
Senate Organization & Duties

Senate Composition

The Academic Senate is comprised of faculty members who are employed full time by Antelope Valley College. In accordance with the language in *Constitution Article II § 200 to 208* and corresponding Bylaws, the Senate consists of the following positions:

- Senate President
- Vice President
- First Executive Officer
- Second Executive Officer
- Legislative Liaison
- Division Representatives
- Non-division Representatives
- Adjunct Representatives
- Committee Chairs, Faculty Co-Chairs and Coordinators
- Ex-Officio Members (Non-voting members)
 - Elected president of a recognized certificated organization
 - AFT Union President
 - ASO student appointee
 - Senate committee chairs, Faculty Co-chairs, and coordinators
 - Most recent Senate President for one year after a term has ended.

Academic Senate Organization Chart



Senate Representatives

To be eligible to serve on the Academic Senate, the Executive Committees, or as Chairpersons, regular faculty members must be tenured regular faculty or probationary regular faculty in their third or fourth year of tenure to serve on the Senate as a division's or non-division's representative except for the Adjunct Representatives. (Constitution § 4.1 to 4.2.1)

Each division will select their Senate representative as outlined in §B300, and then inform the Senate of those representatives and proxies in writing. Non-division academic areas are eligible for Senate Representation under Constitution, Article II §204, and 205. Additionally, two adjunct representatives shall be elected to serve on the Senate as outlined in Constitution, Article II §206.

Senate representative serves for a two-year term. There are no term limits for representatives. If the division has not chosen a representative the seat will remain vacant until the selection occurs. See Article II §204 Division Representatives for more details concerning absences, seat vacancy, or elimination of a division's representative seat.

Part 2. Operating Procedures

How to Place an item on Senate Agenda

Meetings (B102.0 – B102.3)

Order of Business

An assembly of rules and procedures is utilized in-group meetings. The group must consist of two or more people. No matter the size of the group, a standing order is the best means of controlling discussion so that all may have a fair opportunity to express their positions. The meeting will go as follows in the sequence below:

1. There will be a call to order by the chairperson with the option of having an assistant present depending on the organization. The chairperson calls the meeting to order by saying, "The meeting will please come to order." A roll call is optional and used to establish a quorum.
2. The chairperson will then say, "The secretary will please read the minutes of the last meeting." If a member finds the minutes do not match, he/she may correct them by addressing the chair and stating his objections. If the members agree that the minutes are a correct account of the last meeting, the secretary will write the word "approved" at the end of the minutes along with the date and his/her signature.
3. Monthly reports by officers on the committee.
4. Monthly reports of standing and special committee members.
5. After the reports, any unfinished business will then be addressed.
6. After any unfinished business matters have been addressed, new business matters can then be introduced.
7. Announcements. This step takes place after all of the new motions have been mentioned under the sixth step. After this, the floor is then open for any member to announce any matter for discussion.
8. Adjournment. Many organizations have a fixed time for ending their meeting. If the time for adjournment has arrived, a motion to extend the time of the meeting is needed.

How to make a motion

A proposed action from a member of the group is called a "motion." A motion that proposes some new action is sometimes called an "original main motion." The first step in gaining the right to speak in a business meeting is to address the chairperson. In order to establish a motion in the meeting, the following could be done:

1. A member addresses the chair by saying, "Chairman." Upon being recognized, a member has the floor or the right to speak. The proper way to state the main motion is to introduce it with the three words, "I move that...".
2. After the main motion has been made, a second is required to show that one other member approves of having the matter considered. A person seconds a motion by simply saying, "I second the motion."
3. After the main motion has been seconded, the chairperson will open the floor for debate on the motion. The debate period can be used to dispute or amend the main motion. After the debating and amending period is over, the chairperson will ask the group if they are ready to vote. Upon receiving this approval, the chairperson will state the question (or motion) again, before the vote is taken. The chairperson will say, "The question (or motion) is . . ."
4. There are two other commonly used ways to end a debate. A member can motion the previous question, or he/she may simply call the question. Both of these are motions and, as such, require a second in order to move forward. They also require a two-thirds majority for passage. There is no debate on either of these motions and a defeated motion returns the debate to the floor.

Note: During periods of inactive discussion, a member might simply call out "question." To this, the chair responds, "The question has been called for. If there is no further discussion, we shall vote." A simple "call for the question," however, is not forcing the motion into a discussion without the following; Members who wish to debate, properly made seconded, and passed by a majority of a two-thirds vote. Without the following requirements, the organization has the right to terminate the motion for discussion.

Methods of Voting

Balloting (B101.0- B101.31.6)

Constitution and Bylaws (B100.1.5- B100.1.6.5)

There are many ways by which an organization votes. An organization can vote below as follows:

1. **General consent**: The quickest and most simple method of determining the will of the majority is by the chair's asking if "there are any objections." If no one voices an objection, the announced ruling stands. When this procedure is used, it is primarily on questions of procedure and very rarely on main motions.
2. **Voice**: A voice vote is second in order of ease and first in popularity. The chair asks those favoring a motion to say "aye" and those opposed to say "no." After hearing the vote, the chair judges which has the majority, and announces the decision. A member who doubts the accuracy of the judgment calls for a division of the house, which is an order for another vote, this time by standing.
3. **Standing**: This vote is always used in response to a call for division and is often used when a majority of two-thirds is required. As with the voice vote, the chair calls first for the favorable vote count, followed by the opposition.
4. **Show of hands**: This vote is most common in organizations of fifty or less. The hand vote is often used when the chair wants a quick, but approximate vote without concern for the precise count.
5. **Ballot**: Used for elections and votes on critical issues because of its qualities of secrecy, accuracy, and permanency. Affirmative ballot votes for motion are marked "aye," and negative votes are marked "no."
6. **Roll call**: When conducting a roll call vote, the chairperson or secretary calls the roll. Affirmative voters respond with "yes," negative with "no." If a member does not choose to vote (and no one can be forced), he/she answers "present." This type of vote is very rarely used by small organizations.

Honors and Awards

Academic Ranking (B500.1 to 503.1.6).

The Senate may grant and recommend faculty members to honor or award those considered suitable. Such honors may include, but are not limited to the following:

- ★ Academic Ranking
- ★ [The Hayward Award](#)
- ★ [The Regina Stanback-Stroud Diversity Award](#)
- ★ [The Exemplary Program Award](#)
- ★ Scholar in Residence
- ★ Professor Emeritus
- ★ The Outstanding Adjunct Award

Academic Ranking is a celebration of personal and professional achievement, life-long learning in both occupational and academic fields, and commitment to the AVC community. It appropriately recognizes the community college professor with the faculty of other segments of higher education, establishes the professor's position in the academic and general communities, enhances professional and academic prestige, and increases the reputation of the college.

The Antelope Valley College Academic Senate encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Academic Ranking is a separate and strictly an honorary title granted by the Academic Senate under its authority under the Constitution §102.2. It is not attached to salary, or used to determine salary increases.

Additional information about the application process and qualification standards can be found online at <https://www.asccc.org/awards>.

Calendar

FALL SEMESTER

Week 1:

Notify all adjunct faculty soliciting nominees for adjunct-at-large positions at the beginning of the fall semester.

Week 8:

Notify all faculty requesting nominations for Hayward Award. Present nominations for Hayward Award to the Senate for discussion and selection. Notify all faculty requesting nominations for the Regina Stanback-Stroud Diversity Award. Solicit nominations for the Exemplary Program Award.

Week 12:

Call for Scholar in Residence nominees. The nomination period will remain open until the fourth week of the spring semester.

SPRING SEMESTER

Week 2:

Divisional representatives and Senator-at-Large vacancies are announced.

Week 4- 5:

Names of new divisional representatives need to be submitted to the Academic Senate Office.

Week 6:

Notify all faculty and deans of each division soliciting nominations for the Outstanding Adjunct Faculty Award.

Week 7:

Conduct the election of Senate Officers.

Week 8- 9:

Select the Outstanding Adjunct Award winner.
Select the Scholar in Residence.

Selection of Senate Executive Committee (Article IV, B 400.0 – B403.1.4)
Selection/Succession/Recall (B105.0 – 105.2.3.2) &
Removal/Emergency Powers

Election of Senate Executive Committee (See Article II – Representation §200.0 –
203.6)

Selection of Senate Representatives

Election of Senate Representatives (See Article II – Representation §200.0 – 208.0,
Bylaw – Article I B100.1.4 – B100.1.4.5.3)

Voting Privilege, Proxies, Terms, Senate and Ad Hoc Committee Selection/Formation
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Part 3. College Governance

Shared governance is described as “the set of practices under which college faculty and staff participate in significant decisions concerning the operation of their institutions. Colleges and universities are very special types of institutions with a unique mission—the creation and dissemination of ideas,” (Higher Education Program and Council - AFT Higher Education). The Antelope Valley College faculty are encouraged to participate in college governance to better serve the campus community and fulfill the college’s mission.

Antelope Valley College Governance Councils and Committees Academic Procedures 2510 Participation in Local Decision-Making	
Elected Governance Group	Board of Trustees
Administrative Governance Group	Administrative Cabinet Administrative Council
Faculty Governance Group	Academic Senate
Student Governance Group	Associated Student Organization
Collective Bargaining Governance Group	Antelope Valley Federation of Teachers Antelope Valley Federation of Classified Workers
Campus-Wide Governance Group	College Coordinating Council Strategic Planning & Budget Council
Campus-Wide Standing Committees	Auxiliary Services Committee Basic Skills Committee Enrollment Management Committee Equal Employment Opportunity Advisory Committee Information Technology Committee Matriculation Committee Safety Committee Staff Development Committee

Board and Senate Agreement Consultation Title 5, Section 53200 "Academic and Professional Matters" – Definitions
I. <i>Academic Senate</i> means an organization whose primary function is to make recommendations concerning academic and professional matters.
II. <i>Consult Collegially</i> means that the district governing board shall develop policies on academic and professional matters through either or both of the following: <ol style="list-style-type: none"> 1. Rely primarily upon the advice and judgment of the Academic Senate, OR 2. The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.
III. Academic and Professional Matters means the following policy development matters, <ol style="list-style-type: none"> A. For the following items, the Board of Trustees will <i>rely primarily</i> on the advice of the Academic Senate: <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites. 2. Degree and certificate requirements. 3. Grading policies. 4. Education program development. 5. Standards or policies regarding student preparation and success. 8. Policies for faculty professional development activities. B. For the following items, the Board of Trustees will come to a mutual agreement with the Academic Senate: <ol style="list-style-type: none"> 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. 9. Processes for program review. 10. Processes for institutional planning and budget development. 11. Other academic and professional matters as mutually agreed upon.
Approved by Board of Trustees April 10, 2000

Defining and Understanding the Role of the Academic Senate – Summarized from Title 5 CCR
§53200 Definitions
Academic Senate means an organization whose primary function is to make recommendations for academic and professional matters.
Academic and professional matters mean the following policy development matters: <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites. 2. Degree and certificate requirements. 3. Grading policies. 4. Educational program development. 5. Standards or policies regarding student preparation and success.

6. 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 instructional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice and judgment of the academic senate, OR
2. The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

§ 53203 Powers

A) The governing board shall adopt policies for the appropriate delegation of authority and responsibility to its college Academic Senate.

B) In adopting the policies described in section (a), the governing board or designees, shall consult collegially with the Academic Senate.

C) While consulting collegially, the Academic Senate shall retain the right to meet with or appear before the governing board for its views and recommendations. Besides, after consultation with the administration, the Academic Senate may present its recommendations to the governing board.

D) The governing board shall adopt procedures for responding to recommendations of the Academic Senate that incorporate the following:

1. When the board elects to rely primarily upon the advice and judgment of the Academic Senate, the recommendation of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.

2. When the board elects to provide for mutual agreement with the Academic Senate, and an agreement has not been reached, the existing policy shall remain in effect unless such policy

exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the the board may act, after a good faith effort to reach an agreement, only for compelling legal, fiscal,

or organizational reasons.

E) An Academic Senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board.

F) The appointment of faculty members to serve on college committees shall be made, after consultation with the chief executive officer or designee, by the Academic Senate.

§ 70902 (b)(7) Governing Boards; Delegation

The governing board of each district shall establish procedures to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, and to ensure that theses

opinions are given every reasonable consideration, and the right of Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
§ 87359 (b) Waiver of Minimum Qualifications; Equivalency
The agreed-upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate. The process shall further require that the governing board provide the Academic Senate with an opportunity to present its views to the governing board before the board decides.
§ 87360 (b) Hiring Criteria
Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by the representative of the governing board and the Academic Senate.
§ 87458 (a) Administrative Retreat Rights
The agreed-upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate. The process shall further require that the governing board provide the Academic Senate with an opportunity to present its views to the governing board before the board decides.
§ 87610.1 (a) Tenure Evaluation Procedures
The faculty's exclusive representative shall consult with the Academic Senate before engaging in collective bargaining regarding those procedures.
§ 87615 (b) Minimum Degree Requirements; Exceptions
The agreed-upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate. The process shall further require that the governing board provide the Academic Senate with an opportunity to present its views to the governing board before the board decides.
§ 87663 (f) Evaluation Procedures
The faculty's exclusive representative shall consult with the Academic Senate before engaging in collective bargaining regarding those procedures.
§ 87743.2 Faculty Service Areas
The exclusive representative shall consult with the Academic Senate in developing its proposals with regards to faculty service areas.

In doing their work, the Academic Senate and its committees, particularly the chair(s), must recognize which items/issues under discussion are subjects of collective bargaining (CB) or are academic and professional matters (APM). Unless specifically asked to handle a CB item or an APM, the senate nor the committee should not. Also, each participatory governance committee should assure the effective participation of all parties, as well as effective communication with the College Coordinating Council (CCC). The following table provides a broad overview of issues and matters that are considered either collective bargaining or academic and professional matters.

COLLECTIVE BARGAINING	
Salaries—steps, columns, merit pay, stipends, bonuses, reassigned time, overtime, placement & advancement Benefits Leaves, vacations, holidays Retirement Union & district rights Grievance, arbitration, student grievance policy Evaluation & discipline procedures Academic freedom Affirmative action plans Calendar Committees that deal with CB items, such as calendar, safety, work environment	Discrimination—sex, race, religion, etc Intellectual property rights Job assignments, reclassification & reassignment Seniority & promotions Office space, keys & parking Graduation attendance Preparation time Professional ethics Tools/equipment: access to a computer, telephone, and equipment necessary for the job Training (impact on wages/hours, such as sabbaticals, staff development, flex) & travel Contracting out of bargaining unit work Workload/class size/work hours/workdays
ACADEMIC & PROFESSIONAL MATTER	
Curriculum, including establishing prerequisites Degree and certificate requirements Grading policies Education program development Standards or policies regarding student preparation and success District and college governance structure as related to faculty roles	Faculty roles and involvement in accreditation Policies for faculty professional development activities—staff development, flex, sabbaticals, faculty academy, senate grant program Processes for program review Processes for planning and budget

PART 4. GLOSSARY AND ACRONYMS

[AB 1725](#): California Community Colleges Comprehensive Reform Legislation

Academic Employees: Those persons who are employed in positions for which the Board of Governors has established Minimum Qualifications. The term generally includes faculty (including librarians and counselors) and academic administrators.

Academic Year: Period of time schools use to measure a quantity of study. Academic year can vary from school to school and even from educational program to educational program at the same school, but generally refers to July 1 through June 30.

Accreditation: The review of the quality of higher education institutions and programs by an association composed of institutional representatives. The Accrediting Commission for Community and Junior Colleges ([ACCJC](#)) of the Western Association of Schools and Colleges ([WASC](#)) accredits California's community colleges.

[Alpha Gamma Sigma \(AGS\)](#): An honors society for California community college students.

[Americans with Disabilities Act \(ADA\)](#): The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

Affirmative Action: The practice of actively promoting the recruitment of students and hiring staff to reflect the diversity of the population in terms of race, ethnicity, gender, and disabilities. Proposition 209 and subsequent court cases prohibited affirmative action in public institutions to the extent that it involves granting preferences based on race or gender.

Allocation: The division or distribution of resources according to a formula or plan.

Apportionment: The method by which the system office distributes federal, state, and local monies to community college districts according to specified formulas.

Articulation: The process of developing a formal, written agreement that identifies courses (or sequences of courses) on a "sending" campus that is comparable to, or acceptable instead of, specific course requirements at a "receiving" campus.

ASCCC: Academic Senate of California Community Colleges

AVCFT: Antelope Valley College Federation of Teachers-Local of AFT and the exclusive bargaining agent for faculty.

Bagley-Keene Act: State law that establishes notice and open meeting requirements for state bodies, including the Board of Governors.

Base: A foundation to which comparisons are made when projecting a current condition; also refers to ongoing funding to which additions or subtractions are made in the annual budget.

Basic Aid District: A community college or K-12 district that does not receive state funds because its revenues from local property taxes provide more than it would receive under state formulas.

Basic Skills: Courses in reading, writing, computation, and English as a Second Language that prepare students for college-level work. Also called remedial or developmental courses.

Block Grant: The provision of funds for distinct purposes in a single allocation that allows local discretion in spending among those purposes.

Board of Governors Fee Waiver (BOGFW): A state-funded program that waives enrollment fees for California residents if they are (a) recipients of [CalWORKs](#), [SSI](#) or General Assistance benefits; (b) are in low-income households based on income and family size; or (c) have financial need according to federal standards for student financial aid. Students who qualify for the BOGFW are also entitled to discounted parking fees and a waiver of any health services fees charged by a district.

Budget Change Proposal: A request developed by a state agency and provided to the Department of Finance to request changes in the amount of money the state provides for any purpose.

California Articulation Number: A course identification system that facilitates the identification of lower-division, transferable major preparation courses taught at one CCC or CSU campus, as compared to similar courses taught at another.

Cap: An enrollment limit beyond which districts do not receive funds for additional

students.

Categorical Programs/Funds: Provided in the law and budget for specific uses. Examples of categorical programs are Deferred Maintenance, Part-time Faculty Office Hours, EOPS, and DSP&S.

CCCApply: A California Community Colleges website that supports a common online admissions application accepted by most colleges in the system. It also provides information about campus programs and services and is the primary student portal to the system for those who do not enter through a specific college.

CCC Confer/ConferZoom: A system-wide audio and e-conferencing system that allows communication and collaboration for all staff, faculty, and administrators in the California Community College system via telephone and the Internet.

CCLC: Community College League of California

County-District-School (CDS) Codes: A series of numbers assigned to a California community college and utilized as a database to track, sort, and identify community college campuses.

Census Week: A week during each semester used to count enrollment for funding purposes.

Center: An off-campus site administered by a parent college that offers programs leading to certificates or degrees that are conferred by the parent institution.

Certificated: Before [AB 1725](#), referred to personnel (faculty, administrators, supervisors, nurses, librarians, etc.) who, by law, had to have a credential to perform their duty. Certification has been superseded by the designation of Minimum Qualifications for academic employees.

Certificates Of Completion Or Achievement: For students completing credit courses in prescribed pathways, a certificate of achievement may be awarded for Chancellor's Office approved programs of study of 18 or more units. "Low unit" certificates may also be offered by a college and awarded as certificates of achievement when the program of study consists of 12-18 units and is approved by the Chancellor's Office. Typically, certificates of achievement are developed in the career technical education (CTE) areas. Some certificates also lead to associate degrees in the same field. Colleges may not award a certificate of achievement for basic skills or English as Second Language (ESL) coursework.

Certificates of Participation: Used to finance the lease/purchase of capital projects. Essentially, they are the issuance of shares in the lease for a specified term.

Chancellor: Chief Executive Officer of the California Community College System. (Also may mean college president of the district superintendent.)

Chief Executive Officer: A term used to describe a multi-campus district chancellor, the superintendent/president of a single-campus district, or the president of a college in a multi-college district.

CIO: Chief Instructional Officer (Vice President of Academic Affairs)

Classified Staff: Employees of a district not in academic positions, including secretarial staff, computer and program technicians, instructional aides, accountants and maintenance personnel.

Common Course Numbering: A numbering system to identify comparable courses at multiple institutions. The CAN numbering system has been adopted by the California Community Colleges as its official common course numbering system.

Competitive Cal Grant: A limited number of Cal Grants to help pay college expenses, available on a competitive basis to students who are not recent high school graduates or otherwise don't qualify for an Entitlement Cal Grant.

Conference Committee: A legislative committee that settles differences between Assembly and Senate versions of bills, or House and Senate bills in the federal arena.

Consult Collegially: A term that means that the district governing board shall develop policies on academic and professional matters through either or both of the following: (1) Rely primarily upon the advice and judgment of the academic senate, OR (2) The governing board, or its designees, and the academic senate shall reach a mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Consultation: The mechanism for systemwide shared governance through which the Chancellor confers on policy issues with institutional and interest group representatives prior to making his recommendations to the Board of Governors. The Consultation Council consists of representatives of the Chief Executive Officers, Chief Business Officers, Chief Human Resources Officers, Chief Instructional Officers, Chief Student Services Officers, Academic Senate, Student Senate, California Student Association of Community Colleges, faculty and classified unions, and Trustees.

Contract Education: Courses or programs that provide customized training on a fee- for-service basis for businesses and government agencies.

Cooperative Agencies Resources for Education: A state-funded program that provides EOPS students who are welfare-dependent single heads of household with supplemental educational support, such as specialized counseling and advisement, peer support, grants and allowances for child care, transportation, textbooks and school supplies, tutoring, and other services.

Corporate and Community Services (CCS): One of the missions of the community colleges; the Ed Code authorizes colleges to offer not-for-credit classes and events of interest to the community. Fees paid by students must support the full cost of such classes.

Data Mart: A database program maintained on the Chancellor's Office website that enables external users to query student and staff MIS data and generate aggregated reports by college, district, or statewide.

Department of Finance: A state agency that represents the Governor's office in shaping budgetary priorities and controlling state spending.

Developmental Education: Courses and programs that are below college level, designed to prepare students for college level work. Also called basic skills or remedial education.

Disabled Students Programs and Services: A state-funded categorical program that provides funds for the additional costs related to supporting students with disabilities in community colleges.

Disciplines: Curricular subject matter areas designated by the Board of Governors (relying on the work of the Academic Senate), and used in establishing Minimum Qualifications for faculty.

Distance Education/Distance Learning: Classes and other educational services offered via television, the Internet, or other technological means of teaching at a distance.

Donahoe Higher Education Act: Established the Master Plan for Higher Education in 1960, delineating the roles of the CCC, CSU, and UC segments.

Dual Admissions: A program where an applicant to a four-year institution of higher education is guaranteed admission in a future academic year upon completion of

specified courses and requirements at a community college.

Early College High School: A program, funded by a \$9 million grant from the Gates Foundation to the Foundation for California Community Colleges to support the creation of small high schools that provide students the opportunity to finish 4 years of high school and the equivalent of 2 years of college during a 4-5 year period.

Economic and Workforce Development Program: A California Community College program that supports regional centers and systemwide initiatives to address current and emerging workforce development needs. It links colleges and employers so that training programs are up to current industry standards, students have immediate employment options upon graduation, and business innovation and development is supported.

Educational Employment Relations Act (EERA): [Regulates collective bargaining for K-12 and community college districts.](#) Also called the Rodda Act.

Educational Research Information Center: A federally funded repository for information about a variety of higher education issues, including, community colleges.

Education Code (Ed Code): The body of California law governing elementary, secondary, and post-secondary education in California. Implementing regulations are contained in [Title 5 of the California Administrative Code](#).

Educational Master Plan: The strategic plan that guides the decision-making for instruction, student services, and college operations. The plan also includes decision making for facilities, personnel, and technology.

Enrollment Fee: The fee charged by districts pursuant to [Ed. Code section 76300](#) per credit unit of enrollment. The enrollment fee as of 2020-2021 is \$46 per unit.

Enrollment Management: The term used to describe processes related to setting priorities for student enrollment.

Entitlement Cal Grant: A grant to help pay educational expenses available to all California resident high school graduates who apply in their senior year and meet income and GPA requirements.

Equalization: State funds provided to address the historic disparity in funding per FTE student among community college districts.

Extended Opportunity Programs and Services (EOPS): A state-funded program to support the enrollment of disadvantaged students through services including counseling and advice, tutoring, peer support, books and financial aid.

FACCC: Faculty Association of the California Community Colleges—and Independent advocacy group for faculty related issues at the state level – not affiliated with any union.

Faculty and Staff Development Fund: State funds allocated to districts to support professional development for faculty, administrators and staff.

Faculty Professional Development (FPD): A program that allows faculty to engage in professional development activities

Field Act: A law that defines earthquake standards for school and community college facilities.

Fifty-Percent Law (ECS 84362): Requires at least 50 percent of each district's current expense of education to be spent on the salaries of classroom instructors and instructional aids.

Fiscal Data Abstract: Annual Chancellor's Office publication of budget and enrollment statistics for each district.

Fiscal Year: In California, it is the period beginning July 1 and ending June 30. Federally-funded programs use a fiscal year beginning October 1 and ending September 30.

Flexible Calendar: Colleges may designate up to 10 instructional days per year for professional development. "Flex" activities are designed for faculty and staff development.

Free Application for Federal Student Aid (FAFSA): The uniform application for federal, Cal Grant and campus-based financial aid.

FSA: Faculty Service Areas

FTEF (Full-time Equivalent Faculty): The total number of full- and part-time faculty counted in terms of full teaching loads, not headcount.

FTES (Full-time equivalent students): Replaced ADA as the community college workload measure for instruction and instructional services. A "full-time student" is

defined as one who is enrolled in 12 or more units. FTES is determined by dividing 12 into the total number of units in which all students are enrolled.

Full-Time Faculty: Includes regular (those who have tenure) and contract (those hired on a year to year basis, prior to achieving tenure) faculty who are hired as full-time employees.

Full-Time Faculty Obligation Number (FON - [CCR Title 5, section 51025](#)): The number of full-time faculty a district is required to hire or maintain under Ed Code requirements aimed at achieving the goal that 75 percent of the hours of credit instruction provided by each college be taught by full-time faculty.

Fund for Instructional Improvement: A competitive grant program administered by the system office that focuses on innovative curriculum and faculty and staff development projects. The program is not currently funded.

Fund for the Improvement of Postsecondary Education: A federal competitive grant program that supports innovative programs in higher education.

[Fund for Student Success](#): A competitive grant program administered by the system office that originally focused on innovative models of service and learning delivery. Limited funds currently support MESA and Middle College High School grants to selected colleges and the system's contribution to administration of the Puente program.

General Education: A required pattern of courses covering a breadth of subjects thought to be useful for all college students regardless of major.

Grandfathering: Provisions that protect existing programs or program participants from being affected by changes in regulation, law, or policy.

Growth: Funds provided in the state budget to support the enrollment of additional FTE students.

Headcount Enrollment: The actual number of students enrolled.

Hold Harmless: Any mechanism that assures that no district will receive fewer funds under a new funding system than under a prior one.

Independent College: A non-public institution of higher education.

[Institutional Learning Outcomes \(ILO\)](#): Ensure that students will succeed through the assessment of the goals as outlined in the college mission statement.

Instructional Services: Services that support the teaching-learning process, such as libraries and media centers.

Interjurisdictional Exchange: A type of contract that allows the Chancellor's Office to temporarily hire an employee from a local community college district to work in the Chancellor's Office or conversely to allow a Chancellor's Office employee to work at a district.

Intersegmental General Education Transfer Curriculum (IGETC): A joint effort of the UC, CSU, and CCC Academic Senates to define common lower-division coursework in college majors. See the [College Catalog](#) for more information.

Lease Revenue Bonds: Bonds secured by a lease agreement and rental payments. Community colleges use lease revenue bonds to finance construction or purchase facilities.

Management Information System: Refers to computer-based systems that manage student, fiscal and other information. The [CCCCO MIS database](#) consists of unit record student and staff data from all colleges in the system.

Mandated Costs: College district expenditures that occur as a result of federal or state law, court decisions, administrative regulations, or initiative measures.

Master Plan For Higher Education: State policy on priorities within higher education and the missions of the CCC, CSU, and UC systems. Originally enacted by the Donahoe Higher Education Act in 1960.

Mathematics Engineering Science Achievement (MESA): A state-funded grant program administered by UC to encourage educationally disadvantaged students to seek careers in math, science and engineering.

Matriculation: A state-funded categorical program and campus process that includes admission, orientation, assessment, counseling, follow-up, and evaluative services to help students define and attain their educational goals.

May Revise: The Governor's revision of his January budget proposal based on up-to-date projections of revenues and expenses.

Middle College High School: Collaborative high school/community college programs that enable high potential, "at-risk" students to complete their high school education while concurrently receiving direct access to college courses and services.

Minimum Qualifications: Statewide standards adopted by the Board of Governors (relying on the Academic Senate) that faculty must have to be hired. They are discipline-based.

Noncredit Education: Courses for adults that may include basic skills, English as a second language, short-term vocational programs, parenting, health and safety, home economics, and specialized courses for immigrants and older adults.

Object Codes: Chancellor's Office budget codes to identify types of expenditures, such as salary, supplies, and capital outlay.

Occupational Education: Refers to business, technical and allied health programs in the colleges. Also referred to as Vocational Education.

Office of the Secretary for Education: A cabinet-level appointment of the Governor charged with providing policy input on pre-Kindergarten through University issues.

One-Stop Centers: Centers that provide comprehensive services related to job training and employment; may involve partnerships with Employment Development Department and other workforce related agencies in addition to community colleges.

Overload: Refers to classes taught by faculty that are over the standard full-time faculty workload and compensated as such.

Partnership for Excellence: A program wherein the system received additional state funds in return for a commitment to improve student outcomes in six areas.

Part-time Faculty: Faculty who teach less than 60 percent of a full workload.

Pell Grant: A federal financial aid program that provides funds to low-income students to help pay their educational expenses.

Perkins Act: The Carl D. Perkins Vocational and Technical Education Act, which provides funds to states to support secondary and postsecondary career and technical education

Phi Theta Kappa (PTK): An honors society for community college students.

Positive Attendance: Alternative to census week counts, positive attendance counts the actual number of persons present in class each day.

Program and Course Approval: A process whereby colleges submit new programs and courses that they have locally approved through their curriculum committee for

required Chancellor's Office (and CPEC) approval.

Program Based Funding: A new formula for generating funds to community colleges as mandated by [AB1725](#); used to allocate community college general funds according to standards in five areas: instruction, instructional services and libraries, student services, maintenance and operations, and institutional support.

Property Tax Backfill: A mechanism to make district budgets whole if property tax revenues fall short of projected revenues for a given year.

Proposition 98: Constitutional provisions that set minimum funding levels as a share of total state revenues for K-12 schools and community colleges.

Proprietary School: A non-public, for-profit, educational entity.

Public Employees Retirement System (CalPERS): One of two major statewide retirement programs. Academic employees generally belong to the [State Teachers Retirement System \(CalSTRS\)](#), while administrators, classified and state employees belong to PERS.

Public Employment Relations Board (PERB): "Court of appeal" for collective bargaining conflicts.

Puente Project: A state-funded program administered by UC for high schools and colleges that provides mentoring and counseling to increase college enrollment and transfer rates for disadvantaged students.

Request for Applications: Used by the Chancellor's Office to solicit applications for grants.

Request for Proposal (RFP): Announces the availability of contract funds; outlines the process for application and selection. State agencies and districts utilize the RFP process to select vendors for equipment, services, etc.

Revenue Limit: The specific amount of student enrollment fees and state and local taxes a college district may receive per student for its general education budget. Annual increases are determined by a Proposition 98 formula or the Legislature.

Rodda Act:

The Act that established collective bargaining for K-12 schools and community colleges. Also called the [Educational Employment Relations Act \(EERA\)](#).

RP Group: Research and Planning Group for California Community Colleges; the professional association for community college institutional researchers.

Scheduled Maintenance: State matching funds provided for major repairs of buildings and equipment.

Service Learning: A policy and programs that advocate community service as an integrated component of a student's education.

Seventy-Five/Twenty-Five (75/25): Refers to a policy enacted as part of [AB 1725](#) that sets 75 percent of the hours of credit instruction as a goal for classes to be taught by full-time faculty.

Shared Governance: Faculty, administrators, students, and the exclusive bargaining agent working together to determine and implement policies beneficial to the campus.

Services To Students: is a comprehensive system of programs and opportunities that enhance student success and facilitate the achievement of education, career, and life goals.

Shortfall: An insufficient allocation of money, requiring an additional appropriation, expenditure reduction, or producing deficits.

Small College Factor: A factor in funding formulas that recognizes the disproportionately higher per-student costs of operation for small colleges.

Special Admits: High school students who are able to attend community colleges for advanced scholastic course work with parental and principal permission.

Standing Orders: Directives from the Board of Governors that focus on aspects of system-wide administration that the Board has elected to delegate to the Chancellor or other parties, under the authority of [Education Code Section 71090\(b\)](#).

State Mandates: Activities required by state legislation.

State Teachers Retirement System (CalSTRS): A retirement system utilized by K-12 and community college faculty.

Strategic Planning Budget Council: shared governance council that manages changes within the institution & accomplishing the college mission, vision, and values.

Student Learning Operational Outcomes: overarching specific observable characteristics developed by faculty/staff that & allow them to determine or demonstrate

evidence that learning has occurred as a result of a specific course, program, activity, or support.

Student Senate: An organization that provides policy input to the Consultation Council on behalf of community college students.

Sunset: A fixed date by which a program, unless reauthorized, will terminate.

Taxonomy of Programs (TOP) Codes: Used by the Chancellor's Office to code teaching disciplines and other program areas.

Tax Revenue Anticipation Notes: A cash management tool used by districts to borrow money in anticipation of receiving state and local tax revenues.

Teacher and Reading Development Partnerships: A state-funded program to encourage community college students to pursue a career in teaching through development of partnerships with local K-12 districts and CSU campuses. Not currently funded.

Temporary Assistance to Needy Families: The federal welfare program that replaced Aid to Families with Dependent Children; known in California as CalWORKS.

Tenure: Employment protection provided to established faculty to allow academic freedom.

Title 5: Governs standards for courses, instruction, and Academic Senate; The portion of the California Code of Regulations containing regulations adopted by the Board of Governors which apply to community college districts.

Trailer Legislation Or Trailer Bill: Legislation that follows other adopted legislation to clean up or correct technical issues. Also refers to legislation implementing provisions of the Budget Act.

Transfer Admission Guarantee (TAG): An agreement between a four-year institution and a community college student that guarantees he/she will be accepted as a transfer student to that institution if certain conditions are met.

Unduplicated Annual Headcount: Represents the number of distinct individuals who have enrolled in any community college course or program during a specified twelve-month period. A student who was enrolled full-time in the fall and spring terms and a student who took a single .5 unit course are each counted once.

Vocational And Technical Education Act: The Carl D. Perkins Vocational and Technical Education Act, which provides funds to states to support secondary and

postsecondary career and technical education.

WSCH (Weekly Student Contact Hours): A measure of the hour's noncredit students are in classes, including lecture, laboratory, and other modes of instruction.

Workforce Development: Programs designed to anticipate emerging industry needs in order to prepare students for real jobs when they leave college.

Workforce Investment Act: Federal legislation to support workforce training.

Work Study: A type of financial aid program that provides money for students in return for working at the college or in off-campus placements made by the college.

PART 5. ONLINE RESOURCES FOR SENATE LEADERS AND SENATORS

[Academic Senate for Community Colleges](#): Formed in 1970, the Academic Senate for California Community Colleges is a 501(c)6 nonprofit organization. Created for the promotion and advancement of public community college education in California

[Academic Senate Papers](#): A sortable list of Academic Senate papers organized by title, topic, year published, and group or committee responsible.

[Academic Senate for California Community Colleges \(2020\). Local Senates Handbook](#): This handbook has been compiled to be a resource for new and experienced academic senate presidents, providing them with information and context to support them being effective faculty leaders.

[Antelope Valley College Academic Senate](#): The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college.

[Antelope Valley College Federation of Teachers](#): Local 4683A. Collective bargaining agreement and union-related information

[California Community College Chancellor's Office](#): The California Community Colleges is the largest system of higher education in the nation, with 2.1 million students attending 113 colleges. Our colleges provide students with the knowledge and background necessary to compete in today's economy. With a wide range of educational offerings, the colleges provide workforce training, basic courses in English and math, certificate and degree programs, and preparation for transfer to four-year institutions.

[CCCCO Management Info Systems Data Mart](#): The data mart provides information about students, courses, student services, outcomes, and faculty and staff. The emphasis of a data mart is to answer the questions of administrators, educators, parents, students, state leaders, and professional organizations.

[Higher Education Program and Council \(2007\). Academic Freedom in the 21st Century College and University](#): This document presents a concise discussion

concerning academic freedom and its three components: tenure, peer-evaluation, and shared governance.

[Higher Education Program and Council \(2007\). *Shared Governance in Colleges and Universities*](#): This document offers an introductory discussion of the importance and need for shared governance in higher education institutions.

[Resolution Handbook \(ASCCC\)](#): The purpose of this handbook is to unify all of the resolutions process documents of the Academic Senate into a single, publicly accessible document that brings transparency to the process that is central to the work of the Academic Senate

[Robert's Rules of Order Online](#): An online manual of parliamentary procedure that governs most organizations with boards of directors.

[Scenarios to Illustrate Effective Participation in District and College Governance](#): This document offers scenarios that discuss the roles of key campus players in campus governance and primarily addresses the relationships among the academic senate, administrators, and the board of trustees but also demonstrates how these groups work constructively with students, classified staff, and faculty unions to assure collegial governance of the institution.