

## **Representative Academic Senate Pilot 2025-2026 Bylaws**

### **ARTICLE I Section 1: Elections**

- A. The President shall annually convene the Elections Committee.
  - 1. It shall be the duty of the Elections Committee to set the dates for nominations and elections, to issue nomination forms and polls, and to oversee the polling process.
  - 2. The Elections Committee shall share the election results with the Academic Senate President.
  - 3. After delivering the results of the election to the Academic Senate President, the Elections Committee will announce the election results to the electorate.
  
- B. Prior to the election period, the Elections Committee shall conduct an apportionment review to determine the number of Area Representative positions for each academic division.
  - 1. The ratio for academic divisions shall be as follows:
    - a. 1-10 full-time faculty = 1 area representative
    - b. 11-20 full-time faculty = 2 area representatives
    - c. 21 or more full-time faculty = 3 area representatives
  - 2. The apportionment for part-time faculty shall be no more than three area representatives.
  
- C. Election Timelines:
  - 1. Nominations for Senate Officers and for Areas Representatives will open at the beginning of the 4<sup>th</sup> week of the fall semester and close at 5:00 p.m. at the end of the 5<sup>th</sup> week of the fall semester.
  - 2. The Elections Committee shall make the nominations known to the electorate by the end of the 6<sup>th</sup> week of the fall semester.
  - 3. Elections for Senate Officers and Area Representatives will begin the Monday of the 7<sup>th</sup> week of the fall semester following the notification of the nominees and will run through the end of the 8<sup>th</sup> week of the fall semester.

4. The Elections Committee will report the results to the Academic Senate by the end of the 10<sup>th</sup> week, at which point the elections process will be completed unless a runoff election is required for Senate Officers. For details about run-off elections, refer to Article I, section 4.
5. In the event of a run-off election, the process will be completed by the first Senate meeting in December.

D. Elected Senate Officers and Area Representatives shall begin their two-year term at the conclusion of the last Senate meeting of the academic year (last May meeting of the spring semester).

## **Section 2: Nominations for Senate Officers**

- A. Any tenured, full-time faculty member shall be eligible to be a Senate Officer.
- B. Any Senate Officer may be nominated for re-election, but cannot serve in more than four (4) consecutive years.
- C. Nominations, including self-nominations, shall be submitted in writing to the Elections Committee by the identified deadline. All eligible nominations will be announced at a regular Senate meeting by a representative of the Elections Committee.

## **Section 3: Nomination of Area Representatives**

- A. Any faculty member shall be eligible to serve as an Area Representatives within their academic division.
- B. Area Representatives may be re-elected to subsequent terms but cannot serve in more than four (4) consecutive years, providing their division has other eligible full-time faculty. Exceptions are allowed for divisions with fewer than ten full-time faculty.
- C. Nominations, including self-nominations, shall be submitted in writing to the Elections Committee by the identified deadline. All eligible nominations will be announced at a regular Senate meeting by a representative of the Elections Committee.

## **Section 4 Election Procedures**

- A. The President shall be elected by a poll of all faculty (full-time and part-time). If no individual receives more than 50% of the votes cast, then the two candidates receiving the most votes will proceed to a runoff election.

- B. The Vice President shall be elected by a poll of all faculty (full-time and part-time). If no individual receives more than 50% of the votes cast, then the two candidates receiving the most votes will proceed to a runoff election.
- C. The Secretary shall be elected by a poll of all faculty (full-time and part-time). If no individual receives more than 50% of the votes cast, then the two candidates receiving the most votes will proceed to a runoff election.
- D. The Treasurer shall be elected by a poll of all faculty (full-time and part-time). If no individual receives more than 50% of the votes cast, then the two candidates receiving the most votes will proceed to a runoff election.
- E. Area Representatives shall be elected by a poll of all faculty (full-time and part-time) within their divisions if a position vacancy is contested. If only one position is open, the candidate receiving the highest number of votes will be elected. If more than one position is open, the candidates receiving the first and second highest number of votes will be assigned to the vacant positions, progressing to the candidate receiving the third highest number of votes and so forth until all vacant seats for the contested positions are filled. These positions are not subject to runoff elections.
- F. Area Representatives for part-time faculty shall be elected by a poll of part-time faculty if a position vacancy is contested. If only one position is open, the candidate receiving the highest number of votes will be elected. If more than one position is open, the candidates receiving the first and second highest number of votes will be assigned to the vacant positions, progressing to the candidate receiving the third highest number of votes and so forth until all vacant seats for the contested positions are filled. These positions are not subject to runoff elections.
- G. The Elections Committee will conduct all elections using electronic polls that identify the academic division.
- H. In accordance with the above provisions, if a Senate Officer position becomes vacant during the academic year, the President shall within the next ten instructional days call for an election by reconvening the Elections Committee, which will take all necessary action to fill the unexpired term.
- I. If no faculty member of an academic division is available to represent that division, the Academic Senate President may, with the majority consent of Program Coordinators from the unrepresented division, appoint a faculty member from another academic division to serve as the Area Representative.

- J. If the academic divisions should change because of institutional reorganization, the Academic Senate President shall ensure that each academic division has appropriate representation. If necessary, a special election shall be held to ensure that each area has representation.

## **ARTICLE II**

### **Section 1 Duties of the President**

- A. The President serves a two year term. The President may be re-elected unlimited times, but cannot serve in more than four (4) consecutive years.
- B. The President shall act as liaison between the faculty and the College President, the District Administration, and the Board of Trustees.
- C. The President shall preside at all meetings of the Academic Senate and Executive Committee.
- D. The President shall be an ex-officio member of all Academic Senate, District, and ad hoc committees.
- E. The President shall represent the faculty at all college functions or seek a substitute if scheduling conflicts arise.
- F. The President shall follow the directives of the Academic Senate.
- G. The President shall endeavor to promote the interest and purpose of the Academic Senate.
- H. The President shall, in consultation with the Executive Committee, appoint faculty members to Academic Senate and District Committees and other institutional groups that require Academic Senate representation. These appointments are subject to senate approval.
- I. The President shall appoint Area Representatives to act as Academic Senate liaisons to the Associated Student Government and to the Classified Senate.
- J. The President shall, in consultation with the Executive Committee, appoint Area Representatives to act as liaisons to each educational center and outreach center.

- K. The President shall make all faculty appointments to any other committees with faculty participation such as those concerning minimum qualification equivalencies, special task forces, accreditation, and so forth. The President shall appoint faculty to hiring and peer review committees.
  
- L. The President may vote during Academic Senate meetings only in the case of a tie vote.

## **Section 2: Duties of the Past President**

- A. The Past President is not an elected position. The most current Past President of the Academic Senate assumes the office of the Past President.
  
- B. The Past President shall serve a one-year term.
  
- C. The Past President shall serve as a mentor to the President in all duties of the President.
  
- D. The Past President is a voting member of the Senate.
  
- E. In the permanent absence, removal or resignation of the President during the President's first year, the Past President shall preside at the meetings and assume the responsibilities of the office for the remainder of that first year.

## **Section 3: Duties of the Vice President**

- A. The Vice President shall chair the Faculty Evaluation Committee.
  
- B. The Vice President shall oversee contract faculty evaluations in accordance with the Contract Faculty Evaluation Process approved by the senate.
  
- C. The Vice President shall oversee regular faculty evaluations in accordance with the Regular Faculty Evaluation Guidelines approved by the senate.
  
- D. The Vice President shall provide a training to Faculty Evaluation Committee members on a flex day before the start of fall classes.
  
- E. The Vice President shall respond to Administrative Evaluation inquiries regarding Academic Senate duties.

- F. The Vice President shall consult with the Academic Senate President on faculty evaluations as needed.
- G. The Vice President shall update the Napa Valley College Vice President of Academic Affairs as appropriate.
- H. The Vice President shall assist the Academic Senate President with the performance of duties within the office, when necessary.
- I. The Vice President shall serve for the President during any temporary absence.
- J. In the permanent absence, removal or resignation of the President during the President's second year or later, the Vice President shall immediately succeed to the office of President for the remainder of the term and within 10 instructional days call for an election process for a new Vice President for the remainder of the former Vice President's term.
- K. If the President is unable to attend the ASCCC Plenary meeting, the Vice President will serve as the NVC voting delegate to the ASCCC Plenary meeting.
- L. The Vice President is a voting member of the Academic Senate.

#### **Section 4: Duties of the Secretary**

- A. The Secretary shall take minutes at all Executive Committee and Business meetings.
- B. The Secretary shall perform additional duties as may be required by the Academic Senate or the Academic Senate President.
- C. The Secretary shall collect all assessments of the Academic Senate.

#### **Section 5: Duties of the Treasurer**

- A. The Treasurer shall work with the Senate President to propose an Academic Senate budget each Fall that contains major categories of anticipated expenditures.
- B. The Treasurer shall deposit funds in a local insured financial institution.
- C. The Treasurer shall sign checks (or other withdrawals) to pay for approved Academic Senate expenditures.

- D. The Treasurer shall maintain a record of all receipts and disbursements of Academic Senate monies, make financial reports to the Senate, and make records ready for audit.

#### **Section 6: Duties of the Area Representative**

- A. The Area Representative will represent their division at all Academic Senate meetings, communicating information to and from the Senate and their division constituents.
- B. The Area Representative will serve on subcommittees and/or ad hoc committees as assigned and/or approved by the President.
- C. If an Area Representative is unable to attend a scheduled Academic Senate meeting, they may give an issue-specific written and signed proxy or emailed proxy (generated from the Area Representative's own college email account) to another faculty member who will then represent the Area Representative and their division at the specified meeting.
- D. Three absences by an Area Representative during any semester will be viewed as a resignation from the Academic Senate. If possible, the Academic Senate President will appoint another faculty member as a replacement.

#### **Section 7: Duties of Committee Chairs (or Faculty Co-chair of a District Committee)**

- A. The term for Chairs is three years. Chairs may be re-elected to an additional term by a vote of the committee, but cannot serve in more than six (6) consecutive years.
- B. The Chair (or a designee) shall represent the interests of their committee at all Academic Senate meetings.
- C. The Chair shall be a non-voting member of the Academic Senate.
- D. When a Chair is not able to attend Academic Senate meetings to present committee items, the Chair shall designate a representative.
- E. The Chair shall make efforts to identify and to mentor a successor.

#### **Section 8: Duties of the Union President**

- A. The Union President shall be recognized as a voting member of the Academic Senate.

- B. The Union President shall represent the interests of the Union at all Academic Senate meetings.
- C. When the Union President is not able to attend AS meetings, they will designate a union representative.

### **ARTICLE III PROCEDURES**

#### **Section 1**

Any faculty member may request that an item be placed on the agenda of the Academic Senate by submitting a written notice to the President. The Executive Council will determine whether the issue is within the senate's purview as well as when it should be scheduled for discussion.

#### **Section 2**

Visitors may speak at Senate meetings during the "Public Comment" agenda item, but may be asked to limit their comments to a specific time period. Unless visitors are recognized by the President during the course of the Senate meeting, they may not participate in Senate debate or discussion.

#### **Section 3**

The Secretary shall ensure Senate agendas and minutes are available to the public, as required under the Brown Act.

#### **Section 4**

The Senate shall call meetings of the faculty as needed or as requested by ten or more faculty. Requests for a meeting should be directed to the President and to the Executive Committee.

#### **Section 5**

The Senate shall meet at least once a month during the academic year.

#### **Section 6**

A quorum for Senate meetings is defined as 60% of the voting members plus one.

### **Section 7**

Special meetings of the Senate may be called at the President's discretion or when requested in writing by five or more of the Area Representatives; however, no action may be taken unless a quorum is present.

### **Section 8**

In all matters of internal functioning not covered by the Constitution and Bylaws, the Senate shall be governed by Robert's Rules of Order.

### **Section 9**

All proposals from District committees concerning academic and professional matters shall be directed to the Academic Senate. The Faculty Co-chair of the District committee should notify the President at least five days before the next regularly scheduled Senate meeting so that the proposal will appear on the agenda. If the proposal arrives less than five days before the regularly scheduled Senate meeting, the Senate President may opt to schedule the proposal for the following regularly scheduled Senate meeting. In the event of an urgent proposal, the Senate President will confer with the Faculty Co-chair and with the Executive Committee. After conferring with the Executive Committee and barring exceptional and extenuating circumstances, the President may accept the proposal for the Senate.

## **ARTICLE IV**

### **ACADEMIC SENATE COMMITTEES AND DISTRICT COMMITTEES**

The Academic Senate is represented on two types of committees. Academic Senate Committees are established by and internal to the Academic Senate, which holds authority for these committees; District Committees are established by the College District, which holds authority for these committees.

In addition, the Academic Senate shall appoint at least five faculty members (including at least one EOPS counselor) to work with the EOPS/Financial Aid Department on scholarships. These faculty shall serve a three-year term in place of their committee work.

### **Section 1 Academic Senate Committees**

Standing committees of the Academic Senate whose only members are members of the Academic Senate are:

- A. Executive Committee
  - a. Elections Subcommittee (Convened prior to elections)
- B. Professional Learning Committee
- C. Faculty Evaluation Committee
- D. Scholarship Committee

Standing committees of the Academic Senate which have representatives from outside the Senate are:

- A. Curriculum Committee
- B. Student Success Standards Committee
- C. Distance Education and Technology Committee

#### D. Policy Committee

### **Section 2 District Committees**

District Committees are established by the College District, which holds authority for these committees. The District has continuing and ad hoc committees organized to represent various constituencies of the college and/or community, such as the Board, Academic Senate, Administrative Senate, Classified Senate, Associated Students Government, and community representatives. Such groups are sometimes called committees, task forces, or councils. The Academic Senate will choose whether to participate in such committees.

A current list of District standing committees is available in the Governance Handbook. As of this date, District standing committees are:

- A. District Facilities Committee
- B. District Diversity, Equity, and Inclusion Committee
- C. District Technology Committee
- D. District Planning Committee
- E. District Budget Committee
- F. District Safety Committee

### **Section 3 Subcommittees of the Academic Senate**

A permanent subcommittee may only be formed by action modifying the Senate Bylaws. A temporary subcommittee of a standing committee may be created as needed by the standing committee or by the Senate President. Such a committee will disband at the end of one academic year. If the need continues to exist, the Senate or the committee may reestablish the temporary subcommittee. The chair of each subcommittee shall be an Academic Senate member of the forming committee. Other members of the subcommittee may be from outside the forming committee.

### **Section 4 Ad Hoc Committees of the Academic Senate**

The Senate shall only establish ad hoc committees as necessary for duties falling outside the regular committee functions. Ad hoc committees will have duration not to exceed one semester. If the need continues to exist, the Senate may reestablish the ad hoc committee.

### **Section 5 Committee Appointments**

All full-time faculty members are expected to serve on committees and are eligible to serve on committees. The President and Executive Committee shall appoint Senate representatives to Academic Senate and District committees; appointments shall be confirmed by the Senate. Faculty not so confirmed represent themselves only.

As much as possible, appointments will be made such that each area is adequately represented on each standing committee. Areas are encouraged to recommend candidates to the Executive Committee for nomination.

Senate representatives to District committee shall have the following duties:

- A. To represent the Senate's interests and to seek and follow the guidance of the Senate President and the Senate in such representation.
- B. To regularly attend meetings and participate in discussions, deliberations, and actions in good faith.
- C. To report regularly to the Senate President (in addition to the minutes of the meetings) and to submit for Senate review any actions of the committee that might have significant impact on the faculty, students, or college.

### **Section 6 Terms on Committees**

The term for serving on a committee shall ordinarily be three years, with the provision that the committee or the area may recommend to the Executive Committee that an incumbent be reappointed. The Senate shall confirm the reappointment. No committee member shall serve for more than two consecutive three year terms unless the Bylaws stipulate that their position be represented on that committee. The Senate shall confirm each reappointment. Provisions shall be made for staggering the terms with the initial implementation of a new committee.

### **Section 7 Resignations or Removals from Committees**

Upon the resignation of a Senate representative to a committee, the Executive Committee, in consultation with the Chair of the committee involved, will decide whether to appoint an immediate replacement or to leave the position vacant until the next regular appointment and confirmation of committee members.

If a Senate representative to a committee is habitually absent (for cause or otherwise) the committee chair, after consulting with the member involved, should notify the Senate President or the Executive Committee such that action may be taken. Possible action includes, but is not limited to, discussion with the member the reason for non- participation, possible appointment to another committee, notification that name may be forwarded to the Vice President of Academic Affairs for failure to complete committee work, or censure by the Senate.

The Academic Senate must confirm all appointments, including those that fill resignations or removals.

### **Section 8 Committee Procedures and Communications**

- A. Membership
  - a. The chair shall maintain a list of committee and subcommittee members, including Academic Senate representatives and representatives of other constituent groups.
- B. Quorum

- a. To transact business at a committee or subcommittee meeting, a quorum shall consist of whichever is greater, 3 faculty members or 20 percent of the faculty membership of that committee or subcommittee.

#### C. Voting

- a. Unless specifically stated otherwise within this document, each member of an Academic Senate committee or subcommittee, whether Senate member, administrator, classified staff representative, or student representative, shall have one vote on all matters.
- b. Senate representatives serving on a District committee shall have voting rights as described in the District statement detailing the procedures of the committee.
- c. Committees may invite resource persons to participate in committee fact-finding and discussions. Such persons will not vote. Interested persons may be allowed to attend meetings, but such persons are not to participate unless called upon by the Chair.
- d. An Academic Senate committee meeting may be declared closed to nonmembers by the Chair for confidential matters, if this action is consistent with the Brown Act.

#### D. Agendas and Minutes

- a. For Academic Senate committees, consistent with the Brown Act, the Chair shall distribute an agenda and supporting documents via email to all staff and shall post it to the online platform at least 72 hours before the committee meeting. The Chair will see that minutes are kept at all meetings. Minutes will include members present, all actions taken and make note of all significant discussions. Discretion is to be used in reporting confidential matters. The chair shall distribute minutes to all members of the committee and to the Senate President, and shall post them on the online platform within two weeks of the meeting. In addition, minutes must be distributed at least 72 hours before the next meeting of the committee.

#### E. Reports

- a. Unless Senate Bylaws specify otherwise, each subcommittee Chair shall report all actions and recommendations of the subcommittee to the forming standing committee in a timely manner, or as requested by the forming committee. By May of each year, all subcommittees shall report to forming standing committee on all matters that have been referred to them.

Unless Senate Bylaws specify otherwise, Senate standing and ad-hoc committee chairs, and Senate representatives to District committees shall report committee actions and recommendations to the Senate in a timely manner, or as requested by the Senate. Prior to the last Senate meeting of the academic year, all committees shall report on all matters that have been referred to them by the Senate or by the Executive Committee.

The Academic Senate President or the Senate itself, by a majority vote, may require a committee to report to the Senate at its next regular meeting concerning any matter which the committee has under consideration.

## **ARTICLE V**

### **ACADEMIC SENATE COMMITTEES, STRUCTURES, RESPONSIBILITIES**

#### **SECTION 1: EXECUTIVE COMMITTEE**

**Charge:** The Executive Committee shall advise and assist the Academic Senate President, Academic Senate committees, and District committees, as well as be responsible for nominations to Senate offices and committees, overseeing the election process, and other duties as assigned by the Senate or the Senate President.

The following is a permanent subcommittee of the Executive Committee:

- Nominations & Elections

**Membership:** The committee will consist of the Academic Senate Officers (President, Vice President, Secretary, and Treasurer); the immediate Past President of the Senate (for one year); and the chair of each Academic Senate committee and Faculty Co-Chair of each District committee.

The Executive Committee Members shall:

1. Advise and assist the Academic Senate President on any matters of concern to the Senate.
2. Advise committees, via their chairs, on any matters of concern to the committee.
3. Make recommendations pertaining to committee structure and function.
4. Solicit recommendations from committees on matters of interest to the Senate.
5. Nominate candidates for Senate office.
6. Oversee the process for the election of officers and any other secret balloting, including preparing, distributing, and counting ballots or establishing an online voting process.
7. Appoint candidates for Academic Senate and District Committees. All appointments shall be confirmed by the Senate.

#### **SECTION 2: PROFESSIONAL LEARNING COMMITTEE**

**Charge:** The Professional Learning Committee shall be concerned with faculty development, including instructional excellence, and sabbatical leaves.

**Membership:** When possible, the committee will consist of Academic Senate representatives from each of the following Divisions: Arts and Humanities, Career Education, Counseling, Health Occupations, Librarians, Physical Education/Athletics, Science/Mathematics/Engineering, Social and Behavioral Sciences, Language and Developmental Studies.

The PL co-chair of the PLC is chosen by the Academic Senate upon the recommendation of the PLC.

The CEETL co-chair of the PLC is chosen by the Academic Senate upon the recommendation of the PLC.

The members of the Professional Learning Committee shall:

1. Establish policies and guidelines for faculty professional learning and development.
2. Coordinate the areas of the Academic Senate (AS) Center for Equity and Excellence in Teaching and Learning (CEETL):
  - a. Coordinate and assist the creation and implementation of content curricula for the AS CEETL Instructional Design Institute.
  - b. Coordinate and assist the creation and implementation of content curricula for the AS CEETL Governance Institute.
  - c. Coordinate and assist with the creation and implementation of research protocols for the AS CEETL Research Team.
3. Curate relevant and diverse learning offerings for biannual instructional excellence (Flex Days) activities that reflect institutional instructional and campus community needs.
  - a. In alignment with the "Guidelines for the Implementation of the Flexible Calendar Program" (ASCCC/CCCCO, 2007), the PL co-chair will also chair the Flex Day Advisory Committee. The composition of the Flex Day Advisory Committee is as follows: up to 2 representatives from each of the 4 constituent groups (Students, Faculty, Classified, and Administrative/Confidential), as appointed by each group's President. This advisory committee will review and recommend on Flex Days plans as developed by the PLC. The PL cochair will convene meetings of the Flex Day Advisory Committee and act as liaison between the PLC and the Flex Day Advisory Committee.
4. Review and coordinate faculty professional development requests.
5. Oversee the Sabbatical Leave Process for faculty.
6. Appoint two members to serve on the Flex Day Advisory Committee.
7. Make recommendations on policies for faculty professional development activities.

### SECTION 3: STUDENT SUCCESS STANDARDS COMMITTEE

**Charge:** The Student Success Standards Committee shall be concerned with the scholastic success of the students at Napa Valley College.

**Membership:** The committee will be chaired by a Senator elected by the members of the committee. The committee will consist of the following voting members:

**Academic Senate:** Committee Chairperson, Learning Outcomes Assessment Coordinator, and, when possible, one faculty representation from each of the following areas: Arts & Humanities; Career Education & Workforce Development; Health Occupations; Library; Kinesiology, Athletics, & Dance;

Mathematics; Science & Engineering; Social Sciences; and Language Arts & Developmental Studies. Additionally when possible, two faculty representatives from the following area: Counseling.

Non-Senate: Two classified representatives (ideally from Student Success areas) and one student appointed by ASNVC.

The members of the Student Success Standards Committee shall create, research, review, and make recommendations on the following areas of interest:

1. Policies and procedures for student admission to Napa Valley College and Napa Valley College guidelines for placement into courses. This includes, but is not limited to, programs and initiatives related to the implementation of self-placement tools in response to AB 705 (English, Math, and ESL).
2. Policies and procedures involving academic assessments or measurements of student progress-including grades and changes of grades; grade point requirements; credit by examination; academic probation and suspension; academic honors and honors programs; academic renewal; withdrawal from courses, programs, and the college.
3. Effective practices in providing instruction and support services to students.
4. Effective institutional practices and infrastructures for promoting the attainment of educational and job training goals, including among disproportionately impacted students and other groups with historically inequitable outcomes. This includes, but is not limited to, programs and initiatives related to student success and student experience (e.g. Guided Pathways Initiative, etc.).
5. Create and implement Learning Outcomes Assessment policies and practices college-wide.

#### SECTION 4: CURRICULUM COMMITTEE

Charge: The Curriculum Committee shall evaluate and make recommendations on matters related to the credit and noncredit curriculum. Course and program additions, deletions, or significant changes in program requirements or in course outlines must be voted upon by this committee.

Membership: The Curriculum Committee will have a Faculty Co-Chair and an Administrative Co-Chair. The Faculty Co-Chair shall be elected by the Academic Senate members of the committee. The committee will consist of the following voting members:

Academic Senate: Faculty Co-Chair (only votes in a tie), Articulation Officer (if faculty), and one faculty representative each from:

- Arts and Humanities
- Career Technical/Business Education/Workforce Development
- Counseling
- Health Occupations
- Library

- Physical Education Kinesiology/Athletics, and Dance
- Mathematics
- Science and Engineering
- Social Sciences
- two faculty representatives from Language and Developmental Studies (one from English, and one from another discipline in the division)

Non-Senate: The Curriculum Analyst (who also serves as the Classified Senate representative), one classified representative from Admissions and Records, and one student representative appointed by the Associated Students of Napa Valley College.

The committee will consist of the following non-voting members:

Non-Senate: Vice President of Academic Affairs (Administrative Co-Chair), Academic deans as determined by the Administrative Co-Chair.

The committee should also identify a Faculty Co-Chair in training. If the Chair in training is recruited from outside the committee, then the faculty member will sit on the committee for up to one year.

The Curriculum Committee shall:

1. Develop written procedures and deadlines for all credit and noncredit curriculum submission and approval. The Senate is to approve processes and procedures.
2. Review and make recommendations on new courses and new programs proposals and on course and program revisions. Ensure that all additions and/or changes in course outlines and program outlines comply with curriculum regulations and development criteria.
3. Make recommendations to the Academic Senate on issues relating to curriculum, such as changes in graduation or general education requirements. The committee will determine if a course is classified as general education for the associate degree and into which category it should be placed.
4. Classify courses into appropriate disciplines and support submission of courses for transfer articulation. The committee will advise faculty on criteria and requirements for transfer general education patterns and transfer degrees.
5. Review and make recommendations on proposed course and program deletions and inactive status. Evaluate the program impact of any deletions. 6. Vote whether or not to recommend any course or program additions, deletions, or changes to the Academic Senate (which recommends to the NVC Board of Trustees for approval). Minutes and agendas of all meetings shall be sent to the campus staff.

#### SECTION 5: FACULTY EVALUATION COMMITTEE

Charge: The Faculty Evaluation Committee will implement the Contract Faculty Evaluation Process. In addition, the committee is charged with maintaining the Regular, and Contract guidelines.

Membership: The committee will be chaired by the Vice President of the Academic Senate. The Committee will consist of Tenured Academic Senate members who will be assigned as Chair on contract faculty evaluation Review Teams. Whenever possible, assignment will be limited to a maximum of chair on two teams.

The Faculty Evaluation Committee Members shall:

1. Understand all aspects of the Contract Faculty Evaluation Process.

2. Attend a training on the Contract Faculty Evaluation Process. (A group training will be provided on fall flex day.)
3. Implement the Contract Faculty Evaluation Process by serving as the Chair on contract faculty Review Teams.
4. Support other FEC members as they work to collectively implement the process with their individual evaluatees.
5. Keep all matters of the Contract Faculty Evaluation Process specific to an individual Review Team confidential, to be shared only among the review team members, ASVPPII and AS President as needed.
6. Consult with Review Team members and the ASVPPII when concerns arise in an individual contract faculty evaluation.
7. Review and make minor edit recommendations to the Senate regarding the Contract Faculty and Regular Faculty Evaluation Process Guidelines. If a major change or overhaul to any process is required, it is expected that a Senate ad hoc committee will be formed to accomplish this task.

#### SECTION 6: DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE

Charge: The Distance Education and Technology Committee shall be concerned with matters regarding technology as it impacts instruction and instructional needs. The committee provides guidance in distance education and reviews courses for quality, integrity, and effectiveness.

**Responsible to:** Academic Senate and liaison to the District Technology Committee Membership:

The committee shall consist of the following members: VOTING MEMBERS

##### **Academic Senate Representatives**

- One faculty chair, Academic Senate Member and current DTC member
- Academic Senate member, Distance Education Coordinator
- Academic Senate member, Faculty Librarian
- Academic Senate member
- Academic Senate member
- Academic Senate member

##### **Classified Senate Representatives**

- Classified Representative: Distance Education Technician
- Classified Representative (appointed by Classified Senate President)

##### **Student Representative**

- Student (appointed by ASNVC President)

##### **NON-VOTING MEMBERS**

- Dean of Distance Education or Academic Dean as determined by the Administrative Co-Chair

#### BYLAWS

The Distance Education and Technology Committee (DETC) shall:

1. Review and recommend resources for face-to-face and online classroom technology assistance.
2. Survey and prioritize instructional technology needs.
3. Co-develop and advise on IT outreach and training for faculty.
4. Recommend, monitor, and review educational software.
5. Develop and recommend technology standards for the District in all areas related to face toface and online instruction.
6. Develop and recommend guidelines for classroom technology crisis management and response.
7. Make recommendations and advocate for funding with respect to the acquisition of new/or replacement technology, including faculty computers, classroom technology, infrastructure and special equipment related to face-to face and online instruction.
8. Regularly review and publish guidelines for best practices in distance education.
9. Assist with assessment of how distance education meets accreditation standards and make recommendations as needed.
10. Coordinate and schedule peer online course reviews once every 6 years for each faculty member teaching in the mode of distance education.

#### SECTION 7: POLICY COMMITTEE

**Rationale:** to streamline the Academic Senate’s internal process for review and revision of Board Policies (BP) and Administrative Procedures (AP).

**Charge:** the Academic Senate Policy Committee’s purpose is to assist the Academic Senate President and Academic Senate Committees in the “10+1 procedure” process and pathway in accordance with NVC’s BP 2510, AP 2510, BP 2410, AP 2410 and Title 5 53200-53204.

**Responsible to:** Academic Senate

#### **Membership**

##### **Academic Senate Representatives**

- One faculty chair
- Academic Senate member
- Academic Senate member
- Academic Senate member

##### **Classified Senate Representatives**

- Classified Representative (appointed by Classified Senate President)
- Classified Representative (appointed by Classified Senate President)

### **Administrative Confidential Senate Representatives**

- Administrative Confidential Representative (appointed by A/C Senate President)
- Administrative Confidential Representative (appointed by A/C Senate President)

### **Student Representative**

- Student (appointed by ASNVC President)

### **Meetings:**

- 2 per semester

### **Bylaws:**

The Academic Senate Policy Committee shall:

1. Assist the Academic Senate President and Academic Senate Committees in research gathering for AP and BP drafts under regular review or review for legal and local changes.
2. Assist the Academic Senate President and senate committees in preliminary revision work to AP and BP drafts under regular review or review for legal and local changes.
3. Ensure an open process, encouraging participation of all constituent groups and collaboration in a spirit of trust to achieve what is best for the entire college and its future, making students the primary focus.

### **ARTICLE VI Section 1 Amendments & Ratification**

The Representative Academic Senate Pilot 2025-2026 must be ratified by a supportive majority vote among all full-time faculty in spring 2026. A poll will be conducted electronically and will open at the beginning of the 8<sup>th</sup> week; the poll will close at 5 p.m. at the end of the 9<sup>th</sup> week; and the results will be presented in the 10<sup>th</sup> week of the semester. If the Pilot receives majority support, the Bylaws will be amended to the Representative Academic Senate Bylaws; if the Pilot does not receive majority support, the Bylaws will default to the Academic Senate Bylaws of Spring 2025.

### **Section 2 Changes to the Bylaws**

Except for the Article VI Section 1, The Representative Academic Senate Pilot 2025-2026 Bylaws may be changed by a simple majority of voting Senate members at regular senate meetings provided that the proposed changes have been published and circulated among the faculty for two weeks prior to the time of voting. The Bylaws shall be reviewed at least once every five years.

### **Section 3 Standing Rules**

Standing rules shall be adopted by the Senate as needed for its operation.