

Academic Senate & Campus Committees— Getting Involved!

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Welcome!

Introductions and what experiences have had with committee work?

Workshop Purpose:

Learn about the Academic Senate and campus committees, and how you can be effective on them, whether you are a committee member or a guest.

Why?

To help you become a *change agent* at ELAC

Faculty opportunities for committee service at East Los Angeles College

Professionally and contractually, community college faculty members participate in the governance of the college through committee work. This participatory governance is what we mean by shared governance. Faculty roles in college shared governance derive from two sources:

(1) the Academic Senate and (2) the AFT Faculty Guild

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The faculty role in college shared governance begins with the Academic Senate

- With the Community College Reform Act of 1988, AB 1725, community colleges were uncoupled from K-12 and given status as higher education institutions. This involved beefing up tenure review and strengthening the role of academic senates in institutional development.
- Changes were made to state administrative code to implement AB 1725. This resulted in Title 5 CCR § 53203, which specifies that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters.

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Consistent with Title 5, the LACCD Board of Trustees adopted Board Rule 18109, which allowed colleges to develop their own policies for collegial consultation.

- The 1993 ELAC Shared Governance Agreement specifies when collegial consultation will mean the president will “rely primarily upon” the recommendations of the Academic Senate or will mean “mutual agreement” between the president and the academic senate.

<http://www.elac.edu/facultyStaff/committees/acadsenate/sgagreement.htm>



East Los Angeles College Academic Senate

With representation from each academic department and other faculty, the ELAC Senate is one of the strongest in the district, if not the state.

This is primarily the result of faculty, like yourselves, willing to speak up and share your views. Learning the details of Academic Senate purview will come along with time. But, faculty participation is the hallmark of our success.

Check out website to learning about our meetings, members, policies and more. We've also archived our Newsletters on the site.

<http://www.elac.edu/facultyStaff/committees/acadsenate/index.htm>

Academic Senate committees

- Chairs Council – discusses common problems & suggest solutions; refer problems and suggestions to appropriate bodies on campus
- Committee on Academic Freedom and Ethics (CAFÉ) – developed and promote Senate policies on Academic Freedom and Ethics
- Constitution and Bylaws Committee – meets periodically to revise Constitution and bylaws as needed
- **Curriculum Committee** – review all curriculum, renewal, and recommendation of curriculum to be approved by the Board of Trustees. To review and approve for recommendation to the Senate courses and programs for the college including course change requests, advanced class status, associate degree and certificate applications, skills certificates, etc.

Academic Senate committees

- Elections Committee – reconstituted every 2 years to conduct Senate elections
- Information Technology Faculty Advisory Committee – act as a liaison for ELAC faculty with the Information Technology (IT) department and promote dialogue on faculty concerns concerning use of instructional technology
- **Professional Development Advisory Committee** – support the college mission and promote an inclusive learning culture by seeking to advance, for all personnel, ongoing opportunities to develop and expand the skills and practices that influence student learning and support students in achieving their educational goals
- **Senate Executive Committee** – prepare recommendations for consideration by the Academic Senate on academic and professional matters and during intersession assume duties of the Academic Senate

Key Shared Governance committees

- **Shared Governance Council** – serves as the central governing body for all planning decisions and makes recommendations directly to the college president as part of the shared governance process. It helps ensure the implementation of shared governance on campus by guaranteeing the representation and involvement of all groups and constituencies in the development of policies in a participative, objective, and constructive manner.
- **Budget Committee** – recommends budget policies and adjustments to the budget development process and develops policies that link resource allocation with college planning agenda
- **Program Review and Viability Committee (PRVC)** – develops the policies and structure related to program review self-evaluations, annual updates, and program viability
- **Strategic Planning Committee (SPC)** – oversees revision and evaluation of strategic plan and oversees updates and monitors implementation of college plans

Key Shared Governance committees

- Educational Planning Subcommittee (EPSC) – operates under the auspices of the Academic Senate to oversee implementation and revision of Educational Master Plan and forward recommendations related to educational policy
- Facilities Planning Subcommittee (FPSC) – oversees implementation and revision of Facilities Master Plan and addresses issues regarding college facilities planning
- Technology Planning Subcommittee (TPSC) – oversees implementation and revision of Technology Master Plan and addresses issues regarding the college's technology use
- For further detail, see pages 13, 20-24 of the Governance Policy Handbook.

<http://www.elac.edu/facultyStaff/committees/sharedgovernance/doc/GovernancePolicyHandbook-4thEdition2015.pdf>

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Committee appointments

- Unless specified elsewhere in bylaws, Academic Senate appointments to committees are made by the Senate President and approved by the Senate.

http://www.elac.edu/facultyStaff/committees/acadsenate/doc/committees/SenateRepsOnCampusCommittees_2017-2019.pdf

- In most instances, an Academic Senate appointment is for a two year period but there is no limit on reappointments.

<http://www.elac.edu/facultyStaff/committees/acadsenate/doc/committees/AppointmentsLengthOfTerms.pdf>

- Where collective bargaining agreements provide for representation on a committee, the union is responsible for making the appointment. This is also practiced when a committee requests a particular employee unit to be represented on policies and procedures that may have significant effect on that employee unit.

Faculty opportunities for committee service at East Los Angeles College

The role of faculty in college shared governance also involves the AFT Faculty Guild

- Based on state law, Cal. Gov. Code § 3540, faculty as a group can select one employee organization as their exclusive representative on matters related to wages, hours of employment, and other working conditions, e.g. class size.
- The AFT Faculty Guild is recognized as the exclusive representative for faculty on these collective bargaining matters.
- **The AFT Faculty Guild's authority is not supposed to limit the exercise of academic senate purview on academic and professional matters so long as academic senate actions do not conflict with the collective bargaining agreement.**

Not just Faculty—Students and Staff as well

State requires opportunities for students and staff to participate effectively in district and college governance.

- Title 5 CCR § 51023.7, students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a **significant effect** on students.
- Title 5 CCR § 51023.5, staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures that the governing board reasonably determines, in consultation with staff, have or will have a **significant effect** on staff.
- Within the district, there are several unions representing staff, classified supervisors and academic supervisors.

<https://www.laccd.edu/Departments/HumanResources/Pages/Union-Contracts.aspx>

Faculty & staff opportunities for committee service at East Los Angeles College

Collective bargaining agreement on committees show that expectations for committee membership vary by employee group.

- For example, Article 32 of the AFT Faculty Agreement lays out the shared role of the AFT and Academic Senate in making appointments to specified college and district committees.
 - It lists 17 required and recommended college and district committees.
 - **It also notes that full-time faculty are required to serve on at least one departmental, college, or district committee.**
- In contrast, Article 6 of the Teamsters Agreement only guarantees that deans will get a seat on the college Shared Governance Council and the District Budget Committee.

Q & A about Campus Committees

- Before we discuss tips on running and participating on committees, do you have any questions about campus committees?

Tips for running committee meetings

- **Anticipate conflicts** so that you may develop strategies for handling difficult issues or persons in advance of the meeting, such as defusing a tense moment by pointing out the problem and requesting possible solutions.
- **Be a good listener**—a valuable attribute for all in attendance, particularly the chair.
- **Consensus & compromise.** Look for the common ground and nurture it!
- Use **Robert's Rules** to facilitate discussion
 - By sticking to the rules, you can **keep the discussion focused on the main motion** so that input is more productive and the meeting achieves the intended result
 - By **publishing agenda in advance and maintaining a “consistent meeting format,”** all involved will know what to expect—a prerequisite for “fair and collegial” deliberation
 - When tensions are high, Robert's Rules can **help ensure “all sides” have a voice and reduce the tendency to make matters personal.**

<http://asccc.org/sites/default/files/Keeping%20It%20Collegial%20and%20Legal-Governing%20Documents,%20Robert%E2%80%99s%20Rules%20of%20Order,%20and%20the%20Brown%20Act.pdf>

How to be active on a committee whether you are a voting member or a guest

1. Don't keep it in. Raise your hand to be recognized.
2. Be patient but persistent. If you are not recognized, jot down your point and follow up after the meeting with the chair and pertinent committee member(s).
3. Ask to meet with the chair to ask about the committee and conduct an informational interview. Go prepared with plenty questions.
4. Do the same as #3 but with other key committee members.
5. Assume the perspective that you do belong. Sit in the most obvious place to be seen!