By–Laws of the College Senate of Mohawk Valley Community College

03/11/2008	Approved by College Senate
04/21/2008	Approved by Board of Trustees
03/02/2010	Revised Articles 3 & 5
12/06/2011	Revised Article 6
05/01/2012	Revised Appendix 4 & Article 6
05/05/2015	Approved by College Senate
02/07/2017	Revised Article 3
05/01/2018	Approved by College Senate
02/04/2020	Approved by College Senate
02/07/2023	Approved by College Senate
09/03/2024	Revised Article 3
05/06/2025	Revisions Approved by College Senate

By–Laws of the College Senate of Mohawk Valley Community College

Article 1 – Name

The MVCC Board of Trustees by resolution of that Board, August 21, 1979, established a College Senate for Mohawk Valley Community College.

Article 2 – Purpose and Function

College Senate will be a voice for the various organizational constituencies, to promote an equitable and inclusive environment, inform the campuses decision making process, and help the community college achieve its mission in a thoughtful and timely manner.

The College Senate shall study matters and make recommendations relating to the constituencies of the college, including, but not limited to, the faculty, staff and students, both full and part-time, and relating to problems, policies and programs, and to the governance and general welfare of the college, excepting matters covered in collective agreements or contracts that may exist between the Board of Trustees, or the County of Oneida, and any group of employees.

The College Senate shall:

2.1 Provide opportunity and structure for the constituencies of MVCC to formulate positions on policy matters of common interest to the college for transmission to the President.

2.2 Provide an opportunity for constituencies of MVCC to act in an advisory, consultative, and planning capacity to the President.

2.3 Provide open and accessible lines of communication and the opportunity for interchange of ideas among and between all individuals and constituencies of the college on matters of common interest.

2.4 Provide a mechanism for recommendations to the President on the establishment of and procedures for designated committees of the college.

2.5 Provide for the establishment and coordination of a college-wide governance system of committees.

2.6 Provide an open forum and channel of communication for any member of the college community regarding any issue of relevance to campus life.

2.7 The Senate shall also make recommendations to the President regarding budget priorities as well as processes relating to continuing appointments, career appointments and promotions.

Article 3 – Membership

3.1 The college Senate shall be comprised of forty–two (42) voting members. Unless stipulated otherwise below, voting members shall be drawn from the full–time employees of the College. Any member of the college community, with the exception of the President and Vice Presidents, is eligible to become a voting member of the Senate.

3.1.1 Elected Members: All elected members shall serve three–year terms.

Number of Senators	Representative Area
9 – 13	There shall be one (1) full–time faculty senator representing up to sixteen (16) full–time faculty in each of seven schools. i.e. a school with ten faculty will elect 1 senator, a school with 17 members will elect two senators. These senators shall be elected by the membership of those schools: o School of Health Sciences o School of Public and Human Services o School of STEM Careers o School of STEM Transfer o School of Art o School of Business and Hospitality o School of Humanities
2 – 6	There shall be up to six (6) Senators at large who are full–time faculty. The number of at large faculty and faculty representing the academic schools shall not exceed 15. At least two (2) of these at large faculty seats are reserved for full–time faculty without continuing appointment.
1	There shall be one (1) full–time faculty representative of the College Libraries to be elected by the membership of the College Libraries.
1	There shall be one (1) senator elected to represent adjunct faculty.
1	There shall be one (1) senator elected to represent the deans.
1	There shall be one (1) senator elected to represent the Rome Campus.
2	There shall be two (2) senators elected to represent the Student Affairs area.
2	There shall be two (2) senators elected to represent the Administrative Services area.

2	There shall be two (2) elected senators representing the full–time classified staff.
2	There shall be two (2) elected senators at large, who are not full–time faculty.
1	There shall be one (1) senator elected as a representative to the Faculty Council of Community Colleges (FCCC). This senator shall be full–time faculty.
1	There shall be one (1) elected senator representing part–time employees.

3.1.2 **Appointed Members:** With the exception of student Senators, all appointed Senators shall serve three–year terms.

Number of Senators	Representative Area
6	There shall be one (1) senator appointed by the administrator in charge to represent each of the following areas of the College: o Administrative Services o Learning and Academic Affairs o Student Affairs o Center for Community and Economic Development o Information Technology o Athletics Department
1	There shall be one (1) senator appointed by the President of the College
3	There shall be three (3) student senators appointed according to procedures established by Student Government. Each of these students must have and maintain a 2.0 GPA. These senators shall serve one–year terms.

3.1.3 **Additional Members:** The holders of the following positions or their designees shall be ongoing members of the Senate:

Number of Senators	Representative Area
1	Registrar
1	Director of Facilities and Operations
1	Chair of Faculty Caucus

3.1.4 **Faculty Council of Community Colleges Alternate:** In addition to the FCCC representative, the Senate may designate an alternate delegate. This alternate need not be a senator.

3.2 Duties of the Senator

3.2.1 Attend all regular and special meetings and participate in all deliberations of the College Senate. If unable to attend a meeting, a Senator must notify the Senate Chair and the Senate Secretary. If unable to attend for an entire semester, a Senator must notify the Senate Chair and the Senate Secretary in order for a temporary replacement to be sought.

3.2.2 Prepare for meetings by reading all agenda materials beforehand.

3.2.3 Communicate with their representative area regarding the business of the College Senate on a regular basis.

3.2.4 Solicit issues and concerns for College Senate consideration.

3.2.5 Forward agenda items to the Advisory Committee before each regular Senate meeting.

3.2.6 Be willing to collaborate with other Senators to continue the work of Senate, including joining ad hoc committees, workgroups, or taskforces. See Appendix 3.

3.2.7 Faculty Senators are expected to attend and participate in Faculty Caucus meetings.

Article 4 – Officers and Other Roles

4.1 Elected officers shall be the Chairperson and Vice Chairperson. These officers shall be elected by, and from, the Senate.

4.2 Method of Election

4.2.1 Nominations for Chairperson and Vice Chairperson shall be taken from the floor at the last regular Senate meeting of the academic year.

4.2.2 Voting shall be by secret ballot unless the election is uncontested.

4.2.3 Upon election the Senate chair shall vacate their representative seat to assume the position of chair. If the vacant seat was at large they shall appoint a replacement. If the seat represented a school, the school shall be asked to fill the vacancy.

4.3 Terms of Office

4.3.1 All officers shall serve for a term of two (2) years. Neither the Chairperson nor the Vice-Chairperson shall serve more than three (3) consecutive terms.

4.3.2 Upon completion of their term as Chairperson they shall continue as an ex-officio member of Senate and Senate Advisory for two years. This shall be for the purpose of providing continuity in the leadership of the Senate.

4.4 Duties

4.4.1 The Chairperson shall:

4.4.1.1 Preside at all regular and special meetings of the College Senate.

4.4.1.2 Appoint a Secretary of the Senate and may appoint a Parliamentarian.

4.4.1.3 With the direction of the College Senate, inaugurate and charge the Nominations and Election Committee with their purposes and duties.

4.4.1.4 Arrange for the conduct of any necessary special elections.

4.4.1.5 Serve as an ex-officio member of all college-wide Senate standing committees, except the Nominations and Election Committee.

4.4.1.6 Serve as Chair of the Advisory Committee of the Senate.

4.4.1.7 With the consent of the College Senate, fill by appointment any vacancies which occur during the academic year on committees of the college.

4.4.1.8 Create ad hoc committees as deemed necessary to complete specific, time-limited tasks.

4.4.1.9 Attend and report at the College's Board of Trustees meetings.

4.4.1.10 Meet with the College President, Vice Presidents, and Senate Vice Chair on a regular basis during the academic year.

4.4.1.11 Ensure that minutes of Senate meetings and reports of any special Senate-sponsored events are distributed to the entire college community.

4.4.1.12 Attend Faculty Council of Community College's Campus Governance Leaders conferences or appoint an alternative representative.

4.4.1.13 Communicate with the college community regarding the activities of the Senate.

4.4.1.14 Preside over the Senate Advisory retreat and other meetings as necessary in the summer to assess Senate goals, complete projects, and strategize goals for the following academic year, compensated per bargaining unit contract.

4.4.1.15 Participate in appointed committee work, such as the Institutional Effectiveness Council.

4.4.2 The Vice Chairperson shall:

4.4.2.1 Act in the capacity of Chairperson in the Chairperson's absence.

4.4.2.2 Serve as a member of the Advisory Committee of the Senate.

4.4.2.3 Serve as chairperson of the Nominations and Elections Committee.

4.4.2.4 Perform additional duties as directed by the Chairperson.

4.4.2.5 Meet with the Senate Chairperson on a regular basis to discuss current items of concern.

4.4.3 The Secretary shall:

4.4.3.1 Perform all duties assigned by Senate Chair, such as developing the PowerPoint presentation to utilize during Senate meetings.

4.4.3.2 Once approved, prepare and distribute the minutes of all Senate meetings to the college community.

4.4.3.3 Maintain the contents of the Senate folders on the Senate Teams Channel and the Senate website.

4.4.4 The Parliamentarian shall ensure that customary parliamentary procedures and the Operating Rules for the College Senate are followed.

4.5 Vacancies

4.5.1 The Vice Chairperson shall succeed to the office of Chairperson in the event of a vacancy.

4.5.2 Vacancy in the office of Vice Chairperson shall be filled by a special election held during a regular or special Senate meeting as soon as practicable after the vacancy occurs and shall conform to Article 4.3.2.

4.6 Removal from office

4.6.1 Before a vote for removal may take place, a petition signed by at least fifty (50) percent of the Senate membership must be presented to the College Senate at a regular or special meeting.

4.6.2 The Chairperson or Vice-Chairperson of the College Senate may be removed from office for cause by a two-thirds (2/3) vote of those College Senators at a regular or properly called meeting at least 1 month after presentation of the petition.

Article 5 – Meetings

(also refer to Appendix 1)

5.1 Regular meetings shall be held monthly during the Spring and Fall semesters, excluding August and January, with dates established by the Senate Advisory committee and shall be open to all members of the college community.

5.2 Senate Advisory will establish the modality (in person, virtual, or hybrid) with a preference for a mixture of in-person and virtual meetings throughout the semester.

5.3 Special meetings shall be called at the discretion of the Chairperson. Petitions for a special meeting may be presented to the Chairperson at least five (5) days prior to the meeting signed by at least five (5) Senators.

5.4 Agenda

5.4.1 The agenda shall be prepared by the Chairperson in consultation with the Senate Advisory Committee.

5.4.2 The agenda shall be distributed no later than six days prior to regular meetings.

5.4.3 Any member of the college community may submit items to the Senate Advisory Committee for possible inclusion. Where possible, items to include on the agenda should be submitted at least two weeks prior to the Senate meeting.

5.5 Quorum: One-half (1/2) plus one of the College Senate membership (excluding any unfilled seats) shall constitute a quorum.

5.6 Voting

5.6.1 All College Senators shall be equal voting members. There shall be no proxy votes.

5.6.2 At the request of any member of the College Senate, voting will be by secret ballot.

5.6.3 Unless otherwise stated, on proposals properly presented (see Appendix 3) to the College Senate, a simple majority (one more than fifty percent of those present) vote for the proposal constitutes passage.

5.6.4 When an urgent issue must be decided and it is not possible to convene a regular or special meeting of the full Senate, the Chairperson may ask for and receive an e-mail vote on an issue.

5.6.4.1 In order to have a valid vote by e-mail, at least two-thirds (2/3) of quorum must vote.

5.6.4.2 At the next regular meeting following an urgent vote by e-mail, discussion and/or re-voting must take place.

Article 6 – Committees

(also refer to Appendix 2)

The committee structure is the main vehicle by which the purposes of the College Senate, as stated in Article 2, will be fulfilled. The College Senate will be responsible for and will oversee the Committees of the College.

6.1 College-wide Committees of the Senate: *See Appendix 2 for a list of all Senate Committees.* Committees of the College Senate shall be defined as committees whose functions involves the general welfare of the college and which have a defined and ongoing function in the operation of the college.

Committees may be formed as specific need is identified. All committees seeking College Senate status shall submit a proposal to Senate describing the committee's charge and composition with rationale.

6.2 Committee charges and compositions

6.2.1 Charge: Each committee shall receive its charge from the College Senate.

6.2.2 Each committee may at any time propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate.

6.2.3 Review: The College Senate shall review the charges and compositions of all its committees at least every three years.

6.3 Communication with the Committees of the College Senate:

6.3.1 The College Senate may communicate directly with Committees of the college in the form of recommendations, requests, and information.

6.3.2 All standing committees shall keep minutes that will be posted in the College Senate Teams Channel and on the College Senate web site. Minutes cannot be posted until they have been approved by the committee members.

6.3.3 All committee chairpersons will report in writing, to the College Senate at the end of the academic year. At the discretion of the Senate Chair, committee chairpersons may also be asked to provide a verbal report during a Senate meeting.

6.3.4 Any items that will require Senate action should be forwarded to the Advisory Committee of the Senate two weeks prior to the meeting date.

6.4 The College Senate can, upon review and due deliberation, recommend the dissolution or establishment of a Committee. The President of the college shall be advised of such action.

6.5 Advisory Committee of the Senate

6.5.1 Membership: The Advisory Committee shall be composed of the Senate Chairperson, the Vice Chairperson, the Secretary, the Faculty Council of Community Colleges (FCCC) representative, and four (4) to six (6) Senators elected by the Senate as a whole. At least half of the elected Senators shall be faculty.

6.5.2 Terms of Office: Elected Advisory Committee members shall serve one-year terms.

6.5.3 Election of four (4) to six (6) Senators will be held at the first scheduled Senate meeting after the May election.

6.5.4 Duties: Members of the Advisory Committee shall:

6.5.4.1 Collect and promulgate issues and concerns from Senators and the College at large for discussion at upcoming Senate meetings.

6.5.4.2 Create and promulgate the agenda for the next Senate meeting.

6.5.4.3 May draft resolutions for Senate action.

6.5.4.4 Receive reports from Senate committees.

6.5.4.5 Participate in the annual summer Senate Advisory retreat.

6.5.4.6 Assist the Senate Chair as needed.

6.6 Duties and responsibilities of College Senate committee members

6.6.1 Attend all committee meetings and participate in all deliberations of the committee.

6.6.2 Prepare to attend meetings by reading all materials sent beforehand, as appropriate.

6.6.3 If a committee member cannot fulfill their obligation to the point that it impedes the committee, that member must inform the committee chair , who shall inform the Senate Chair, so that a replacement may be sought. The committee chair may suggest a replacement to the Senate Chair, who makes the appointment.

6.6.4 Elect the chair of the committee according to the committee charter.

6.6.5 Any member of the committee may be elected chair, but no member shall serve more than 6 consecutive years as chair.

Article 7 – Assessment

(also see Appendix 4)

7.1 There shall be an internal assessment of the College Senate's effectiveness at least once every three (3) years with active participation from both Senate Advisory and Cabinet.

7.2 The Senate Advisory Committee will assess the Mission, Vision, Goals, and Objectives, and Action Plans as they relate to the College's current Strategic Framework prior to submission to the full Senate for discussion and subsequent action.

Article 8 – Effective Date of Implementation

These by-laws shall become effective upon recommendation by the President to, and acceptance by, the Board of Trustees of Mohawk Valley Community College.

Article 9 – Amendments and By–Laws Review

Any proposal to amend these by-laws must fulfill the following requirements.

9.1 Copies of the proposed amendment shall be distributed to all members of the College Senate at least seven (7) calendar days prior to the date of the Senate meeting at which the amendment is to be formally introduced and discussed.

9.2 The amendment shall be adopted by a two-thirds (2/3) affirmative vote of the College Senate membership (excluding any unfilled seats).

9.3 All amendments shall become effective upon recommendation to the President to, and approval by, the Board of Trustees of Mohawk Valley Community College.

9.4 These by-laws shall be reviewed in their entirety at least once every three (3) years

Appendix 1 – Operating Rules for College Senate

Adopted by the College Senate on October 3, 2000
Revised: September 6, 2005
Approved by the Board of Trustees: September 19, 2005

1. A proposal or recommendation requiring action by the College Senate must be available to the Senate members (not just on the agenda) at least one (1) week prior to any discussion or definitive action being taken.
2. Any item of new business not distributed to Senators one (1) week prior to a regular meeting may be tabled until the following regular Senate meeting.
3. The Chairperson or any Senator in attendance may ask for a one-time waiver of the Operating Rules at any time. This will require a two-thirds (2/3) vote of those Senators in attendance to pass.
4. All resolutions adopted by the Senate shall be designated by year, month of adoption and number.
5. All recommendations adopted by the College Senate shall be forwarded in writing to the College President or to the appropriate administrator.
6. Communications shall be established between the College Senate and the College community to keep the College community regularly informed of College Senate activities. Such communication may be written or electronic.
7. In the future these Operating Rules can be revised as needed by a simple majority vote of Senators.
8. All Senators shall vote by casting a yea, nay, or abstention vote.
9. The latest edition of Robert's Rules of Order will guide the conduct of the College Senate meetings.

Appendix 2 – Charge, Composition, and Reporting of Standing Committees of the College Senate of Mohawk Valley Community College

See Senate Teams Channel
See College Senate web page: http://www.mvcc.edu/senate/committee-members/committes

Standing Senate Committee – Defining Characteristics

1. Tasks generally related to operations, academics, or assessment
2. Membership from across the College
3. Meets at least once per semester
4. Minutes, as appropriate, are posted to Teams/website
5. Senate can request the committee review a task and bring recommendations back to Senate
6. Items for Senate review, consideration, and comment are submitted through Senate Advisory
7. Written annual report is shared on Teams/website
8. Elected seats are filled through Senate elections
9. Appointed seats are made by the Senate Chair and College President
10. Changes in the charge or composition requires approval through the College Senate
11. Listed on the governance website

List of Standing Senate Committees

1. Academic Policies and Standards Committee
2. Academic Program Reviews Committee
3. Appeals Committee
4. College-Wide Curriculum Committee
5. General Education Committee
6. Facilities and Sustainability Committee
7. Safety & Security Committee

Senate Councils – Defining Characteristics

1. Tasks generally related to the overall welfare of the College and maintaining the College culture
2. Membership from across the College
3. Meet at least once per semester
4. Items for Senate review, consideration, and comment are submitted through Senate Advisory
5. Written annual report is shared on Teams/website
6. Elected seats are filled through Senate elections
7. Appointed seats are made by the Senate Chair and College President
8. Changes in the charge or composition requires approval through the College Senate
9. Listed on the governance website

List of Senate Councils

1. Annual Planning Council
2. Diversity Council
3. Employee Enrichment Council
4. Employee Recognition Council
5. HawkVision
6. Institutional Effectiveness Council
7. International Initiatives Council
8. Wellness Council

Personnel Committees – Defining Characteristics

1. Tasks related to personnel issues
2. Meet when needed, activated and coordinated through Human Resources
3. Elections are held through College Senate
4. Written annual report is shared on Teams/website
5. Changes in charge or composition requires approval through College Senate
6. Listed on governance website

List of Personnel Committees

1. Career Appointments Committee
2. Continuing Appointments Committee
3. Promotion Review Committee for Faculty
4. Promotion Review Committee for Non–Teaching Professionals
5. Sabbatical Leave Committee

Appendix 3 – Guidelines for Senators

1. The primary duty of a Senator is to represent their constituents' viewpoint to the larger Senate body. This requires frequent communication between Senators and their constituents between Senate Meetings. Effective communication methods may include:
   - Email your constituency (i.e. school, department, etc.) prior to Senate meetings with an update of pertinent issues and solicit their feedback.
   - Follow-up after a Senate meeting with a summary of the items presented, what was voted on and the result, as well as ask pertinent questions to inform your vote for the following Senate meetings.
   - During school, department, and/or unit meetings, summarize current initiatives and trends coming from Senate
2. While all college community members may submit items to Senate Advisory for consideration to include in the Senate Meeting Agenda, Senators have a particular responsibility to share items with Senate Advisory that are of potential concern.
3. Norms: Workflow for Senators
   Where possible, Senators are provided with ample opportunity to review materials well in advance of voting. For proposing an item, the preferred workflow is as follows:

By the second Tuesday of the Month, August–April
(or 2 weeks prior to the Senate Advisory meeting)

- Written documentation submitted to Senate Advisory Routing Form that outlines the issue, procedure, policy, etc. that needs to be addressed

Fourth Tuesday of the Month, August–April
(or 1 week prior to Senate meeting)

- Senate Advisory meets and discusses how to best address the item submitted.
  - → It may be included in the Senate Agenda, in which case the submitter is invited to attend the meeting if they are not a standing Senate member.

    Items advanced to the Senate Agenda will be provided to Senators via e-mail and Teams with the Agenda for the next Senate meeting no later than 6 days prior to the meeting. It is expected that Senators read the documentation and craft questions to form the discussions during the Senate meeting.
  - → It may be routed to a Senate Committee for further research and deliberation, in which case the submitter is informed of that decision and provided contact information for the chair of the applicable Senate Committee.
  - → It may be better addressed more informally by the Senate Chairperson and/or Faculty Caucus chair in conversations with related parties, with a follow-up from the Senate Chairperson to the submitter.

First Tuesday of the Month, August–May, 2:30–4:30pm – Senate Meeting
(First read of a new submission)

- In the New Business portion of the Senate meeting, the submitter or a representative should be present to provide a verbal and written summary of the proposal with context and rationale for the suggestion. Senators will ask questions based on the documentation provided in advance of the meeting.
- If there are substantial questions and/or concerns, further clarification during the following month may be required. Tracking changes and highlighting how proposals evolve between meetings is particularly helpful to Senators.

In the case of more urgent items, if a vote is sought at the Second Reading for items with substantial concerns, it is encouraged to provide answers, revisions, etc to Senate Advisory within 2 weeks of the Senate Meeting so that it may be provided to Senators in advance of the next Senate Meeting.

Between senate meetings, if there are questions and comments, the proposer should address them and clearly track changes to the proposal.

First Tuesday of the Month, September–May, 2:30–4:30pm – Senate Meeting
(Second read of a new submission)

The proposer will present during Old Business to clearly articulate changes as a result of the feedback provided since the first read.

At a minimum, two presentations to the Senate separated by at least 1 month are required, except in very extreme circumstances. This allows time for Senators to solicit feedback and questions from their constituents.

Workflow for Senators Reviewing a proposal

- Senators will receive new proposals from the Senate Chairperson 6 days before the Senate Meeting. Senators are expected to read all documents and come to Senate with questions prepared.
- Senators are expected to actively participate in all discussions pertaining to a proposal during the Senate Meeting.
- Following the first read, Senators will seek input from constituents and share feedback or questions with the Senate Chairperson and/or the original Proposer.
- At the second read, Senators are charged with critically evaluating changes to the proposal and collaborating to determine if a motion should be brought forward.
- If all concerns have been addressed, a motion by a Senator may be made and seconded. Generally, types of motions include:
- Motion to Endorse: Proposals that are not within purview of Senate, but for which Senate would like to indicate support of the proposal
- Motion to Postpone: Proposals that require further work and clarification.
- Motion to Approve: Proposals within Senate purview (such as a Committee Charter update).

4. Norms: Committee Work

College Senators are encouraged to participate in Senate Committees (See Appendix 2), but it is not required to be a Senator to serve on Senate Committees. Senators are required to recruit committee members when there are vacancies, in particular encouraging participation by informing constituents what positions are available and where they may find out more information about Senate Committees. Committee charters posted on the College Website and Senate Teams page should include:

a. Committee Charge

b. Membership list, including each member's term expiration and affiliation/role (title, department, etc.)

c. Mode by which the Committee Chair is determined

d. If possible, when the Committee meets and how often they typically meet.

Appendix 4

College Senate Mission

The College Senate provides a forum for discussion where it studies and makes recommendations on matters relating to the College's constituencies, policies, and programs in order to promote student success. It seeks to deal with the general welfare of the College and surrounding communities through a spirit of service and commitment to excellence.

College Senate Vision

The Senate will continue to provide the opportunity for interaction among the various College constituents to form positions on policy, to advise, recommend, and consult with the President, and to establish Senate Committees to meet the current and future needs of the College Community.

College Senate Goals and Objectives

GOAL 1: The Senate will interact with the various college constituents to develop positions on policy which are conveyed in the form of Senate recommendations.

OBJECTIVE 1: The Senate will solicit issues of concern from the College Community and forward same to appropriate committees, departments, offices, or persons as applicable.

ACTION PLAN:

- Email to allusers from the Senate Chair calling for issues to be placed upon the Agenda prior to each Senate Advisory Committee meeting.
- Representatives should solicit issues at their constituent meetings.
- The Senate Chair, in consultation with the Senate Advisory Committee, will set the meeting agendas.

Responsible persons: Senate Chair, Senators, Senate Advisory Committee members

Time-line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

Issues of concern are received by Senate Advisory Committee and appear on the Senate agendas, in the Senate minutes, and in the Senate Advisory Committee minutes. Any issues brought to the Senate Advisory Committee that are not added to the agenda are forwarded by the Senate Advisory Committee to the appropriate persons or offices, and this will be reflected in the Senate Advisory Committee Agenda.

OBJECTIVE 2: The Senate will act on policy recommendations from its committees at scheduled meetings.

ACTION PLAN

- After receiving and discussing recommendations from the Senate committees, the Senate will respond in a timely fashion.

Responsible persons: Senate

Time-line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

Actions on policy recommendations will appear in the Senate minutes. The Senate Chairperson will notify appropriate persons, committees, departments, or offices of Senate actions within two weeks of the Senate meeting in which the actions took place.

OBJECTIVE 3: The Senate will interact with the President and/or designee.

ACTION PLAN

- At all Senate meetings, the President and/or his designee will present a report after which discussion may occur.
- The Chair of the Senate will attend and report at Cabinet meetings and Board of Trustees meetings and will meet with the President or designee on a regular basis.

Responsible persons: President or designee, Senate Chair

Time-line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

President's report will appear in the Senate minutes and the Senate Chair will report on Senate-related activities to the Cabinet and Board of Trustees every month.

OBJECTIVE 4: The Senate will communicate to the College Community highlights from its meetings.

ACTION PLAN

- Senators will report Senate activities to their constituents.
- Approved Senate minutes will be posted under the College Senate Teams page and on the College Senate web site.

Responsible persons: Senators, Senate secretary

Time-line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

Senators will provide a report back to their constituents within two weeks of the Senate meeting. Senate minutes will be available in the College Senate Teams page and on the College Senate website within one week after the Senate meeting in which they have been approved.

GOAL 2: The Senate will oversee the Senate Committees to meet the current and future needs of the College.

OBJECTIVE 1: The Senate will solicit progress reports from its committees.

ACTION PLAN

Senate Committees will report to the Senate as a whole one or more times per year depending on the type of committee as outlined in the College Senate By-laws, Appendix 2.

Responsible persons: Senate Committee Chairs

Time-line: One or more times per year.

OUTCOMES AND ASSESSMENT

Semester committee progress reports will be reflected in the Senate minutes when presented during Senate, and will be displayed in the Senate Teams page. Annual committee progress reports will be displayed in the College Senate Teams page by June 1st.

OBJECTIVE 2: The Senate will oversee the functioning of its committees.

ACTION PLAN

- Senators and committee members will be elected according to the By-laws.
- Committee chairs will notify the Senate Chair of committee vacancies.
- The Senate Chair in conjunction with the committee chair will fill vacancies as needed in a timely manner.
- The Senate Chair will meet with the President regarding joint Senate Chair/Presidential appointments to Senate committees.
- The Senate Chair or designee will meet with all committee chairs in August to review best practices for committee operation.

Responsible persons: Nominating and Elections Committee chaired by the Senate Vice Chair, Senate Committee Chairs, Senate Chair

Time-line: Elections held annually; vacancies occurring within the year are filled as needed.

OUTCOMES AND ASSESSMENT

Annual and updated lists of committee members will be distributed through the College Senate Teams page and the College Senate web site as needed. Committee vacancies will be filled within one month of notification of said vacancies.

OBJECTIVE 3: The Senate will evaluate and recommend changes to its By-laws and committee operating policies and procedures as deemed necessary.

ACTION PLAN

- The Chair of the Senate will work with the Senate Advisory Committee to periodically review and make any recommendations for changes to the Senate By-laws and committee policies and procedures.
- As necessary, committees will recommend to the Senate any changes in policies and procedures of their committees.

Responsible persons: Senate Chair, Senate Committee Chairs, Senate Advisory Committee

Time-line: Revision of the complete By-laws at least once every three years. Parts of the By-laws revised as needed. Committee policies and procedure changes are accepted and made as needed.

OUTCOMES AND ASSESSMENT

Senate action(s) on recommended changes to By-laws and committee operating policies and procedures will appear in the minutes and be implemented.

OBJECTIVE 4: The Senate will form ad hoc committees to deal with issues not under the jurisdiction of its standing committees.

ACTION PLAN

- As needed, ad hoc committees will be established by the Senate Chairperson.

Responsible persons: Senate Chairperson

Time-line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

Establishment of Ad hoc committees will be reflected in the Senate minutes.

Last revision (approved by Senate): 12/7/2004, 10/3/06, 5/21/2009, 05/14/2018; format revised and wording updated to reflect current practice, 5/6/2025.

Next review due in 2028.