



CONSTITUTION OF THE COLLEGE ACADEMIC SENATE

OAKLAND COMMUNITY COLLEGE

Fall 1992

Revised April 1996

Revised November 1999

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Preamble

The name of this body of the College Academic Senate of Oakland Community College. The Senate, the principal academic policy-making body of the College, facilitates open communication for the entire academic community, develops a dynamic curriculum responsive to student and community need, supports academic freedom, and fosters personal empowerment and professional integrity.

Declaration on Shared Governance

Shared Governance is the process by which the direction of the College is set mutually by its members. It is built upon the following democratic principles:

1. that this process is a state of mind, a system of behavior, as well as a set of procedures that guide all activities at every organizational level of the College;
2. that authority grows from the group that shares governance;
3. that empowerment is derived from groups choosing their own representatives to all committees, councils, team and task forces;
4. that decision-making occur at the level most directly affected by those decisions;
5. that information be broadly shared within the community;
6. that members accept responsibility for being informed and for participating in the process;
7. that free expression of ideas be fostered at every opportunity.

ARTICLE I: POWERS AND DUTIES

In order to achieve the purposes of this organization it will be empowered to:

- 1.1. Formulate educational policies.
- 1.2. Develop, evaluate, and update curricula, programs, and academic delivery systems of the College.
- 1.3. Work with students to develop policies regarding co-curricular and extra-curricular activities.
- 1.4. Provide planning and consultative committees in regard to College and Campus directions, budgets, and academic appointments.
- 1.5. Develop systems of evaluation consistent with the highest expectations of the academic community.
- 1.6. In the case of appointments to the academic teaching and academic nonteaching posts, recommendations as to criteria, and to provide for systematic faculty consultation in regard to specific appointments and evaluation of personnel.

ARTICLE II: MEMBERSHIP

- 2.1. All professional staff of the College and those students elected as members of their campus councils will be members of the College Academic Senate. All members may vote on any recommendation, officer, or other matters that shall call for the approval of the College Academic Senate in general membership meetings.
- 2.2. A quorum of the Senate will be 50 percent (50%) plus one.
- 2.3. Voting Membership – The voting members of the College Academic Senate Council (College Council) will be the members of the Campus Councils and four designated representatives from District Offices. All of the above will be eligible to attend meetings and to vote. Decisions of the Councils will be determined by simple majority. The Chairs shall vote only to break tie votes.
- 2.4. Members are expected to attend regularly.

ARTICLE III: ACADEMIC SENATE COUNCILS

- 3.1. Campus Academic Senate Council
 - a. Campus Academic Senate members will elect a Campus Council to represent campus members to the College Senate Council.
 - b. Campus Councils members will include representation from administration, faculty, staff and students, with fourteen (14) voting members: eight faculty, two administrators, two staff, and two students.
 - c. Campus Councils will elect their officers from the Council members: chairperson, vice-chairperson, secretary.
- 3.2. College Academic Senate Council
 - a. The Campus Senate Councils, with the addition of four representatives from District Office staff, will form the College Academic Council.
 - b. The College Council will elect its officers from its membership.
 - c. The College Council Officers will serve as officers of the entire College Academic Senate.
- 3.3. The College Council Officers, with the Campus Council Chairperson, will form the Executive Committee of the Senate.
- 3.4. A quorum of the Campus and College Senate Councils will be 50 percent (50%) plus one.

ARTICLE IV: OFFICERS

4.1. Campus Council Officers:

Each campus will elect a Chairperson, Vice Chairperson, and Secretary. These officers will preside over meetings of the campus councils.

4.2. College Council Officers:

The College Council will elect a Chairperson, Vice Chairperson, and Secretary. These officers will preside over the College Council, as well as the entire Senate.

4.3. Chairperson:

The Chairpersons of the Councils, Campus and College, will be elected annually from their memberships. The Chairperson will preside over meetings of their respective councils.

4.4. Vice–Chairpersons:

The Vice–Chairpersons of the Councils, Campus and College, will be elected annually from their memberships. The Vice–Chairpersons of the Councils will preside over meetings of their respective councils in the absence of the Chairperson.

4.5. Secretary:

The Secretaries of the Councils, Campus and College, will be elected annually from their memberships. The secretaries will keep official minutes and send timely minutes and notices.

ARTICLE V: MEETINGS

5.1. The entire College Academic Senate will meet at least once annually, September through June.

5.2. The College Council will act between meetings of the College Academic Senate. The College Council will meet monthly.

5.3. The Campus Councils will meet monthly.

5.4. The Executive Council will meet in preparation for the monthly College Council meetings.

5.5. Roberts Rules of Order, Revised, will pertain at all meetings at which they are applicable and when they are not inconsistent with by–laws and special rules.

ARTICLE VI: ELECTIONS

- 6.1. Members and officers of the Campus Councils will be elected at April meetings. All members of the College Academic Senate will be eligible to vote for the election of the membership of their own Campus Council. All members of each council will be eligible to vote for the election of its officers.
- 6.2. Officers of the College Council will be elected at a subsequent April meeting and take office July 1. All members of the College Council will be eligible to vote in this election.

ARTICLE VII: STANDING COMMITTEES

- 7.1. The College Academic Senate shall establish as many standing committees as it deems necessary for the transaction of its business.
- 7.2. Each standing committee will make careful and detailed studies of matters referred to it and will make reports and recommendations.
- 7.3. Membership of standing committees will include three members of the College Council.
- 7.4. Each standing committee will elect its Chairperson.

ARTICLE VIII: AMENDMENTS

- 8.1. Amendments to this Constitution must be submitted to the College Council. The Council shall submit a report to the Senate on such proposals to the Senate.
- 8.2. Amendments to this Constitution shall require a vote of 50 percent (50%) plus one of the ballots received from the Senate membership.

ARTICLE IX: RATIFICATION

- 9.1. Adoption of this Constitution shall be by a majority vote of the membership of the College Academic Senate.
- 9.2. Any portion of this Constitution in conflict with the Master Labor Contract or policies of the Oakland Community College Board of Trustees shall not be valid unless specifically approved by the Faculty Association and the Board of Trustees.
- 9.3. This Constitution shall be considered as accepted by both the Board of Trustees and the Faculty Association upon ratification by the College Senate, unless notice of non-acceptance given the College Council within one month after ratification.