

A. participate

O. address

- E. ensure the currency of all contact information for the Senate;
- F. keep, as necessary, the financial records of the Senate up-to-date and in good order;
- G. with the approval of the Senate President, make all properly authorized payments that are consistent with the Constitution, the Bylaws, or Senate orders, and which do not threaten the solvency of the Senate; and
- H. perform such other functions as the Senate or the Senate President assigns in carrying out the purposes and policies of the Senate.

ARTICLE III. THE ELECTION OF SENATORS

Section 1. The Nominations Committee shall request that the Norco College academic departments select Senators and Alternate Senators and shall inform the Norco College

ARTICLE IV: ELECTIONS OF SENATE OFFICERS, PART-TIME SENATOR, DISTINGUISHED FACULTY LECTURER, AND FACULTY COMMENCEMENT SPEAKER

Section 1. The Nomination Committee shall conduct official Senate elections.

Section 2. The Nomination Committee shall be chaired by the Senate Vice-President and composed of two additional Senators appointed by the Senate. No Officer other than the Senate Vice-President shall be eligible to serve on the Nomination Committee. If the Senate Vice-President is a candidate in an election, then the Senate will select a Senator who is not a candidate in the election to serve as the Nomination Committee chair.

Section 3. The Nomination Committee shall call for nominations from the faculty at least one week in advance of the holding an election and strive to have least two candidates who are willing to serve in each election.

Section 4. The Nomination Committee shall distribute ballots for the election of Senate Officers, Part-time Senator, and Distinguished Faculty Lecturer to faculty at least one week in advance of the election. The Nomination Committee shall verify the consent of nominees, either verbally or in writing, prior to distributing the ballots. Elections for these positions shall follow the procedures below.

- A. Elections for the positions of Senate President, Vice-President, and Secretary/Treasurer shall take place every three years in the Spring term before the end of April, and the winners will assume their offices on July 1. If an elected Officer is unable to complete their term, the Senate shall follow the guidelines set forth in Article 5 of the Constitution to fill the vacancy.
- B. Elections for the Part-time Senator shall take place every two years in the beginning of Fall term, and the winner will take their office immediately. If for any reason the elected part-time Senator is unable to complete their term, the Senate shall appoint to the position the candidate who received the next highest number of votes in the election in which the original Part-time Senator was elected. If these provisions cannot be fulfilled, then Section 10 of this Article shall prevail.
- C. Elections for the Distinguished Faculty Lecturer shall take place every three years in rotation with Riverside City College and Moreno Valley College with the election taking place in the prior Spring term.
- D. Elections for the Faculty Commencement Speaker shall take place every Fall semester, except in those years in which the Distinguished Faculty Lecturer rotates to Norco College. In those years, the Distinguished Faculty Lecturer shall serve as the Faculty Commencement speaker.

Section 5. In those years in which Officers are elected, the Senate may arrange for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

- B. APC will be led by the Chair of Chairs, a faculty member who is elected by the other members of APC.

Section 2. Assessment Committee

- A. The Assessment Committee supports and encourages assessment of student learning in all instructional programs as well as in student and learning support services. Assessment is defined as the process by which data are used to ensure students are learning the outcomes set by the institution and the use of those data for the purpose of improving student learning, faculty pedagogy, and student and learning support services.
- B. The faculty chair of the Assessment Committee shall serve as the Assessment Coordinator.

Section 3. Course Materials Affordability Committee (CMAC)

- A. circumstances, by providing equitable access to course materials.

Section 4. Curriculum Committee

- A. The Curriculum Committee reviews and approves:
 - 1. curricula for new courses, course modifications, new programs and program modifications and
 - 2. the curriculum approval process.The Curriculum Committee is the sole approving body for Norco College-only curriculum.
- B. The Curriculum Committee is also responsible for keeping abreast with state-mandated curriculum changes and reporting those changes to faculty.
- C.

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