



Charter for Academic Senate

Spring 2022-Spring 2025

This Charter is established between the Academic Senate and Norco College (herein after the "College") to structure the processes and planned outcomes included herein through the end of the 2024-2025 academic year.

Purpose

The purposes of the Academic Senate shall be to: (1) participate in the formation of policies and procedures in academic and professional matters; (2) coordinate communication with the District Academic Senate and the Academic Senates of the Moreno Valley and Riverside City Colleges; and (3) facilitate communication between the administration, faculty, students, and the Board of Trustees on all 10+1 matters.

Charge

The Academic Senate is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below:

2030 Goal 4: (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement.

- 2025 Objective 4.3: Increase percentage of faculty who complete Teaching Men of Color in the Community College certificate from 3% to 40% (125 out of 315 faculty)

2030 Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

- 2025 Objective 7.1: Develop comprehensive breadth of academic programs
- 2025 Objective 7.2: Develop Career & Technical Education programs and industry credentials related to regional needs
- 2025 Objective 7.3: Develop and implement plan for noncredit and noncredit-enhanced programming
- 2025 Objective 7.5: Add capacity to existing disciplines with a demonstrated need.

2030 Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.

Charge

- 2025 Objective 8.3:

Equity

The Norco College Academic Senate is committed to working with its constituents, its sub-committees, and other College entities on policies and issues pertaining to the 10+1 to reduce/close racial and equity gaps as identified in the College's EMP and Equity Plans.

Scope & Expected Deliverables

The Academic Senate shall:

- A. initiate studies relating to 10+1 areas;
- B. provide and maintain channels of communication between students, faculty, administration, and the Board of Trustees;
- C. hear, investigate, deliberate, negotiate, recommend or refer any matters brought to its attention by a member of the faculty;
- D.

Membership

- LGBTQ+ Advocates Committee Chair/Co-Chairs
- Library & Learning Resource Center Advisory Committee Chair/Co-Chairs
- Program Review Committee Chair/Co-Chairs
- Teaching and Learning Committee Chair/Co-Chairs

The Officers and Senators are voting members of the Academic Senate, while the Committee Chairs/Co-Chairs are non-voting members. An alternate Senator may serve as a voting member when the Senator from their Department is absent from a Senate meeting.

The Academic Senate also has Liaisons/Representatives from the following groups:

- Accreditation
- ASNC
-

Roles of Chairs and Members

- H. Communicate with other Senators in order to foster better communications between the Academic Senate and the faculty, classified professionals, student government, College administration, District administration, and the Board of Trustees.
- I. Inform potential or newly elected Senators of the purposes and policies of the Academic Senate.
- J. Serve, when possible, on the Academic Senate's ad hoc committees and other committees as requested by the President.
- K. Encourage faculty members to become involved in the Academic Senate and Academic Senate committees.

Section 2: Duties and Responsibilities of the President

- A. Develop agendas and conduct meetings of the Academic Senate and convening and presiding over general meetings of the faculty (full and/or part-time) called by the Academic Senate.
- B. Serve as the official spokesperson and advocating on academic and professional matters for the Academic Senate.
- C. Meet with the College President, the Chancellor other administrators, and classified professionals, as needed, and report to the Academic Senate on relevant issues.
- D. Represent any faculty matter within the purview of the Academic Senate to the College President.
- E. Represent the Academic Senate at meetings of the Board of Trustees and before all appropriate College administrative agencies.
- F. Participate, as requested, in the evaluation of administrative staff.
- G. Represent the Academic Senate on any College-wide, District-wide and/or administrative council.
- H. Represent the Academic Senate as an ex-officio member of all standing committees of the Academic Senate.
- I. Meet, or selecting a designee to meet, regularly with the College and District leadership of the bargaining agent to ensure that the academic and professional aspects of negotiable 7 issues reflect Academic Senate concerns and to help maintain open lines of communication and cooperation.
- J. Work with or select a designee to work with the leadership of classified professional and student groups to maintain open lines of communication and cooperation.
- K. Register Academic Senate endorsement of documents sent to relevant state or other authorities upon consent of the Academic Senate.
- L. Address, or selecting a designee to address, academic and professional aspects of regulatory issues in the Education Code and Title 5, and organize an Academic Senate response in a collegial and timely manner.
- M. Interact with the District Academic Senate and the Academic Senates of Riverside City College and Moreno Valley College as well as for the academic senates of other California community colleges, as well as attending conferences, meetings, and seminars of organizations that relate to California community colleges.

Roles of Chairs and Members

- N. Ensure adequate resources are available for Academic Senate operations and, with the Secretary/Treasurer, managing them.
- O. Allocate Academic Senate resources, including secretarial support, within constraint

Roles of Chairs and Members

- J. Keep the accounts, books, tax status, and other financial records up-to-date and in good order.
- K. Give oral and written testimony as relates to the financial status of the Academic Senate upon request from the Academic Senate President or the Academic Senate.
- L. With the approval of the Academic Senate President, making all properly authorized payments that are consistent with the Academic Senate Constitution, By-Laws, or directives that do not threaten the solvency of the Academic Senate.
- M. Assist the Academic Senate President in preparing an annual budget to be submitted to the Academic Senate for adoption at its first meeting in each school year.
- N. Maintain records on Academic Senate fund raising activities and supervise all contracts for services provided by hotels and other businesses.
- O. Perform such other functions assigned by the Academic Senate or the Academic Senate President to carry out the directives and policies of the Academic Senate.

Meeting Procedures and Expectations

The following are taken from the Academic Senate By-laws.

- Academic Senate meetings and faculty meetings called by the Academic Senate are conducted under the parliamentary guidance of Robert's Rules of Order, Revised, unless otherwise stipulated. Either the resolution process or motions will be used.
- The President shall establish the agenda for each Academic Senate meeting to be confirmed by simple majority vote of the senators present at the meeting. The agenda must be established in accordance with State laws and regulations. Any member of the Norco faculty may submit an agenda item to the Academic Senate. The established agenda may be abridged or amended by majority vote or by consensus of the Voting Members present.
- The President may contact any Senator who misses two regularly scheduled meetings to assess the problem. If appropriate, the President may contact the Senator's Department Chair regarding such absenteeism to resolve the situation and avoid underrepresentation. An absentee Senator may be replaced by their Department.
- A special meeting of the Academic Senate may be called by the President or any five Voting Members of the Academic Senate.
- All faculty members are encouraged to participate in Academic Senate discussions.