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PREAMBLE

The Schenectady County Community College Academic Senate is committed to fully shared governance as the means of institutional vision, mission, and goal achievement. Collective intelligence, open communication, and accountability are the necessary components of shared governance and are indispensable in the achievement of higher education excellence. The Academic Senate embraces shared governance as part of the institutional legacy of Schenectady County Community College, as a founding tenet of the community college system in the United States, and as a living example of civic engagement and participation.

DEFINITIONS

- **ACADEMIC UNIT:** any one of Business, Criminal Justice, and Law; Hotel, Culinary Arts, and Tourism; Liberal Arts; Math, Science, Technology, and Health; Music.
- **AD HOC COMMITTEE:** a committee established for a short-term, specific purpose.
- **EX OFFICIO:** a person who is a member of a committee by virtue of his/her office and who does not vote.
- **MAJORITY:** more than half of the total, once a quorum is established.
- **PROXY:** the authority or granting of the authority for another person to vote on behalf of a person.
- **QUORUM:** the number of Academic Senate members who must be at a meeting for an official vote on a motion.
- **ROBERTS RULES OF ORDER:** the standard book of rules for presiding over a meeting.
- **SHARED GOVERNANCE:** “the structures and processes through which faculty, professional staff, administration, governing boards [and, sometimes, students and staff] participate in the development of policies and in decision-making that affect the institution.” (SUNY Faculty Council of Community Colleges, 2008)
- **STANDING COMMITTEE:** a permanent committee.
- **SUNSHINE FUND:** a sum of money consisting of annual donations from members of the Academic Senate, to be used to express sympathy, concern, or joy to a member of the Academic Senate in the event, for example, of an illness, death in the family, or the arrival of a new child.
- **UNIT:** any recognized component of the institution as designated in the SCCC organizational table that is represented in the Academic Senate.

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1.0 NAME OF ORGANIZATION

The name of this organization is the Academic Senate of Schenectady County Community College.

2.0 PURPOSE

The purpose of the Academic Senate of Schenectady County Community College is to serve as a deliberative body providing the College's professionals with a voice in shared governance. Specifically, in accordance with Article 126 of the New York State Education Law and Part 605 of New York Codes, Rules and Regulations, Title 8, Education Department, and consistent with Standard 4 of the Middle States Commission on Higher Education, the purpose of the Academic Senate is to:

- Participate significantly in the formulation of policies relating to student health, scholarship, standards of admission, attendance and discharge of students, curriculum and other study programs, the granting of degrees, student activities, and student discipline. (8NYCRR 605.1)
- Present recommendations to the President of the College regarding the instructional budget, appointments, reappointments, tenure, special salary adjustments, promotions, sabbaticals, and leaves of absences of members of the professional staff. (8NYCRR 605.1)
- Provide a forum for discussions of academic, administrative, faculty, and student-related issues.
- Create and maintain an environment of academic freedom and intellectual integrity.
- Foster reciprocal accountability and responsibility among all participants in institutional governance.

3.0 MEMBERS

- 3.1 The Academic Senate's membership will be comprised of SCCC full-time professional employees who, by nature of their position, maintain a direct and significant connection to the academic program and to student engagement in credit-bearing coursework. Membership will include people who hold the

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following full-time job titles: President; Vice President of Academic Affairs; Associate Vice President for Academic Affairs; Assistant Vice President of Academic Affairs; Dean of Business, Criminal Justice and Law; Dean of Hotel, Culinary Arts, and Tourism; Dean of Liberal Arts; Dean of Math, Science, Technology and Health; Dean of Music; Director of Library Services; Librarian; Registrar; Assistant Registrar; Director, TRIO; TRIO Counselor; TRIO Tutor Coordinator; Director of Academic Services; Teaching and Learning Faculty Specialist; Director of College and High School Partners; Professor; Associate Professor; Assistant Professor; Instructor; Senior Technical Specialist (teaching); Technical Specialist (teaching); Senior Technical Assistant (teaching); Bio Lab/Technical Assistant; Vice President of Student Affairs; Assistant Vice President of Student Affairs; Director of Financial Aid; Associate Director of Financial Aid; Financial Aid Advisor; Director of Admissions & Matriculated Enrollment; Associate Director of Admissions; Director, Wellness and Support Services; ADA Transition Coordinator; Director of Career and Transfer Services; Assistant of Director of Career and Transfer Services; Non-traditional Career Advisor; Director of Educational Opportunity Programs and Access; Director of Athletics; Director of Academic Advising; Assistant Director of Academic Advising; Academic Advisor; Counselor IV; Vice President of Administration. New job titles will be reviewed by the Executive Committee of the Academic Senate periodically for inclusion.

- 3.2 Meetings of the Academic Senate are open; non-members are welcome to attend and speak.

4.0 MEMBERS' RIGHTS, DUTIES, AND RESPONSIBILITIES

- 4.1 As a self-governing body, the Academic Senate depends on civic engagement by all of its members. There is the expectation that members are informed, in attendance at regular Academic Senate meetings, and able to contribute without prejudice in all open proceedings and deliberations. Exceptions to Academic Senate meeting attendance are legitimate academic, business, professional, or personal obligations as delineated in these Bylaws or in official College policy.
- 4.2 Any Academic Senate member has the right to recommend an appropriate item for consideration to the unit or committee concerned. That individual may not, however, bypass the existing committee structure and function.

- 4.3 When a petitioner (an individual or unit) has submitted a recommendation to an appropriate committee, and the committee has not acted in a reasonable manner, the petitioner has the right to bring this concern to the attention of the Academic Senate officers, who will pursue the matter with the committee. If the officers are unable to resolve the matter to the satisfaction of the petitioner, the petitioner has the right to address the issue in the New Business section of the next regular Academic Senate meeting.

5.0 OFFICERS

- 5.1 The President of the College will be the President of the Academic Senate.
- 5.2 The elected officers of the Academic Senate will be the Chairperson, the Vice-Chairperson, and the Secretary.
- 5.2.1 The Chairperson will be the presiding officer and will be elected from the Academic Senate to serve a two-year term, which will end on May 31 at the end of the second year. The election of the Chairperson will be handled by the Professional Policies, Nominations, and Awards Committee.
- 5.2.2 The Vice-Chairperson will be elected from among the members of the Academic Senate in the same manner as the Chairperson and serve the same term.
- 5.2.3 The Secretary will be elected from among the Academic Senate in the same manner as the Chairperson and serve the same term.
- 5.3 Vacancies will be filled as follows:
- 5.3.1 If the office of Chairperson becomes vacant, the Vice-Chairperson will assume the office.
- 5.3.2 If the office of Vice-Chairperson or Secretary becomes vacant, the Professional Policies, Nominations and Awards Committee will conduct an election to fill the unexpired portion of the term.

6.0 OFFICERS' DUTIES AND RESPONSIBILITIES

- 6.1 At the beginning of each academic year, the officers will establish a tentative schedule of meetings for the academic year and will distribute this schedule before the first meeting date.
- 6.2 At the beginning of each semester, the officers will call a meeting of all standing committee chairs to review the projected work of each committee for that term.
- 6.3 The officers will communicate with the appropriate administrators and committee chairs prior to each regular Academic Senate meeting to develop the agenda for the meeting.
- 6.4 The Chairperson of the Academic Senate will:
 - 6.4.1 Preside over all meetings of the Academic Senate.
 - 6.4.2 Serve as the liaison between the Academic Senate and the SCCC Board of Trustees; the Chairperson or his/her designee will represent the Academic Senate at Board of Trustees meetings.
 - 6.4.3 Carry the Mace at the head of the academic procession at Commencement and represent the Academic Senate in a speech.
 - 6.4.4 Appoint a Parliamentarian who will ensure that all meetings are conducted in accordance with these Bylaws and *Roberts Rules of Order* (latest revised edition). *Roberts Rules of Order* will be the parliamentary authority on all matters not specifically covered by these Bylaws.
 - 6.4.5 Make available a description of the duties and responsibilities of the Vice-Chairperson and the Secretary for review before the second meeting of the academic year.
 - 6.4.6 Appoint an *ad hoc* committee when authorized by the Academic Senate. The Chairperson will dissolve the committee at his/her discretion or upon completion of the committee's task.
 - 6.4.7 Facilitate transition of leadership at the conclusion of his/her term of office, which will include making available to the Chairperson-elect all documents and records of the Academic Senate.

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6.5 The Vice-Chairperson of the Academic Senate will:

6.5.1 Perform the duties of the Chairperson in his/her absence.

6.5.2 Assist the Chairperson in conducting the meeting.

6.5.3 Manage the Academic Senate Sunshine Fund and provide a concise written report to the Chairperson of the Academic Senate at the end of the Spring semester.

6.6 The Secretary of the Academic Senate will:

6.6.1 Record and maintain meeting minutes and other official records of the Academic Senate.

6.6.2 Assemble and distribute all materials for Academic Senate meetings.

6.6.3 Provide the Chairperson of the Academic Senate with a memo of approved motions after each Academic Senate meeting within seven (7) calendar days of the meeting.

7.0 MEETINGS

7.1 Notice and agenda of Academic Senate meetings will be provided to the members of the Academic Senate no later than seven (7) calendar days before all meetings.

7.2 No later than ten (10) calendar days before the meeting date, chairpersons of standing committees will provide the Secretary with digital copies of any memo or report requiring action or discussion at the next Academic Senate meeting. Such materials will be distributed with the agenda.

7.3 The Chairperson of the Academic Senate will call a special meeting within ten (10) calendar days of receiving a petition signed by twenty (20) members of the Academic Senate. Notice of the agenda of a special meeting, along with all necessary materials, will be provided to the members of the Academic Senate no later than five (5) calendar days before the meeting. If such notice, agenda, and materials are not provided to the membership in that timely manner, the issue will be deferred to the next regular Academic Senate meeting.

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7.4 A quorum will consist of 40% of the membership of the Academic Senate. Proxy votes will not count towards a quorum.

7.5 Voting:

7.5.1 All motions will be passed by a majority vote of those present.

7.5.2 A member of the Academic Senate who cannot be present at the meeting may vote by proxy. A member intending to vote by proxy must submit a proxy vote form to the Secretary of the Academic Senate no later than 5 p.m. the evening before the Academic Senate meeting. The member may delegate any member of the Academic Senate, other than his/her supervisor, to act as a proxy in voting on all matters that come before the Academic Senate for that meeting.

7.5.3 Each member of the Academic Senate except the Chairperson will vote on all matters; the Chairperson will cast the deciding vote in the event of a tie.

7.6 The usual business at each meeting will include the following, in this order:

- Approval of minutes
- Committee reports
- Unfinished business
- New business
- Report of the President, the Vice President of Academic Affairs, and the Vice President of Student Affairs
- Reports by the officers of the Academic Senate
- Communications and announcements.

7.7 Once a policy has been recommended by a standing or an *ad hoc* committee or by the Academic Senate, it is then the responsibility of the President to inform the Academic Senate, in writing, of the disposition of the recommendation before the next regular Academic Senate meeting.

8.0 EXECUTIVE AND STANDING COMMITTEES

8.1 It is the responsibility of each committee to consider matters brought to its attention by any Academic Senate member or unit.

8.2 Executive Committee

8.2.1 Membership of this committee will consist of the Chairperson of the Academic Senate, Vice-Chairperson of the Academic Senate, Secretary of the Academic Senate, the delegate to the SUNY Faculty Council of Community Colleges, President, Vice-President of Academic Affairs, and Vice-President of Student Affairs.

8.2.2 Duties

8.2.2.1 To provide a forum to coordinate and strengthen communication between members of the Academic Senate and the President.

8.2.2.2 To review and report on the disposition of Academic Senate resolutions, as specified in 7.7.

8.2.2.3 Appoint *Ad Hoc*/Special Committees: such *ad hoc* committees will include but are not limited to the following: Readmission Committee, Calendar Committee, Advising Committee, Promotions Committee, Continuing/Career Appointment Committee, Retention Committee.

8.2.3 Meetings: The committee will meet approximately two (2) weeks prior to the regularly scheduled meetings of the Academic Senate. It will establish its own procedures for the conduct of its business.

8.3 Standing Committees

8.3.1 Membership: the membership of each standing committee will consist of members of the Academic Senate and will normally include student representatives. As noted in the membership lists of certain standing committees, membership may include one or more persons who are not members of the Academic Senate. Except for those meetings of the Professional Policies, Nominations, and Awards Committee dealing with personnel matters, all meetings of the standing committees will be open to all members of the Academic Senate who may choose to attend as observers. As such, they will not participate in committee discussion, except at the discretion of the committee chairperson.

8.3.1.1 Academic Senate members

8.3.1.1.1 Each standing committee will consist of members of the Academic Senate and non-members as specified in the Bylaws.

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With the exception of *Ex Officio* members, all members will have voting privileges.

- 8.3.1.1.2 Terms of office for members of standing committees will be for two academic years, beginning with the Fall semester, with terms staggered to promote continuity in the conduct of committee business.
 - 8.3.1.1.3 At-large members of standing committees will be elected at the March Academic Senate meeting. The election of Academic Senate members representing units will be the responsibility of those units; the heads of those units will report the names of their representatives-elect to the Secretary of the Academic Senate by the end of March.
 - 8.3.1.1.4 When a seat on a standing committee becomes vacant, the chairperson of that committee will report the situation immediately to the appropriate unit head in order to facilitate a continuation of representation as established for each committee. The replacement member will complete the remainder of the vacated term. In a situation in which unit representation is not maintained, the standing committee chairperson will so inform the Chairperson of the Academic Senate. In the case of committee members elected at-large, the chairperson of the committee will notify the chairperson of the Professional Policies, Nominations, and Award Committee so that an election can be held.
 - 8.3.1.1.5 Other members of the Academic Senate can be co-opted by the chairperson of any standing committee to assist with any committee assignments as warranted. Co-opted members will serve until the assignment has been completed; they will not have voting privileges and will not be counted for the purpose of establishing quorum for the committee. However, if co-opted members constitute all or part of a subcommittee of a standing committee, the quorum for that subcommittee will consist of 51% of its total Academic Senate membership.
- 8.3.1.2 Student members:
- 8.3.1.2.1 Students who serve on Academic Senate standing committees and subcommittees will have full voting privileges. No student

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will serve on more than one Academic Senate committee or subcommittee concurrently.

8.3.1.2.2 Students must be matriculated at the College for one full semester in order to be eligible to serve on any Academic Senate committee or subcommittee and must have achieved a minimum cumulative grade-point average of 2.00. Students must maintain matriculated status and a minimum 2.00 cumulative grade-point average while serving on such committees.

8.3.1.2.3 The selection of student representatives will be the responsibility of the Vice President of Student Affairs, who will:

- request and receive recommendations for student membership on standing committees and subcommittees from members of the Academic Senate and the Student Senate no later than May 1, and within three (3) weeks of a vacancy arising during an academic year;
- be responsible for verifying that the criteria for service have been met;
- submit the list of eligible candidates to the Student Senate to appoint students to serve on the Academic Senate committees and subcommittees for one-year terms, such service to commence with the start of each academic year; and
- ensure that committee chairs and the Officers of the Academic Senate are notified of the names of students appointed to committees by the first day of the academic year.

8.3.2 The quorum for each standing committee will consist of 51% of its total Academic Senate membership, including *ex officio* members, but excluding student members. If an Academic Senate member of a committee resigns or has not been in attendance on a regular basis, the committee's chairperson is authorized to declare the seat vacant. In that event, the total membership required to establish a quorum will be reduced accordingly until the vacancy is filled.

8.3.3 Standing committee chairpersons

8.3.3.1 Chairpersons of standing committees will have full voting privileges.

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- 8.3.3.2 Only members of the Academic Senate, with the exceptions of the President, Vice President of Academic Affairs, and the Vice President of Student Affairs, may serve as chairpersons of standing committees. In the case of the Curriculum Committee, the chairperson should normally be a member of the teaching faculty.
- 8.3.3.3 Election as chairperson of a standing committee will require at least one semester of service on that committee at any previous time. After new Academic Senate members of each committee have been elected, the incumbent chairperson of the committee will convene new and continuing members to elect a new chairperson and secretary. This election will take place before the last regular Academic Senate meeting of the academic year. The secretary of each committee will notify the Secretary of the Academic Senate of the election results so that the Secretary can announce them at the final meeting of the academic year.
- 8.3.3.4 Should a committee chair be vacated during a regular semester or between the end of the Spring and the beginning of the next Fall term, the Chairperson of the Academic Senate will direct that a meeting of that committee be convened to elect a replacement.
- 8.3.4 Standing committees are responsible for keeping the Academic Senate informed about committee activities. Therefore, the secretary of each standing committee will electronically post the minutes of each meeting of that committee. In addition, before the last regular meeting of the academic year, the chairperson of each standing committee will provide a concise written report to the Secretary of the Academic Senate on the committee's activities during the academic year. Each standing committee chairperson will present a brief oral report at the last regular Academic Senate meeting of the academic year.
- 8.3.5 Standing committees will revise their written procedural guidelines in preparation for the next academic year and submit them to the Academic Senate for review and approval not later than the regular March Academic Senate meeting. No later than May 31 of each year, the secretary of each committee will deliver a copy of the committee's procedural guidelines to his/her successor secretary.
- 8.3.6 Whenever committees of the Academic Senate or the Academic Senate as a whole make recommendations to appropriate administrators, these

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administrators will report to the committee chairperson and to the officers of the Academic Senate on the action they have taken within thirty (30) calendar days.

8.3.7 The standing committees of the Academic Senate and their purposes, responsibilities, and membership will be as follows:

8.3.7.1 Academic Policies Committee

8.3.7.1.1 Purpose

8.3.7.1.1.1 To receive or initiate recommendations from Academic Senate members, units, or standing committees on admission requirements, placement testing criteria, required standards of academic achievement, standards for graduation, and all other academic standards, rules or regulations necessary to ensure the orderly conduct of instruction as provided for in the Academic Code of the College. Recommendations for changes in the Code will be presented first to the Academic Senate for its approval, then to the Vice President of Academic Affairs, and then to the President for final action.

8.3.7.1.1.2 To review the criteria used to evaluate student appeals regarding academic status, and to review student appeals as needed (see 8.3.7.1.2.3 below).

8.3.7.1.2 Responsibilities:

8.3.7.1.2.1 To report back to the Academic Senate, Academic Senate committees, and units regarding recommendations listed in 8.3.7.1.1.1.

8.3.7.1.2.2 To maintain a continuous review of all academic policies, rules, and regulations that constitute the SCCC Academic Code.

8.3.7.1.2.3 To establish written procedural guidelines for the submission of recommendations to the committee from the Academic Senate members, units or committees, and for the submission and review of student appeals of academic status; and to present the said guidelines to the Academic Senate for approval.

8.3.7.1.3 Membership:

- One (1) member from each of the academic units, elected from the respective areas. Because of the representative nature of the committee, the members are expected to express their unit's position at committee meetings.
- One (1) member elected within the Division of Student Affairs. Because of the representative nature of the committee, the member is expected to express the division's position at committee meetings.
- Registrar.
- Vice President of Academic Affairs or designee, *Ex Officio*.
- Two (2) students.

8.3.7.2 Community and Cultural Events Committee

8.3.7.2.1 Purpose: To enrich the college experience through community and cultural events.

8.3.7.2.2 Responsibilities:

8.3.7.2.2.1 To make community and culture programming recommendations to the President.

8.3.7.2.2.2 To assist in the planning, promotion, and implementation of community and cultural events.

8.3.7.2.2.3 To provide an annual review of community and cultural events that includes an analysis of variety and recommendations for future programming.

8.3.7.2.3 Membership:

- Five (5) Academic Senate members elected at large.
- Vice President of Student Affairs or designee. (*Ex Officio*)
- Public Relations/Publications Specialist (*Ex Officio*)
- Two (2) students.

8.3.7.3 Curriculum Committee

8.3.7.3.1 Purpose: To deal with those matters involving the adoption, revision, and review of academic programs, courses, and curricular policies.

8.3.7.3.2 Responsibilities:

8.3.7.3.2.1 In accordance with committee guidelines, to receive and evaluate proposals for new courses and programs and changes in existing courses and programs advanced by the academic units concerned, and curricular policies initiated within the Academic Senate, and to make recommendations to the Academic Senate or appropriate offices concerning each proposal.

8.3.7.3.2.2 To review, update, and submit for approval to the Academic Senate the "Guidelines for Submission of Proposals to the Curriculum Committee," which will identify what will constitute major and minor structural or content changes in a course or program, and will include the course outline template.

8.3.7.3.2.3 To monitor existing curricula and proposals with respect to compliance with College/SUNY/State Education Department policies, including the College's general education principles, and to make recommendations to the Academic Senate.

8.3.7.3.3 Referral procedures:

8.3.7.3.3.1 When the Curriculum Committee approves a new course or program submitted by the academic unit concerned, it will present its recommendation to the Academic Senate. Except for referrals back to committee, the routing will then be from the Academic Senate to the Vice President of Academic Affairs to the President for action.

8.3.7.3.3.2 Major structural or content changes in a course or program must be recommended to the Curriculum Committee by the academic unit concerned. When the committee approves such changes, it will present its recommendation to the Academic Senate. Except for referrals back to committee, motions approved by the Academic Senate will pass to the Vice President of Academic Affairs and then to the President for action.

8.3.7.3.3 Changes in the name of the course, minor structural changes in a program, and minor changes in the content of a course must be recommended to the Curriculum Committee by the academic unit concerned. When such changes are approved by the committee, it will present its recommendation to the Vice President of Academic Affairs. The committee will report to the Academic Senate on those recommendations for informational purposes.

8.3.7.3.4 Membership:

- One (1) member from each of the academic units and Library Services, elected within the respective areas. Because of the representative nature of the committee, the members are expected to express their unit's position at committee meetings. If a unit cannot provide representation on the Curriculum Committee, a member from another academic unit may be elected to serve.
- One (1) counselor, career/employment, or academic advisement member elected within the Division of Student Affairs. Because of the representative nature of the committee, the member is expected to express the division's position at committee meetings.
- Vice President of Academic Affairs or designee, *Ex Officio*.
- Associate Vice President of Academic Affairs, *Ex Officio*.
- Two (2) students.

8.3.7.4 Professional Policies, Nominations, and Awards Committee (PPNA)

8.3.7.4.1 Purpose: To ensure a fair and equitable process concerning promotion, tenure, sabbatical leave, faculty development, evaluation, Academic Senate elections, and awards.

8.3.7.4.2 Responsibilities:

- 8.3.7.4.2.1 To make recommendations to the Academic Senate on matters of academic rank, appointment, promotion, tenure, sabbatical leave, and evaluation, as may be appropriate.
- 8.3.7.4.2.2 To establish written criteria and/or procedural guidelines for emeritus/a status, promotion, continuing/career appointment, sabbatical leave, and any awards for which the committee may be responsible, and to present such

guidelines and/or criteria to the Academic Senate for approval.

8.3.7.4.2.3 To evaluate requests from members of the Academic Senate for sabbatical leaves and to recommend candidates to the President.

8.3.7.4.2.4 To solicit nominations of candidates for officers of the Academic Senate (either as a slate or individually), for at-large openings on standing committees, for representation on the Faculty Council of Community Colleges, and for membership on the Faculty-Student Association Board of Directors.

8.3.7.4.2.5 To conduct elections for such positions, as appropriate, at the March Academic Senate meeting of each year. The chairperson of PPNA will present the lists of candidates to the Academic Senate at least ten (10) calendar days prior to the March meeting. Additional nominations may be made from the floor at the meeting.

8.3.7.4.2.6 To conduct the process of nominating candidates for SCCC and other awards, as may be appropriate.

8.3.7.4.2.7 To appoint members to and oversee a subcommittee to determine the eligibility of candidates for the SUNY Chancellor's Awards for Excellence, and to forward to the President the names of such candidates, together with the support files. Membership of the subcommittee will consist of: one (1) member from each academic unit in the Division of Academic Affairs, one (1) member from Library Services, one (1) member from the Division of Student Affairs, one (1) member appointed by the President (to act in an *ex officio* capacity), and the Academic Senate Chair or his/her designee. (Above membership complies with SUNY guidelines.)

8.3.7.4.3 Membership:

- One (1) member from each of the academic units, elected within the respective areas. Because of the representative nature of the committee, the members are expected to express their units' position at committee meetings.

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- One (1) member each from the Division of Student Affairs and Library Services, elected within the respective areas. Because of the representative nature of the committee, the members are expected to express their units' position at committee meetings.
- One (1) student.

8.3.7.5 Student Affairs Committee

8.3.7.5.1 Purpose: To draft policies and make recommendations based on feedback from members of the College community to support student achievement and personal growth.

8.3.7.5.2 Responsibilities:

8.3.7.5.2.1 To plan Honors Convocation and Commencement:

- To work with the coordinators for Honors Convocation and Commencement, who will be members of the professional staff appointed by the President.
- To receive recommendations from appropriate units for the selection of students for academic awards and to select those who will receive academic and service awards, under its jurisdiction, to be announced at the Honors Convocation and Commencement.
- To receive recommendations from the Academic Senate for student College and Community Service Awards.

8.3.7.5.2.2 To review and recommend policies with regard to student participation in inter-collegiate athletics to the Vice President of Student Affairs.

8.3.7.5.2.3 To establish written criteria and/or procedural guidelines for student disciplinary hearings.

8.3.7.5.2.4 To appoint from its membership a subcommittee to deal with such disciplinary matters (as defined by the Student Code of Conduct) as may be referred by the Office of the Vice President of Student Affairs and to make recommendations regarding such referrals to the Vice President of Student Affairs.

8.3.7.5.2.5 To review the Student Code of Conduct and recommend revisions as needed to the Academic Senate and the Vice President of Student Affairs for action.

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8.3.7.5.2.6 To review the student handbook and recommend revisions as needed to the Vice President of Student Affairs.

8.3.7.5.3 Membership:

- Two (2) members from the Division of Student Affairs, elected within the area.
- Three (3) Academic Senate members, elected at large.
- Vice President of Student Affairs or designee, *Ex Officio*.
- Two (2) students.

9.0 RELATIONSHIP WITH THE FACULTY-STUDENT ASSOCIATION (FSA)

9.1 The Academic Senate empowers the Faculty Student Association to draw four (4) full-time Academic Senate members as members of the Faculty Student Association Board of Directors. Academic Senate members are to be elected prior to May 15th of each year by the Academic Senate for three (3) year terms, commencing June 1st in the year of election. A vacancy among the four (4) Academic Senate director seats will be filled by the Chairperson of the Academic Senate prior to October 1st of the following academic year or as soon thereafter as the vacancy occurs.

9.2 The Executive Director of the FSA will provide an annual report to the Academic Senate at a meeting, the date being established by the officers and distributed in advance of the first meeting date of the Academic Senate in the fall. Ten (10) calendar days prior to the scheduled meeting date, the Secretary of the Academic Senate will be provided with two (2) hard copies of the annual report. Such materials will be distributed with the agenda.

10.0 REVISIONS AND AMENDMENTS TO THE BYLAWS

10.1 These Bylaws may be amended at any meeting of the Academic Senate provided that such proposed amendment(s) be distributed in writing to the members of the Academic Senate at least thirty (30) days before a meeting. Amendments must be passed by a majority of the Academic Senate members present at the meeting.

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- 10.2 The officers will provide for a complete review of the Bylaws at least once every five (5) years, beginning with 2017-18. The Chairperson of the Academic Senate will appoint an *ad hoc* committee for this purpose.
- 10.3 Revisions and amendments will become effective upon approval by the Academic Senate and the Board of Trustees.

11.0 AUTHORITY

Roberts Rules of Order will be the parliamentary authority on all matters not specifically covered by these Bylaws.

SCCC's ACADEMIC SENATE'S STANDING COMMITTEES

