



C U Y A M A C A
· C O L L E G E ·

ACADEMIC SENATE MEETING MINUTES

Thursday, December 10, 2009

Present: Dan Curtis, Gregg Differding, Donna Hajj, Nancy Jennings, Nicole Keeley, Brad Monroe, Alicia Munoz, Angela Nesta, Barbara Pescar, Jodi Reed, Patricia Santana, Pat Setzer, Glenn Thurman, Michael Wangler, Elisabeth Wiering

Absent: Jesus Miranda, Patrick Thiss

Guests: Connie Elder, Darlene Spoor, Terrie Nichols

The senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."

Call to Order

President Michael Wangler called the meeting to order at 2:02 p.m. and announced Brad Monroe would be the official note taker.

I. Approval of Minutes – Meetings of Oct 22, and Nov 12, and Dec 3, 2009

Approval of Minutes postponed until January 28, 2010.

II. President's Report

A. Announcements

M. Wangler reminded the Senate about the Student Success Conversations at the Pre-Board meetings scheduled on the 3rd Tuesday of each month. Presentations will feature successful projects from each college. The January meeting will highlight the PDC Program at Cuyamaca. He encouraged Senators and all faculty to attend if possible.

M. Wangler announced an additional Senate meeting scheduled for January 28 to accommodate some time sensitive items that the Senate will need to take action on in early February.

M. Wangler announced that he and Chris Hill will be making a presentation regarding the new sabbatical process at the December Governing Board meeting. He also announced that there will be a professional development activity in January featuring presentations from last year's sabbatical recipients.

B. Academic Senate Elections

M. Wangler provided an update on preparations for the upcoming Academic Senate elections in early February. He reminded Senate members that Angela Nesta volunteered to be the elections coordinator and that elections will be held the first week of February.

III. Vice President's Report

A. SOC Committee Appointments

No Report

IV. Committee Reports

A. District Wide Website Task Force

Connie Elder, Dean of Learning Resources and member of the District Wide Website Task Force, provided an update on the proposed changes for the college and district websites.

She stated that the committee had been reviewing vendors to provide a Web content management system for the college. She said the committee saw presentations from four vendors. After review, the committee unanimously decided on Hannon Hill. Funding for the new system will come from Prop. R funds, and the systems is expected to be live by the end of the Spring Semester.

C. Elder also addressed the staff computer shut down issue. She explained that the proposal is to perform a mandatory shutdown of all personal computers at a certain time every day to save electricity. She noted that lab computers are already being automatically shut down. She said that the proposal was to shut down office, faculty, staff, administration, and classroom smart cart computers at 11pm every night. She went on to say that they could adjust the time, provide a '1 to 10' minute warning but that they could not give option of saying 'no, do not do it'. She explained that after the computer shut down, an individual will be able to re-boot their computer. She said if the shut down is implemented, training will be provided.

The computer shut-down proposal will return for action at the January 28, 2010 meeting.

V. Other Reports

A. Continuing Education and Workforce Training

Darlene Spoor, Dean of Continuing Education and Workforce Training, provided an update on recent activities and new initiatives developed through the Center of Innovation.

D. Spoor announced that although there were cuts in a lot of classes, there will be more ESL classes to try to meet students' needs. She went on to say that this year they will be doing some pre-testing to put students in sections that better match their needs. She also added that most of the vocational classes and certificate programs will be moving to fee based classes.

D. Spoor also described the new grant and certificate programs developed through the Center for Innovation, including 'green' and solar energy programs. She clarified that the some of the new programs are specifically to train people to get them back into the workforce.

B. Student Learning Outcomes (SLOs)

Terri Nichols, Student Learning Outcomes Coordinator, provided an update on recent SLO activities, including the development of Basic Skills SLOs, and assessment planning for course, program, and institutional SLO's.

T. Nichols shared the Basic Skills SLOs developed by the Basic Skills Committee, and asked for feedback from the Senate. She also described the work she has been doing with assessment planning, and will provide a progress report to the Senate early in the Spring Semester. The Basic Skills SLOs will return for action at the January 28, 2010 meeting.

VI. Action

A. Faculty Emeritus

M/S/U (Setzer/Monroe) to approve the Academic Rank Committee's recommendations to award Faculty Emeritus status to Jan Ford and Marsha Fralick.

B. Committee Service Guidelines

M/S/U (Differding/Reed) to approve the Academic Senate's Committee Service Guidelines that will be included in the Faculty Handbook (Attachment A).

C. Academic Senate Constitution & Bylaws

M/S/U (Pescar/Nesta) to approve the revisions to the Academic Senate's Constitution and Bylaws (Attachment B).

The revised Constitution & Bylaws will go out to all faculty for a ratification vote in the Spring Semester.

D. Phi Theta Kappa Bylaws

M/S/U (Setzer/Differding) to approve the revisions to the Phi Theta Kappa Bylaws, minus the proposed changes to GPA for eligibility and maintenance of membership (Attachment C).

E. Student Learning Outcomes Committee

M/S/U (Differding/Curtis) to approve the revisions to the Student Learning Outcomes Committee (Attachment D).

F. Senate Elections Coordinator

M/S/U (Differding/Hajj) to approve the appointment of Angela Nesta as the Academic Senate's Elections Coordinator for 2009-10.

VII. Information

A. Computer Shut-down Proposal

This discussion was covered during Connie Elder's presentation earlier in the meeting.

B. Calendar Modification Proposal

M. Wangler announced he would email information about this proposal to all Senators, and encouraged them to share with their constituency groups.

VIII. Announcements/Public Comment

There were no announcements or public comment.

Meeting Adjourned at 3:50pm
Recorded by: Joy Tapscott

Attachment A

Committee Service Guidelines Cuyamaca College Academic Senate

Committee Service

Service by faculty members on committees is critical to the functioning of the college and the district. Not only does it afford faculty the opportunity to stay informed on important issues, but it also provides faculty an important voice in the shared governance decision-making process. Committee service is expected as a part of a faculty member's additional professional responsibilities, and should be taken seriously. Members who fail to attend meetings or neglect their committee work compromise the faculty voice on important issues.

Committee Appointments

Faculty members are appointed by the Senate Officers Committee to serve two-year terms. At the end of the two-year term, faculty members may apply for reappointment. Faculty members are notified of committee vacancies through a campus-wide email sent out by the Academic Senate President at least once per semester. Before faculty members volunteer to serve on a committee, they should review the charge of the committee, including member responsibilities and meeting dates and times. This information is provided in the college or district Governance Structures Handbooks, which are available on the Academic Senate website:

<http://www.cuyamaca.edu/as/>

Faculty members who are interested in serving on a particular committee should notify the Academic Senate President and Vice-President. A current list of committee members, including any committee vacancies, is available on the Senate website.

Committee Member Responsibilities

Members

- Attend scheduled meetings regularly
- Notify co-chairs if you cannot attend
- Fulfill assignments given in meetings
- Notify committee co-chairs and the Academic Senate Vice President if you can no longer serve

Members Representing Constituency Groups

- Keep members of your constituency group informed on committee activity
- Consult with constituency groups on important issues discussed in the committee, and take input from constituents back to the committee

Faculty Co-chair Responsibilities

Work with the Administrative co-chair to:

- Develop and distribute agendas for meetings
- Facilitate committee meetings
- Report on committee actions to appropriate groups
- Maintain a list of current committee members
- Notify members of any changes in meeting schedule
- Review the charge of the committee
- Propose any changes to committee charge or membership through the college's Policy and Procedures Committee

Attachment B

CONSTITUTION of the Academic Senate of Cuyamaca College

Article I. Name

Section 1.1 The name of this organization shall be “The Academic Senate of Cuyamaca College.”

Article II. Membership

Section 2.1 The Academic Senate shall consist of four elected officers, senators elected from the faculty as specified in Article II of the Bylaws, and the immediate past-president and president-elect as specified in Article V.

Article III. Representation

Section 3.1 The Academic Senate shall represent all contract, regular, and part-time faculty.

Article IV. Purposes

Section 4.1 The purpose of this organization shall be to:

- A. promote the development and maintenance of educational excellence within the framework of academic freedom, professional responsibility, and ethics,
- B. participate jointly with administration, Grossmont College, and the Governing Board and its designees in the formulation of college and district policies regarding professional and academic matters, and
- C. promote communication with Grossmont College and other colleges within our region.

Article V. Officers

Section 5.1 The officers of this organization shall be a president, vice-president, and two Academic Senate officers to be elected at large. These officers shall constitute the Academic Senate Officers Committee.

Section 5.1.1 The immediate past president and the president-elect shall augment the Senate Officers Committee during their respective terms as specified in section 5.2 below. Additionally, the Curriculum Committee Faculty eCo-eChair, and Staff Professional Development eCoordinator shall augment the Senate Officers Committee.

Section 5.2 The vice-president and officers-at-large shall serve for terms of one year beginning the Monday after Commencement, first week of July. The immediate past president shall serve a one-semester term immediately following the end of their term as president. The president-elect shall serve ~~for a one-semester term (or part thereof) immediately preceding the start of their term as president.~~ Of five months beginning the second week in February in the even-numbered years. The president shall serve a term of two years beginning the Monday after Commencement first week of July in the even-numbered years. All officers may succeed themselves for as many terms as elected.

Section 5.3 The president, president-elect, vice-president, and one officer-at-large shall be regular or contract faculty and shall be elected by the faculty.

Section 5.4 One officer-at-large shall be a part-time faculty member and shall be elected by the faculty

Section 5.5 Senate officers do not need to be elected from any designated division or area.

Section 5.6 No nominee for any office shall be placed on the ballot without his/her consent.

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Article VI. Meetings

Section 6.1 The Academic Senate shall hold at least one regular meeting each month of the fall and spring semesters.

Section 6.2 Additional meetings of the Academic Senate shall be called by the Academic Senate president, or by a majority of the Academic Senate Officers Committee.

Section 6.3 All meetings will be open to the public and subject to the Brown Act.

Article VII. Amendments

Section 7.1 This Constitution may be amended by a two-thirds (2/3) vote of the Academic Senate, followed by a simple majority of the votes cast by the faculty.

Section 7.2 The faculty shall be notified in writing of the text of the amendment at least one week prior to the vote.

Article VIII. Ratification

Section 8.1 This Constitution, when ratified by a simple majority of the votes cast by the faculty, shall become binding on all present and future members of the Academic Senate.

Section 8.2 These amendments to the Constitution, when ratified by two-thirds (2/3) vote of the Academic Senate followed by a simple majority of the votes cast by the faculty, shall become binding on all present and future members of the Academic Senate.

BYLAWS

of the Academic Senate of Cuyamaca College

Article I. Duties of the Officers

Section 1.1 The **duties** of the **president** are:

- A. to serve as the official representative of the Academic Senate expressing viewpoints, concerns, and policies of the Academic Senate to all appropriate entities,
- B. to maintain an avenue of communication with the Grossmont College Academic Senate,
- C. to preside at meetings of the Academic Senate,
- D. to ensure that meetings of the Academic Senate are held, and that the membership is adequately informed as to the time and place of each meeting,
- E. to call special meetings when necessary and to insure that the membership is adequately informed as to the time and place of each meeting,
- F. to chair meetings of the Academic Senate Officers Committee,
- G. to prepare and distribute at the appropriate time, meeting agendas, and proposed amendments,
- H. to represent the faculty at meetings of the Governing Board and to provide the Academic Senate a summary report of each meeting,
- I. to appoint an Academic Senate member to attend Governing Board meetings which the president is unable to attend,

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- J. to represent the faculty at the Innovation & Planning Council meetings of Cuyamaca College,
- K. to represent the faculty at District Executive Council meetings,
- L. to represent the faculty at the District Strategic Planning & Budget Committee meetings,
- M. to be responsible for correspondence to and from the Academic Senate,
- N. to arrange for representation of the Academic Senate at scheduled meetings of such professional organizations as directed by the membership,
- O. to arrange for a voting delegate to attend yearly both Statewide Academic Senate for California Community Colleges meetings,
- P. to represent the Cuyamaca faculty at appropriate District functions,
- Q. to ensure that annual budget requests are prepared for the Academic Senate,
- R. to ensure that all Academic Senate committees carry out their functions as stated in the college handbook on "Organization & Governance Structures,"
- S. to supervise the clerical assistance provided for the Senate, (The duties of this position include:
 - 1. keeping complete records of the proceedings of each Senate meeting,
 - 2. distributing minutes of these meetings to each Senate member,
 - 3. bringing to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of the latest version of Robert's Rules of Order, and a list of senators and their constituencies, and
 - 4. providing Senate members with clerical assistance for Senate related projects and reports), and
- T. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.1.1 The **duties** of the **president-elect** are:

- A. to attend committee meetings on which the president serves,
- B. to attend Academic Senate meetings,
- C. to attend meetings of the Senate Officers Committee, and
- D. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.2 The **duties** of the **vice-president** are:

- A. to assist the president in carrying out Academic Senate business, work closely with the president in order to facilitate carrying out the president's duties,
- B. to attend the Academic Senate meetings,
- C. to attend the meetings of the Senate Officers Committee,
- D. to assume the duties of the president in the president's absence, and
- E. to notify faculty of openings on college and district committees,

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- F. to serve as a liaison between the Senate Officers Committee, faculty appointees, and committee chairs regarding new appointments and on-going committee service.
- G. to report committee appointments made by the Senate Officers Committee to the Academic Senate
- H. to update and maintain an accurate list of faculty appointees serving on college and district committees, and
- I. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.3 The **duties** of the **regular** or **contract officer-at-large** are:

- A. to represent the academic interests of the faculty members with regular and contract status,
- B. to collect and maintain records of voluntary dues collected,
- C. to attend the meetings of the Academic Senate,
- D. to attend the meetings of the Senate Officers Committee, and
- E. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.3.1 The **duties** of the **past-president** are:

- A. to attend the meetings of the Academic Senate,
- B. to attend the meetings of the Senate Officers Committee, and
- C. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.3.2 The **duties** of the **faculty co-chair of the Curriculum Committee** are:

- A. to co-chair the Curriculum Committee under the direction of the Academic Senate,
- B. to make regular reports to the Academic Senate,
- C. to attend meetings of the Senate Officers Committee, and
- D. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.3.3 The **duties** of the faculty **professional development coordinator** are:

- A. to co-chair the Professional Development Committee under the direction of the Academic Senate,
- B. to make regular reports to the Academic Senate,
- C. to attend meetings of the Senate Officers Committee, and
- D. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.4 The **duties** of the **part-time officer-at-large** are:

- A. to attend the meetings of the Academic Senate,
- B. to attend the meetings of the Senate Officers Committee,
- C. to coordinate and compile a list of part-time faculty who are interested in being included in Academic Senate business,

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- D. to keep part-time faculty informed of Academic Senate issues,
- E. to represent the interests of the part-time faculty members,
- F. to assist the president in coordinating evening Academic Senate meetings for part-time faculty, and
- G. to assist the election coordinator in the election of the part-time senator-at-large.

Section 1.5

The **duties** of the **Senate Officers Committee** are:

- A. to prepare and distribute the agenda,
- B. to act on behalf of the Academic Senate in emergencies when the Academic Senate cannot be convened,
- C. to maintain an accurate list of Academic Senate members,
- D. to review representation of the Senate based on changes in faculty and programs, and
- E. to appoint faculty to college and district committees. ensure the committees are staffed. (If necessary, the Senate Officers Committee also has the authority to revoke faculty appointments if committee members are not meeting their professional responsibilities as defined by the Academic Senate's Committee Service Guidelines.)

Section 1.6

The **duties** of the **senators** are:

- A. to attend and participate in meetings of the Academic Senate,
- B. to appoint a proxy from their appropriate constituency group (A, B, C, D, E) of regular or contract faculty to attend the meetings of the Academic Senate in their absence,
- C. to monitor and represent the interests of their constituency with regard to academic and professional matters,
- D. to voice the concerns of their constituency with regard to academic and professional matters,
- E. to vote in accordance with the input of the members of their constituency as well as their individual consciences, and
- F. to be responsible for the dissemination of information to their constituency in a timely manner. using memorandums whenever possible.

Article II. Nomination and Election of Officers and Senators

Section 2.1

The **nomination** of officers and senators:

- A. During the first week in December, the president of the Academic Senate shall nominate an election coordinator approved by the Senate to supervise and direct the election of officers. The election coordinator will not be among those choosing to run for office.
- B. Nominations for officers will be received from the faculty during the last two weeks in January. The election coordinator will verify nominations.
- C. The election coordinator shall make all other necessary arrangements for carrying out the nomination of officers.

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Section 2.2 The **election** of officers:

- A. Officers shall be elected by secret ballot vote of the faculty during the first week in February and will take office as directed in Article V of the Constitution. During the interim the new officers will familiarize themselves with the duties and responsibilities of the offices that they will assume.
- B. Officers will be elected by a simple majority of the votes cast. If for any office no candidate receives a majority, a run-off election between the two candidates receiving the most votes will be held during the first two days of the second week of February. If the faculty member elected to serve as the Part-Time Officer at Large is not re-hired, a special election will be held during the first two weeks of the semester.
- C. Special elections shall be held when necessary and shall be supervised by the election coordinator.

Section 2.3 The **election** of senators:

- A. Senators will be elected by secret ballot for one-year terms from their respective constituency subgroups by a simple majority of the votes cast. When voting for senate representatives, each constituent will cast one vote. Elections will be held in January with the appointment to begin the Monday after Commencement, on July 1.
- B. The election of the at-large senator (part-time) will be conducted during the first two weeks of the spring semester. The senator is to be elected by a simple majority of votes cast by part-time instructors.
- C. The election process for senators will be conducted on an annual basis. Constituency subgroups finding it necessary to replace senators during the academic year may do so through a special election prior to the spring semester.
- D. In the event that a constituency subgroup fails to elect a senator or to send a representative to two consecutive Senate meetings, that constituency subgroup's senate seat may be declared vacant by the Senate Officers Committee, and the Senate president may appoint an at-large representative to fill the seat for the remainder of the academic year.

Section 2.4 The **composition** of Senate representation:

- A. During the fall semester, the Senate Officers Committee may review representation of the Senate based on changes in faculty and programs. If the Senate Officers Committee recommends that the Senate representation be modified, constituencies for Senate representation will be proposed by the Senate president and approved by a majority of the senators casting votes followed by a majority of the faculty casting votes. In the event that the Senate Officers Committee does not recommend the Senate representation be modified or if the proposed modifications are not approved by a majority of the senators casting votes followed by the majority of regular or contract faculty casting votes, the representation last approved by a vote of the Academic Senate and the regular or contract faculty will remain in effect. Until such time as representation of the Senate is modified, the following Senate representation by constituency groups will remain in effect.
- B. Additionally, the majority of the part-time faculty casting votes will elect one part-time senator-at-large. The number of senators to be elected from the constituency groups will be based on the following criteria. An approximate ratio of one senator for each eight or nine regular or contract faculty within each

Attachment B

constituency group will determine the number of senators from that constituency group. Regular or contract faculty may be counted in only one constituency subgroup

- C. It is understood that the voting members of the Academic Senate shall consist of the official members of the Senate Officers Committee as well as the elected senators. The Senate president will cast a vote only when a vote by the Academic Senate results in a tie.

Constituency Group	Constituency Subgroups	Number of Senators
A	Business and Professional Studies	1
	CIS, CADD Technology and Fine Arts	1
	Vocational Education Career Technical Education (CTE)	1
B	Humanities, Philosophy, and Religious Studies; Performing Arts; History, Social and Behavioral Sciences	1
	English, Speech, ESL	1
	Communication, ESL, ASL, and Foreign Languages	1
C	Exercise Science/Health	1
	Mathematics	1
	Science and Engineering	1
D	Counseling	1
	Library	1
	Special Services	1
E	Part-Time Faculty	1

Article III. Academic Senate Committees

Section 3.1 Academic Senate Committees

- A. All Academic Senate committees shall operate under the direction of the Academic Senate.
- B. All Academic Senate committees shall provide regular reports to the Academic Senate.
- C. All actions and/or recommendations originating from an Academic Senate committee must be approved by the Academic Senate before taking effect.

Article III IV. Quorum

Section 34.1 A quorum of the Senate shall consist of:

- A. two-thirds (2/3) of the academic senators.

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Article IV. Disbursements

Section 45.1 Disbursements

- A. Payments of ~~\$75.00~~ \$100 or less may be made by the president and vice-president provided such payments are reported to the Senate at the first meeting following such a payment.
- B. Payment of over ~~\$75.00~~ \$100 must be approved in advance by quorum vote of the Senate.

Article VI. Parliamentary Procedure

Section 56.1 Parliamentary Procedure

- A. All meetings of this organization shall be conducted according to parliamentary law as set forth in the latest edition of Robert's Rules of Order.

Article VII. Recall and Referendum

Section 67.1 Recall and Referendum

- A. If a referendum petition protesting an action taken by the Academic Senate, signed by 15 percent of the faculty, is submitted to the president, the president must suspend such actions referred to in the petition until a referendum election is held.

Prior to such elections, the Academic Senate president shall notify the faculty, in writing, of a special meeting to discuss the issue.

A secret ballot election shall then be administered by the election coordinator within 30 days following the submission of the petition. A simple majority of all votes cast shall determine the outcome.

- B. If a recall petition requesting the recall of any officer, signed by 15 percent of the faculty, is presented to the election coordinator, the coordinator shall notify the faculty in writing of a special meeting to discuss the matter. The election coordinator shall then administer a secret ballot within three weeks following the submission of the petition. A simple majority of votes cast shall determine the outcome. Any position vacated by recall shall be filled by a special election within two weeks after the recall.

Article VIII. Bylaws

Section 78.1 Adoption of the Bylaws

- A. The Bylaws to this Constitution shall be adopted by a simple majority of the votes cast by the faculty.

Section 78.2 Amendment of the Bylaws

- A. The Bylaws to the Constitution may be amended by a two-thirds (2/3) vote of the Academic Senate, followed by a simple majority of votes cast by the faculty.
- B. The text of the amendment shall be published to the faculty at least one week prior to the election.

Attachment C

Phi Theta Kappa

INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE

Alpha Pi Omicron Chapter of Cuyamaca College

1989 Celebrating ~~Ten Years~~ **Twenty Years** of Scholarship, Leadership, Fellowship and Service
1999 **2009**

ALPHA PI OMICRON CHAPTER BYLAWS

APPROVED BY CHAPTER MEMBERS ~~June 25, 1999~~ **APRIL 17, 2009**
PENDING CUYAMACA COLLEGE FACULTY APPROVAL
PENDING PHI THETA KAPPA NATIONAL APPROVAL

Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, California 92019

Attachment C

ALPHA PI OMICRON CHAPTER BYLAWS

Preamble

We the members of Phi Theta Kappa, in the chapter of Alpha Pi Omicron, hereby establish these bylaws uniting our chapter in scholarship, fellowship, leadership, and service.

Article I: Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Alpha Pi Omicron.

Article II: Purpose

The purpose of Alpha Pi Omicron Chapter of Phi Theta Kappa at Cuyamaca College shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students of this college.

Article III: Membership

Section 1: Membership in Alpha Pi Omicron Chapter shall consist of standard member, enhanced member, super-enhanced member, provisional member, alumni member and honorary member.

A. Qualifications of membership: each candidate for membership must have completed twelve semester units of associate degree work, with a grade point average (GPA) of 3.50, adhere to the school conduct code and possess recognized qualities of upstanding character. None of the twelve semester units may be obtained in credit/no credit classes. Remedial classes and classes not specifically leading to a degree may not be counted in the original twelve units or in the computation of GPA. A GPA of 3.25 must be maintained. If a member's cumulative GPA falls below 3.25, they have one semester probation period in which to bring the average to 3.25. If the member fails to raise the cumulative GPA to 3.25 after one semester, the member shall have his/her name stricken from the local chapter roll and the Phi Theta Kappa International Headquarters shall be notified to strike the name from the international roll as well. Members may achieve the following levels:

1. Standard Member: Each candidate for Standard Member must fulfill all requirements of qualifications of membership and shall also:
 - a. Attend two meetings (general or board) per semester.
 - b. Assist with an orientation meeting other than the member's own.
 - c. Participate in one Hallmark (Service, Fellowship, Leadership) event.
 - d. Pay National Initiation Fee as per Article IX: Section 3.
2. Enhanced Member: Each candidate for Enhanced Member must fulfill all the requirements of a Standard Member and shall also:
 - a. Participate in two additional Hallmark events.
3. Super-Enhanced Member: Each candidate for Super-Enhanced Member must fulfill all the requirements of an Enhanced Member and shall also:
 - a. Assist with an Induction Ceremony other than his/her own.

Attachment C

Section 2: Other membership shall consist of Provisional, Alumni, and Honorary.

- A. Provisional Member: A Provisional Member of Phi Theta Kappa is a student who, in the opinion of this chapter, has shown an active interest in the affairs of the society. And, serves the society in some special capacity, but who does not meet the full requirements for membership in the society. Chapter requirements for admission as a Provisional Member shall be academic excellence as defined by a GPA of 3.50 on all credits taken in high school and/or 3.50 GPA in at least twelve semester units at another college recognized by the American Association of Community and Junior Colleges (or another college with full accreditation). In order to become a Provisional Member of the Alpha Pi Omicron Chapter, a student must be enrolled in an associate degree program at Cuyamaca College, adhere to the school conduct code and possess recognized qualities of upstanding character. Provisional Members will not be affiliated with the national organization of Phi Theta Kappa, cannot hold office and cannot vote on chapter, regional or national matters. Provisional Members are not required to pay national dues until they have qualified for full membership.
- B. Alumni Member: Alumni Members shall be former members who terminated their active membership in good standing at Cuyamaca College or upon graduation. Alumni Members shall be entitled to all the privileges of full members except the right to vote or hold office.
- C. Honorary Member: Honorary Membership may be granted in this chapter to anyone who has rendered distinguished service. Honorary Members may not vote or hold office. The executive board will appoint Honorary Members.

Section 3: Transfer Membership

- A. A student wanting to transfer into Alpha Pi Omicron Chapter, must achieve the following:
 - 1. Was a full member in good standing at another Phi Theta Kappa Chapter.
 - 2. Currently enrolled in at least three units in an associates degree program at Cuyamaca College.
 - 3. Qualified for membership described in Article III: Section 1, A.

Section 4: Membership is open to all qualified students without regard to race, creed, gender, sexual orientation, or national origin, provided member has all rights of citizenship in the country of residency.

Article IV: Chapter Advisor

Section 1: The Executive Board shall recommend a chapter advisor for approval by the administration of Cuyamaca College.

Section 2: The chapter advisor shall be responsible for the guidance of chapter activities and shall act on behalf of the national society and Cuyamaca College Administration.

Attachment C

Section 3: The chapter advisor shall oversee the completion of the annual report, membership report forms, and membership profile form required by the National Phi Theta Kappa Society.

Section 4: The advisor shall not be a voting member of the chapter.

Section 5: The advisor shall be responsible for all duties as set forth in the Phi Theta Kappa International Constitution.

Article V: Officers

Section 1: All chapter officers must be members in good standing of Alpha Pi Omicron Chapter, have a cumulative GPA of 3.25 and be currently enrolled at Cuyamaca College.

Section 2: The Alpha Pi Omicron Chapter of Phi Theta Kappa shall have the following elected officers: President, Executive Vice President, Treasurer, Recording Secretary, Public Relations Officer, and other officers deemed necessary to fulfill the society's objectives. The Executive Committee shall consist of the advisor and elected officers. Each of the elected officers shall have a vote at Executive Committee meetings, except for the President who will vote only in the event of a tie.

Section 3: If the Executive Committee determines another elected office is necessary to fulfill the objectives of the society, the position may be created by a majority vote of the Executive Committee. The current positions are: Vice President of Fellowship, Vice President of Fundraising, Vice President of Leadership, Vice President of Scholarship, and Vice President of Service.

Section 4: The duties of the President shall be as follows:

- A. Preside over meetings.
- B. Serve as a member of and preside over meetings of the Executive Council.
- C. Vote only in the event of a tie.
- D. Serve as an ex-officio member on all committees, except in the case of the Nomination Committee.
- E. Present business to the organization.
- F. Represent the organization at all times.
- G. Be responsible for the preparation of the Annual Report to be sent to National Headquarters at least thirty days prior to the National Convention.
- H. Perform other such duties as may be required.

Section 5: The duties of the Executive Vice President shall be as follows:

- A. Perform all duties of the President in the event of President's absence.
- B. Shall become President in the event the President cannot complete his/her term.
- C. Coordinate all committees with the Vice Presidents responsible for those services.
- D. Chair the committee reviewing the Annual Report.
- E. Perform other such duties as may be required.

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Section 6: The duties of the other officers deemed necessary to fulfill the society's objectives shall be as follows:

- A. Be members of the Executive Committee and attend all its meetings.
- B. Preside over meetings of and plan society functions related to his/her respective committees. The society functions are to meet the criteria and recommendations for the hallmark or objective as set forth in the *Phi Theta Kappa Chapter Officers Manual*.
- C. Report the minutes of each of these meetings to the Executive Committee.
- D. Arrange guests for College Hour and coordinate programs.
- E. Perform other such duties as may be required.

Section 7: The duties of the Treasurer shall be as follows:

- A. Acts as liaison between district accounting department, Student Activity Coordinator and the Alpha Pi Omicron Chapter of Phi Theta Kappa.
- B. Deposit funds into the district account and request checks as needed for chapter use.
- C. Keep a set of books for Alpha Pi Omicron Chapter which may be used to verify correct posting of district records.
- D. Conduct a review of chapter books with Chapter Advisor, New Treasurer, Old Treasurer and Recording Secretary prior to relinquishing office.
- E. Make a report of finances at each business meeting.
- F. Serve as ex-officio member of any budget or finance committees.
- G. Coordinate with Vice President of Fundraising for deposit and disbursement of funds.
- H. Perform other such duties as may be required.

Section 8: The duties of Recording Secretary shall be as follows:

- A. Take roll call at the meetings.
- B. Take and read minutes of the meetings.
- C. Notify members to be placed on academic probation.
- D. Maintain records of the meetings.
- E. Maintain a file of chapter correspondence.
- F. Report recommendations and actions of the Executive Committee to members.
- G. Chair the committee reviewing the chapter bylaws in the absence of a Vice President of Leadership.
- H. Keep copies of bylaws.
- I. Keep record of suggested revisions to the chapter bylaws in order to submit to the bylaws review committee upon their convening.
- J. Perform other such duties as may be required.

Section 9: The duties of the Public Relations Officer shall be as follows:

- A. Maintain and publish a newsletter and calendar of events.
- B. Coordinate with ASCC for use of Cuyamaca College Marquee, bulletin boards, and other media.
- C. Place publicity in the glass case in the main corridor.
- D. Assist with preparation and/or staffing of table at all club day functions.
- E. Maintain chapter web site.

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- F. Submit to Regional Coordinator reports of chapter activities or in advance of important events every other month on the appropriate form. This duty may be waived if any member of Alpha Pi Omicron Chapter is nominated to Regional or International Office.

Article VI: Election of Officers

Section 1: All candidates for chapter office must be active members in Alpha Pi Omicron Chapter, and in good standing as defined by Article III: Section 1-A, and Article V: Section I of the Alpha Pi Omicron Chapter bylaws.

Section 2: The procedure to elect officers of this chapter shall be as follows:

- A. The Elections Committee shall consist of non-candidates.
- B. The elections of officers shall be held in the first meeting following induction each semester unless otherwise directed by the Chapter Advisor or President.
- C. Nominations may be made from the floor, provided the nominee is qualified, is present, or has given consent to serve if elected.
- D. The installation meeting shall be held at the first meeting following each election.
- E. Elections shall be by ballot, except where there is one nominee for an office, at which time the vote for that office may be by voice.
- F. In the event of a ballot vote, the ballots will be collected, and given to the Chapter Advisor who will tally the votes.
- G. The candidate receiving the highest number of votes shall be elected.
- H. Any member who cannot physically attend the meeting in which ballots are cast can, by prior arrangement with the Executive Board, vote by absentee ballot. Absentee ballots must be turned in to the Advisor prior to the commencement of elections. That member can later choose to attend the meeting where ballots are cast, but cannot participate in the election.
 - a. In the event of a tie, the Executive Board shall vote to select an officer by secret ballot. If another tie exists, the Executive Board shall select an officer by lot.

Section 3: Terms of Office

- A. The term of office of the President and Vice President shall be one academic year.
- B. All other officers shall be elected to serve one semester.
- C. Officers shall hold office from the time of their installation, which shall be at first meeting following their election, to the time of the next installation.
- D. Unlimited multiple terms is authorized for all offices.

Section 4: Vacancies

- A. A vacancy in any office shall be filled by a special election held at the meeting following the announcement of vacancy with the exception of the office of President. In this case the Executive Vice President shall automatically become President and the office of Executive Vice President shall become vacant.
- B. The President shall have the power to make a temporary appointment at their discretion until a meeting may be held.

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Article VII: Removal of Officers

Section 1: A chapter officer will be removed from office if they cannot or will not fulfill the requirements of the office, or by petition that any such officer be removed.

Section 2: Requirements

- A. A special meeting of the chapter must be held to discuss the problem.
- B. A vote or petition of three-fourths of the active membership is sufficient to remove an officer from office.

Section 3: Removal from office does not bar this member from seeking re-election unless prohibited from membership under the terms of Phi Theta Kappa National Bylaws, Chapter 1, Sections 1 or 6.

Article VIII: Meetings

Section 1: All business meetings will follow the general agenda: Order of Business.

- A. Call to order.
- B. Roll call.
- C. Reading and approval of the minutes.
- D. Treasurer's report.
- E. Committee reports.
- F. Old business.
- G. New business.
- H. Announcements.
- I. Adjournment.

Section 2: A quorum of two-thirds of the Executive Committee and the faculty advisor must be present before a board meeting may be called to order. Quorum may be waived/combined for split meetings. Executive Committee meetings are open to all members in good standing.

Section 3: At least one general meeting is to be held each semester. General meetings are open to all members in good standing. Voting at a general meeting will be determined by a simple majority of members present.

Section 4: All meetings shall be governed by an adaptation of *Robert's Rules of Order* as modified by the board.

Section 5: Special committee meetings shall be cancelled by the chairperson of said committee. Procedures at such meetings are left to the discretion of the chairperson. Report of each meeting shall be given to the members of the Executive Committee for review or advisory only prior to the next chapter meeting.

Article IX: Finances

Section 1: Finances for this chapter will be raised by projects approved by the Executive Committee.

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Section 2: No member will obligate the chapter to any debt. The Executive Committee will approve expenditures.

Section 3: The chapter Treasurer must receive payment of the National Initiation Fee before members can be initiated.

Section 4: The Treasurer will retain coffee and associated receipts. Other receipts will be forwarded to the district accountant; ASCC or business services where applicable.

Section 5: A joint audit of chapter books will be made annually by the chapter Treasurer and appointed college representative.

Article X: Bylaws

Section 1: Bylaws shall be passed by a simple majority vote of the membership and shall cover pertinent topics including interpretation of the existing bylaws.

Section 2: The Recording Secretary shall keep a permanent record of all bylaws on file.

Article XI: Amendments and Revisions

Section 1: Revision of the bylaws must be approved by a majority of the members present at any general meeting. Any revision to the bylaws must be sent to the National Headquarters for final approval.

Section 2: The bylaws may be amended by a vote of a simple majority of the members present at any general meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to National Headquarters for final approval.

Section 3: The Vice President of Leadership shall chair the Bylaws Review Committee. In the event that position is eliminated or not filled, the committee shall be chaired by the Executive Vice President. The committee shall consist of the Executive Vice President, the Recording Secretary, and three chapter members.

APPROVED BY CHAPTER MEMBERS ~~JUNE 25, 1999~~ APRIL 17, 2009
APPROVED BY CUYAMACA COLLEGE ACADEMIC SENATE DECEMBER 10, 2009
PENDING PHI THETA KAPPA NATIONAL APPROVAL

Attachment D

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Cristina Chiriboga, Vice President, Instruction- Tim O'Hare and Michael Wangler				Date Sept. 20, 2007 <u>Dec. 08, 2009</u>	
Name of Committee Student Learning Outcomes (SLOs) Steering and Assessment Committee (SLOAC)					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete
				<input checked="" type="checkbox"/>	Change*
Charge of Council/Committee: The Committee is charged with the coordinating and facilitating the implementation of all Student Learning Outcomes planning and assessment activities at the course, program and institutional levels. The committee serves as a channel for communication and coordination of SLO activities within and between departments and organizational divisions such as Student Services, Instruction, Learning Resources, and Community Learning <u>Continuing Education</u> , and with all constituency groups. The SLO <u>Student Learning Outcomes and Assessment</u> Committee reports to the Academic Senate and to the Innovation and Planning Council.					
Meeting Schedule: Monthly					
Chair: <i>(Example: Vice President, Instruction)</i> Co-chairs: The Faculty SLO Coordinator and the Accreditation Liaison Officer					
Composition: <i>(Example: Faculty Representative)</i> A total of 8 faculty members, A minimum of 3 faculty members and 3 administrators, including the SLO Coordinator and the Accreditation Liaison Officer, to be selected as liaisons from the following groups: Instructional Council, Academic Master Planning, Student Services Master Planning, Instructional Program Review, Student Services Program Review, Curriculum Committee, and the Professional Development Coordinator. In the event that a committee faculty member from the above-named list is not available, the Academic Senate may appoint an at-large representative. Four (4) administrators, including the Vice President of Instruction/Accreditation Liaison Officer (ALO), Vice President of Student Development and Services, and 2 Deans to be selected from Instruction and Student Services. A specialist from the					

Attachment D

Office of Institutional Research and Planning serves on the committee to provide technical assistance with regard to assessment methods and data collection and analysis. The committee shall maintain a representative balance between instruction and student services, and between faculty and administrators, with total membership not to exceed 10.

If change is requested, attach current structure and list proposed changes.

Revised per Policy & Procedures Committee meeting of Tuesday, October 9, 2007.