



Academic Senate

Constitution and Bylaws

THE ACADEMIC SENATE BYLAWS RELATED TO COMMITTEES HAVE BEEN SUSPENDED FOR A PERIOD OF TWO YEARS.

REFLECTING CHANGES APPROVED BY THE
NVC ACADEMIC SENATE
THROUGH NOVEMBER 2016.

Article I: Name

The name of this organization shall be the Napa Valley College Academic Senate.

Article II: Purpose

The Napa Valley College Academic Senate is the exclusive representative of faculty for academic and professional matters defined in the Education Code and in Title 5. The Napa Valley College Academic Senate has *primary responsibility* for “academic and professional matters.” Section 53200(c) of Title 5 defines these as:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

The primary function of the NVC Academic Senate is to make recommendations to and agreements with the governing board of the district with respect to academic and professional matters. The Senate shall also make recommendations to the administration and governing board on matters pertaining to the conduct and welfare of the college. Major Senate functions include helping ensure quality instruction and student services and enhancing the professional status of and collegiality among faculty.

The NVC Shared Governance Policy (Board Policy #D1140) describes the role of the Academic Senate in shared governance. The Senate participates fully and effectively in the formation and

implementation of district policies on academic and professional matters, exercising its rights and responsibilities defined in the Education Code and in Title 5.

The Academic Senate provides for democratic discussion and decision-making. It encourages the exchange of ideas to the end that all Senate members participate in forming college policies for ensuring quality instruction and student services and enhancing the professional status of and collegiality among faculty. It supports cooperation among all constituencies of the campus community in order to promote the general welfare of Napa Valley College and its students.

Article III: Affiliation

The Napa Valley College Academic Senate shall be affiliated with the Academic Senate for California Community Colleges to establish a formal and effective procedure for participating in the formation of state policies on academic and professional matters.

Article IV: Membership and Voting Rights

All certificated faculty, whether in instruction, counseling, or library services, full- or part-time, permanent or temporary, are members of the Academic Senate and are entitled to the rights granted by this document. All are encouraged to participate in the Senate.

SECTION 1: FULL MEMBERSHIP

Full Membership status is granted to all Contract (Tenure-Track) and Regular (Tenured) certificated faculty, with a full or partial workload, who are not designated as supervisory or management, and for which the minimum qualifications for hire are specified by the Board of Governors.

SECTION 2: ASSOCIATE MEMBERSHIP

Associate Membership status is granted to all Part-Time Hourly and Full-Time Temporary certificated faculty.

SECTION 3: VOTING RIGHTS

In all votes within the Senate, Full Members shall have one vote, and Associate Members shall have one-half vote. When an Associate Member is a confirmed representative of the Academic Senate to a Senate, Shared Governance, or District committee, s/he shall have a full vote in that committee.

Article V: Governance

SECTION 1: POLICY-MAKING BODY

The policy-making body of the Napa Valley College Academic Senate shall be the general membership.

SECTION 2: MEETINGS

The Academic Senate shall hold regular meetings as prescribed in the Bylaws. The Senate shall operate under the provisions of the Brown Act and the latest edition of *Robert's Rules of Order*.

SECTION 3: POWERS

The Academic Senate shall have all the powers granted by the Education Code, Title 5, AB1725, the district Board of Trustees, and the NVC Academic Senate Bylaws.

SECTION 4: OFFICERS

The officers of the Napa Valley College Academic Senate shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.

Article VI: Bylaws

There shall be Bylaws to this Constitution which specify how the Constitution is to be implemented.

Article VII: Adoption

This Constitution and its Bylaws shall become effective upon approval by two-thirds of the votes cast by a quorum of the Full Members of the Academic Senate.

Article VIII: Amendments

SECTION 1: CONSTITUTIONAL & BYLAW AMENDMENT PROPOSAL

Proposal of constitutional amendments is by a majority vote of the Executive Committee or by petition signed by at least ten Full Members of the Academic Senate.

The proposal shall be placed on the agenda as a first reading, be discussed, and voted on as a first reading. Only if the first reading is approved by two-thirds vote cast by a quorum, shall it go forward for a second reading to be scheduled for the next regular Senate meeting.

At the second meeting, the proposal shall become effective upon the approval by two-thirds vote cast by a quorum of the Full Members of the Academic Senate.

Bylaws to the Constitution of the Napa Valley College Academic Senate

Article I: Duties of the Officers

SECTION 1: PRESIDENT

It shall be the duty of the President to:

1. Be the official spokesperson of the Academic Senate
2. Preside at all meetings of the Academic Senate
3. Serve as chair of the Academic Senate Executive Committee
4. Be an ex-officio member of all Academic Senate, Shared Governance, and District committees
5. Represent the Academic Senate on any joint executive committees
6. Represent the Academic Senate to the Board of Trustees (Attend meetings)
7. Set the agenda for Academic Senate meetings
8. Meet on a regular basis with the Administration and Board of Trustees
9. Work with the Treasurer to propose an Academic Senate budget each Fall

SECTION 2: FIRST VICE PRESIDENT

It shall be the duty of the First Vice President to:

1. Serve for the President during any temporary absence
2. Assume the Presidency upon the resignation of the President, if less than one semester remains in the President's term of office
3. Serve on the Faculty Standards & Practices Committee

SECTION 3: SECOND VICE PRESIDENT

It shall be the duty of the Second Vice President to:

1. Oversee faculty evaluations in accordance with Academic Senate evaluation guidelines
2. Serve on the Professional Development Committee
3. Chair the Faculty Coach Committee

SECTION 4: SECRETARY

It shall be the duty of the Secretary to:

1. Ensure that agendas and minutes for business and executive committee meetings are posted.
2. Take minutes at all Executive Committee and Business meetings and give them to the Senate support staff for typing and posting in a timely manner.
3. Keep a current copy of the Constitution and Bylaws, including all appendices and changes.

SECTION 5: TREASURER

It shall be the duty of the Treasurer to:

1. Work with the Senate President to propose an Academic Senate budget each Fall that contains major categories of anticipated expenditures
2. Collect all assessments of the Academic Senate
3. Deposit dues funds in a local insured financial institution
4. Sign checks (or other withdrawals) to pay for approved Academic Senate expenditures
5. Maintain a record of all receipts and disbursements of Academic Senate monies, make financial reports to the Senate, and make records ready for audit

Article II: Senate Governance

SECTION 1: ORDER OF BUSINESS

The regular order of business of the Academic Senate shall be prepared by the President.

SECTION 2: MEETINGS

Regular meetings will be held two times a school month, except during the first and last months of a semester if precluded by startup of courses or by final exams. Additional meetings may be called by the President or by petition of ten Full Members of the Senate filed with the *elected* Senate Secretary. All meetings are open unless the Senate goes into executive session. Executive session may be ordered by the President. The President may appoint a Parliamentarian to assist in questions of parliamentary procedure.

SECTION 3: AGENDAS

Consistent with the Brown Act, agendas for Academic Senate meetings will be posted on the Senate bulletin board at least 72 hours before the Senate meeting. Agendas will be distributed to Members via the Senate Board, email, or the Senate Web site.

Academic Senate agendas shall consist of public comment, minutes, approval, information items and reports, and action items. Chairs of Senate committees and co-chairs of shared governance or district committees shall report at a regular Senate meeting at least once a month. Any Senate member may propose an item for a future agenda.

The elected Secretary will produce minutes for each Senate meeting and submit to the support Secretary who will type and post them on the Senate bulletin board within 72 hours of the next Senate meeting.

SECTION 4: VOTES

Approval of any Senate action taken by vote requires a majority of the votes cast unless otherwise noted in these Bylaws.

SECTION 5: QUORUM

To transact business at a Senate meeting, a quorum shall consist of twenty percent of the Full Members.

Article III: Elections of Officers

SECTION 1: ELIGIBILITY

Any Regular (tenured) Senate member shall be eligible for any Senate office.

SECTION 2: NOMINATION

The Executive Committee (or election subcommittee thereof) shall recommend nomination to the Academic Senate at a regular meeting. Additional nominations (including self-nominations) may be added by any Senate member during that meeting or in writing by the deadline for nominations.

Any Senate officer may be nominated for reelection, subject to the term limitations noted in Section 4 below. Normally, the First Vice President is nominated to the office of President for the subsequent term.

SECTION 3: ELECTIONS

The election shall be held not later than four weeks before the end of the Spring Semester. The Election Subcommittee shall prepare a written secret ballot to be made available to all Full and Associate Senate members. At least five school days will be allowed for ballots to be cast and returned. Ballots for Full and Associate members shall be different colors so that the votes are counted appropriately.

In a contested race, candidates may submit written statements to be distributed with the ballots. Such statements are not to exceed one hundred words.

If a nominee receives a majority of votes cast, s/he shall be declared elected. If no nominee receives a majority, a run-off shall be held between the candidates earning the top two vote totals.

SECTION 4: TERMS

Officers assume duties at the close of the Academic Year upon election and serve for two years. After confirmation of election and before start of term the President elect shall spend time with the current President for information sharing and to provide continuity in the transition. Officers are eligible for reelection, but the President, First Vice President, and Second Vice President shall not hold the same office for more than two consecutive terms.

SECTION 5: RESIGNATIONS

If the Senate president resigns with less than one semester remaining in his/her term, the First Vice President will assume the Presidency for the remainder of the term. If another officer resigns, the position will usually not be filled if the remaining term is less than one semester, but the Executive Committee may nominate a candidate to fill that position for the remainder of the term of office. The Senate must confirm that nomination.

If a resignation occurs with more than one semester of the term of office remaining, an election will be held at the first opportunity. The newly elected officer shall be elected to complete the term of the officer who resigned.

SECTION 6: RECALL

On petition of at least ten Full Senate members, the Senate will place on a regular business meeting agenda as an action item whether to call for a recall election of a Senate officer—provided that written notice of the intent to take a vote on the recall election be circulated among the Senate members, including the officer in question, at least five school days before the vote is taken. This vote will be to determine whether or not a recall election shall occur.

Recall from office requires at least two-thirds of the votes cast by written ballot to be made available to all Senate members with a voting period of one week.

Article IV: Academic Senate Committees & Academic Senate Representation on Shared Governance and District Committees

The NVC Academic Senate is represented on three types of committees. *Academic Senate Committees* are established by and internal to the NVC Academic Senate, which holds authority for these committees. *Shared Governance Committees* are established by mutual agreement of the NVC Academic Senate and NVC Board of Trustees and are joint committees of the Senate and the BOT; authority is held as described in the documents detailing the roles and responsibilities of each committee. *District Committees* are established by the NVC Community College District, which holds authority for these committees.

In addition, the Academic Senate shall appoint five faculty members (including at least one EOPS counselor) to work with the EOPS/Financial Aide Department on scholarships. These faculty shall serve a three year term in place of their senate committee work.

SECTION 1: ACADEMIC SENATE STANDING COMMITTEES AND SUBCOMMITTEES

Academic Senate Committees are established by and internal to the NVC Academic Senate, which holds authority for these committees. Standing committees of the Academic Senate whose only members are members of the Academic Senate are:

1. Executive Committee
 - Nominations & Elections Subcommittee (Convened prior to elections.)
2. Faculty Standards & Practices Committee
3. Professional Development Committee
4. Social Committee

Standing committees of the Academic Senate which have representatives from outside the Senate are:

1. Academic Standards & Practices Committee
2. Curriculum Committee
3. Distance Education Committee
4. Student Standards & Practices Committee
 - Student Conduct and Complaint/Grievance Subcommittee
5. Scholarship Committee
6. Learning Outcomes Assessment Committee
7. Basic Skills Initiative Committee

SECTION 2: SHARED GOVERNANCE STANDING COMMITTEES

Shared Governance Committees are established by mutual agreement of the NVC Academic Senate and NVC Board of Trustees and are joint committees of the Senate and the BOT; authority is held as described in the documents detailing the roles and responsibilities of each committee. NVC's Planning and Budget Policy (Board Policy #D1150) describes the roles, responsibilities, and operations of the Planning and Budget committees and delineates representation upon these bodies.

Shared Governance committees are:

1. Budget Committee
2. Planning Committee

SECTION 3: DISTRICT STANDING COMMITTEES

District Committees are established by the NVC Community College District, which holds authority for these committees. The District has continuing and ad hoc committees organized to represent various constituencies of the college and/or community, such as the Board, Academic Senate, Administration, Administrative Senate, Classified, students, and community representatives. Such groups are sometimes called committees, task forces, or councils. The Academic Senate will choose whether to participate in such committees.

A current list of District standing committees is available in the NVC President's Office. As of this date, District standing committees are:

1. Enrollment Management Committee
2. Facilities Planning Committee
3. NVC Foundation Representatives Committee
4. Staff Development Committee
5. Inclusivity Committee
6. District Instructional Technology Committee

SECTION 4: SUBCOMMITTEES OF ACADEMIC SENATE COMMITTEES

A permanent subcommittee may only be formed by action modifying the Senate Bylaws. A temporary subcommittee of a standing committee may be created as needed by the standing committee or by the Senate President. Such a committee will disband at the end of one academic year. If the need continues to exist, the Senate or the committee may reestablish the temporary subcommittee.

The chair of each subcommittee shall be an Academic Senate member of the full (parent) committee, except for the Tenured Faculty Evaluation Committee which is chaired by the Academic Senate 2nd Vice President. Other members of the subcommittee may be from outside the parent committee.

SECTION 5: AD HOC COMMITTEES OF THE SENATE

The Senate shall only establish ad hoc committees as necessary for duties falling outside the regular committee functions. Ad hoc committees will have duration not to exceed one semester. If the need continues to exist, the Senate may reestablish the ad hoc committee.

SECTION 6: COMMITTEE APPOINTMENTS

All Full members of the Academic Senate *are* expected to serve on committees and Associate members of the Academic Senate are eligible to serve on committees. The President and Executive Committee shall appoint Senate representatives to Academic Senate, Shared Governance, and District committees; appointments shall be confirmed by the Senate. Faculty not so confirmed represent themselves only.

As much as possible, appointments will be made such that each Division is adequately represented on each standing committee. Divisions are encouraged to recommend candidates to the Executive Committee for nomination.

Academic Senate representatives to District committee shall have the following duties:

1. To represent the NVC Academic Senate's interests and to seek and follow the guidance of the Senate President and the Senate in such representation.
2. To regularly attend meetings and participate in discussions, deliberations, and actions in good faith.
3. To report regularly to the Senate President (in addition to the minutes of the meetings) and to submit for Senate review any actions of the committee that might have significant impact on the faculty, students, or college.
4. To submit to the Senate Executive Committee each April an annual report and evaluation of the District committee's activities.

SECTION 7: TERMS ON COMMITTEES

The term for serving on a committee shall ordinarily be three years, with the provision that the committee or the division may recommend to the Executive Committee that an incumbent be reappointed. The Senate shall confirm the reappointment. No committee member shall serve for more than two consecutive three year terms unless the Bylaws stipulate that his/her position be represented on that committee. The Senate shall confirm each reappointment. Provisions shall be made for staggering the terms at initial implementation of a new committee.

SECTION 8: RESIGNATIONS OR REMOVALS FROM COMMITTEES

Upon the resignation of a Senate representative to a committee, the Executive Committee, in consultation with the chair of the committee involved, will decide whether to appoint an immediate replacement or to leave the position vacant until the next regular appointment and confirmation of committee members.

If a Senate representative to a committee is habitually absent (for cause or otherwise) the committee chair, after consulting with the member involved should notify the Senate President or the Executive Committee such that action may be taken. Possible action includes, but is not limited to, discussion with the member the reason for non-participation, possible appointment to another committee, notification that name may be forwarded Vice President of Instruction for failure to complete committee work, or censure by the Senate.

The Senate must confirm all appointments, including those that fill resignations or removals.

SECTION 9: COMMITTEE CHAIRS

For Academic Senate Standing committees, the chair shall be a Regular faculty member elected by the committee (Non-tenured Chairs require the consent of the Executive Committee). The Curriculum Committee Faculty Chair shall be a Regular faculty member (Non-tenured Chairs require the consent of the Executive Committee) elected by the Senate representatives on the committee.

For Shared Governance committees, the Academic Senate Co-Chair shall be a Regular faculty member (Non-tenured Chairs require the consent of the Executive Committee) appointed by the Senate President and Executive Committee and confirmed by the Senate.

For District committees, the Academic Senate Co-Chair shall be a Regular faculty member (Non-tenured Chairs require the consent of the Executive Committee) appointed by the Senate President and Executive Committee and confirmed by the Senate.

SECTION 10: COMMITTEE PROCEDURES AND COMMUNICATIONS

1. MEMBERSHIP

The chair shall maintain a list of committee and subcommittee members, including Academic Senate representatives and representatives of other constituent groups.

2. QUORUM

To transact business at a committee or subcommittee meeting, a quorum shall consist of whichever are greater, 3 faculty members or 20 percent of the faculty membership of that committee or subcommittee.

3. AGENDAS AND MINUTES

For Academic Senate committees, consistent with the Brown Act, the chair shall distribute an agenda to each member of the committee and to the Academic Senate President, and shall post it on the Senate bulletin board at least 72 hours before the committee meeting.

The chair will see that minutes are kept at all meetings. Minutes will include members present, all actions taken and make note of all significant discussions. Discretion is to be used in reporting confidential matters. The chair shall distribute minutes to all members of the committee and to the Senate President, and shall post them on the Senate bulletin board within two weeks of the meeting. In addition, minutes must be distributed at least 72 hours before the next meeting of the committee.

For Shared Governance and District committees, consistent with the Brown Act, agendas for each meeting shall be distributed to all committee members and to the Academic Senate President, and shall be posted on the Senate bulletin board at least 72 hours prior to the meeting. Minutes should be distributed to all committee members and to the Senate President, and shall be posted on the Senate bulletin board within two weeks of the meeting and at least 72 hours before the next meeting of the committee.

4. REPORTS

Unless Senate Bylaws specify otherwise, each subcommittee chair shall report all actions and recommendations of the subcommittee to the parent standing committee in a timely manner, or as requested by the parent committee. By May of each year, all subcommittees shall report to their parent standing committee on all matters that have been referred to them.

Unless Senate Bylaws specify otherwise, Academic Senate standing and ad-hoc committee chairs, Shared Governance committee Academic Senate co-chairs, and lead Academic Senate representatives to District committees shall report committee actions and recommendations to the Senate in a timely manner, or as requested by the Senate. Prior to the last Senate meeting of the academic year, all committees shall report on all matters that have been referred to them by the Senate or by the Executive Committee.

The Senate President or the Senate itself, by majority vote of those present at a regular Senate meeting, may require a committee to report to the Senate at its next regular meeting concerning any matter which the committee has under consideration.

SECTION 11: PARTICIPATION ON COMMITTEES

Unless specifically stated otherwise within this document, each member of an Academic Senate committee or subcommittee, whether Full Senate Member, Associate Member, administrator, Classified staff representative, or student representative, shall have one vote on all matters.

Academic Senate representatives serving on a Shared Governance committee shall have voting rights as described in the Senate-BOT agreement detailing the procedures of the committee.

Academic Senate representatives serving on a District committee shall have voting rights as described in the District statement detailing the procedures of the committee.

Committees may invite resource persons to participate in committee fact-findings and discussions. Such persons will not vote. Interested persons may be allowed to attend meetings, but such persons are not to participate unless called upon by the chair.

An Academic Senate committee meeting may be declared closed to non-members by the chair for confidential personnel matter, if this action is consistent with the Brown Act.

Article V: Academic Senate Committees, Structures, & Responsibilities

SECTION 1: EXECUTIVE COMMITTEE

The Executive Committee shall advise and assist the Academic Senate President and Senate, Shared Governance, and District Committees, as well as be responsible for nominations to Senate offices and to Senate, Shared Governance, and District Committees, overseeing the election process, and other duties as assigned by the Senate or the Senate President.

The following is a permanent subcommittee of the Executive Committee:

- Nominations & Elections

Membership: The committee will consist of the Academic Senate officers (President, First Vice President, Second Vice President, Secretary, and Treasurer); the immediate Past President of the Senate; and the chair of each Academic Senate committee and co-chair of each Shared Governance committee. The Academic Senate President will chair the Executive Committee.

The Executive Committee shall:

1. Advise and assist the Academic Senate President on any matters of concern to the Senate.
2. Advise committees, via their chairs, on any matters of concern to the committee.
3. Make recommendations pertaining to committee structure and function.
4. Solicit recommendations from committees on matters of interest to the Senate.
5. Nominate candidates for Senate office.
6. Oversee the process for election of officers and any other secret balloting, including preparing, distributing, and counting the ballots.
7. Appoint candidates for Academic Senate, Shared Governance, and District committees. All appointments shall be confirmed by the Senate.

SECTION 2: FACULTY STANDARDS & PRACTICES COMMITTEE

The Faculty Standards & Practices Committee shall be concerned with matters regarding professional qualifications and equivalencies, academic rank, and faculty relations.

Membership: The committee will consist of four to five Academic Senate members, including the First Vice President.

The Faculty Standards & Practices Committee shall:

1. Develop cooperative relations among faculty and between faculty and Administration, Classified, and the Board of Trustees. It shall mediate and take action in cases of alleged unprofessional conduct, consistent with the Academic Senate Faculty Ethics Policy.
2. Recommend, monitor, and review the policies and procedures for hiring faculty, including the composition and procedures of appraisal (paper screening) and interview committees.
3. Recommend, monitor, and review the policies and procedures establishing minimum qualifications and equivalencies for faculty. Make determinations on minimum qualifications and equivalencies, consistent with shared governance mutual agreements and concomitant Board Policies on Minimum Qualifications and on Equivalence to the Minimum Qualifications for Academic Personnel.
4. Recommend criteria for academic rank and emeritus status, and employ such criteria to nominate to the Senate applicants for such status.
5. Convene a Minimum Qualifications and Equivalency Committee as needed
6. Ensure that Minimum Qualifications are met and Equivalencies are determined by the Academic Senate

SECTION 3: PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee shall be concerned with faculty development, including instructional excellence, sabbatical leaves, salary advancement projects, evaluation, and professional achievements and honors.

Membership: The committee will consist of four to five Academic Senate members, including the Second Vice President, and one non-voting member, the TLC Director.

The Professional Development Committee shall:

1. Review guidelines, policies, and procedures on sabbatical leaves. Establish criteria for sabbatical leaves and solicit, review, evaluate, and recommend sabbatical leave requests. Make recommendations to Administration in the event of questions concerning satisfactory completion of a sabbatical.
2. Recommend, monitor, and review policies and procedures for faculty salary advancement projects. Make recommendations to Administration in the event of questions concerning appropriateness or satisfactory completion of salary advancement projects.
3. Review guidelines, policies, and procedures concerning faculty evaluation. By request, provide guidance to the Academic Senate Second Vice President on matters concerning the process of evaluating Contract (tenure-track), Regular (tenured), Part-Time Hourly, and Full-Time Temporary faculty. In concert with the Faculty Association, mediate, to the extent allowed by law, in the event of any challenge to the process of whether printed procedures were correctly followed.
4. Recommend and review all policies and activities for faculty professional development and instructional excellence. Two members of the committee will serve on the District Staff Development Committee.
5. Establish guidelines and policies for faculty professional development and instructional excellence activities, and encourage participation in such activities.

6. Recognize professional achievements and honors of faculty.
7. Receives reports from the Faculty Coach Committee.

SECTION 4: SOCIAL COMMITTEE

The Social Committee shall help create a positive, warm, collegial environment among faculty and with the college community.

Membership: The committee will consist of four to five Academic Senate members.

The Social Committee shall:

1. Plan a variety of faculty social functions to foster a spirit of academic community identity, camaraderie, and relaxation.
2. Represent the Senate in participating in planning campus-wide social events with Administration, Classified, and students.
3. Recognize special achievements with special events, including honoring retirees at the end of each school year.
4. Publicize and encourage participation in social functions.
5. Represent the Senate in sending congratulations and condolences when appropriate.

SECTION 5: ACADEMIC STANDARDS & PRACTICES COMMITTEE

The Academic Standards & Practices Committee shall be concerned with the scholastic success of the students at Napa Valley College, the measurement of the degree of success achieved by students, and the instructional resources to help achieve student success.

Membership: The committee will consist of four to five Academic Senate members, including at least one counselor, and one librarian. Non-Senate members are the Vice President of Instruction, one classified representative, and one student appointed by the Associated Student Body.

The Academic Standards & Practices Committee shall:

1. Review and make recommendations on policies and procedures for student admission to Napa Valley College and to specific programs and courses—including placement and proficiency testing and prerequisite policy.
2. Review and make recommendations on policies and procedures involving the scholastic assessments or measurements of student progress—including grades and changes of grades; grade point requirements; credit by examination; academic probation and suspension; academic honors and honors programs; academic renewal; withdrawal from courses, programs, and the college.
3. In concert with the District Instructional Technology Committee review and make recommendations regarding policies concerning the acquisition, maintenance, and coordination of instructional resources—including library books, media materials and equipment, and computer hardware and software used in instruction.
4. In matters of common interest, such as matriculation and retention, coordinate activities and concerns with the Student Standards & Practices Committee.
5. Serve as a resource group to the Matriculation Steering Committee.
6. Monitor and recommend policies and procedures on student retention.
7. Develop, evaluate, and recommend standards, guidelines, and policies for transfer core general education, for certificates, and for the associate (AA and AS) degrees. Work to coordinate recommendations and their implementation with the Curriculum Committee.

8. In coordination with the Curriculum Committee, monitor and recommend policies and procedures on student honors courses/programs.
9. Review and make recommendations to the Academic Senate on program review policies, procedures, and outcomes—especially if significant changes are anticipated.
10. Monitor, research, evaluate, and make recommendations on long-range plans and priorities in the areas of curriculum and program development.

SECTION 6: CURRICULUM COMMITTEE

The Curriculum Committee shall evaluate and make recommendations on matters related to the credit and non-credit curriculum. Course and program additions, deletions, or significant changes or program requirements or in course outlines must be acted upon by this committee.

Membership:

Membership: The committee will consist of the following voting members:

Academic Senate: Faculty Chair (only votes in a tie), Articulation Officer (if faculty), one faculty representative from Arts and Humanities, Career Technical/Business, Counseling, Health Occupations, Librarians, Physical Education/Athletics, Mathematics, Science and Engineering, and Social Sciences and two faculty representatives from Language and Developmental Studies.

Non-Senate: Two Deans appointed by the Vice President of Instruction for the academic year to represent Credit, Noncredit, and Career Technical Education, the Curriculum Analyst, who also serves as the classified representative, and one student representative appointed by the Associated Student Body of Napa Valley College.

The committee will consist of the following non-voting members:

Academic Senate: Division Chairs. If a faculty representative is not appointed to the Curriculum Committee by the Academic Senate for an instructional area, then the Division Chair for that instructional area will be eligible to vote in place of that representative.

Non-Senate: Vice President of Instruction (Administrative Chair), Dean of Instruction, Dean who oversees Noncredit Instruction, and the Division Deans.

The committee should also identify chair-in training. If the chair-in training is recruited from outside the committee than the faculty member would sit on the committee for up to one year.

The Curriculum Committee will have a Faculty Chair and an Administrative Chair. The Faculty Chair shall be elected by the Academic Senate members of the committee. The faculty chair will receive secretarial support from the Office of Instruction.

The Curriculum Committee shall:

1. Develop written procedures for new course and program submission and approval. The Senate is to approve processes and procedures.
2. Act as a resource to the Academic Standards & Practices Committee on issues relating to curriculum, such as changes in graduation or general education requirements.
3. Review and make recommendations on proposed new courses and new programs and on course and program revisions. Recommend additions, deletions, and/or changes in course outlines for new and established courses.

4. Classify courses into appropriate disciplines and indicate which are transferable. The committee will determine if a course is classified as General Education and into which category it should be placed.
5. Review and make recommendations on proposed course deletions and inactive status.
6. Make recommendations concerning course and program changes to the Academic Senate and to the NVC Board of Trustees for approval. Minutes and agendas of all meetings shall be sent to the Academic Senate President and to the Academic Standards & Practices Committee Chair, and shall be posted on the Senate bulletin board.

SECTION 7: STUDENT STANDARDS & PRACTICES COMMITTEE

The Student Standards & Practices Committee shall provide advocacy for students and faculty on student standards and practices that promote an inspirational and fair learning environment.

Membership: The committee will consist of four to five Academic Senate members, including a counselor. Non-Senate members are: the Vice President of Student Services, the Coordinator of Student Life and one student appointed by the Associated Student Body.

The Student Standards & Practices Committee shall:

1. Support student matriculation and involvement in college-sponsored activities outside the classroom.
2. Ensure adequate communication to students and faculty of campus policies.
3. Provide feedback to Student Services, as required, on policies and programs, either existing or under development.
4. Identify areas germane to student standards and practices that may require policy and procedural development and contribute to them as needed.
5. Provide representatives on behalf of the Academic Senate in student grievance procedures.
6. Provide feedback to the Academic Senate on actions as described above.
7. Serve as advisory committee to the department of Student Life.

SECTION 9: FACULTY COACH COMMITTEE

The Faculty Coach Committee shall be concerned with the Contract Faculty Evaluation Process. Members are expected to train on the components of the evaluation and support each other through the process as they work with the contract review team and individual evaluatees to identify and address specific goals following the areas of professional responsibility developed by the Napa Valley College faculty as a whole.

Membership: The committee will be chaired by the 2nd Vice President of the Academic Senate. The Committee will consist of Academic Senate members currently serving as head coaches for the contract faculty evaluation process.

The Faculty Coach Committee shall:

1. Inform the Professional Development Committee of training needs.
2. Discuss methods for evaluating faculty and processing information
3. Work with the TLC Director to ensure appropriate professional development activities are available

4. Consult collegially when concerns arise in an evaluation process for a faculty member

SECTION 10: LEARNING OUTCOMES ASSESSMENT COMMITTEE

The Learning Outcomes Assessment Committee shall provide direction and oversight for Learning Outcomes Assessment at Napa Valley College. Direct and manage yearly assessment cycle. Create and implement Assessment policies and practices college-wide. Develop educational and training activities on learning assessment and utilizing assessment data for program improvement.

Membership: The committee shall consist of the following Academic Senate representatives: a Faculty Co-Chair, who shall be the Learning Outcomes Coordinator; and four to six additional faculty including one from Counseling. Non-Academic Senate committee members shall include the Director of Institutional Research, who shall be the administrative Co-chair, the Dean of Instruction; one (1) ASB representative; and one (1) Student Services representative.

SECTION 11: BASIC SKILLS INITIATIVE COMMITTEE

The Basic Skills Committee shall provide institutional direction to integrate validated effective practices for underprepared students to succeed at college level learning. The committee shall be responsible for developing and assessing a yearly basic skills plan reflecting the state's *Basic Skills Initiative*.

Membership: The committee shall consist of the following Academic Senate representatives: a Faculty Co-Chair, who shall be the Basic Skills Coordinator; and four to five additional faculty including one from English, Math, ESL and Counseling. Non-Academic Senate committee members shall include one to three individuals from the following list: Vice President of Instruction, Dean of Learning Resources, Dean of Career Technical Education one of whom will serve as Co-Chair.

The Basic Skills Committee shall:

1. Review all policies and procedures for the *Basic Skills Initiative*
2. Review validated information on effective practices in providing instruction and support services to underprepared students
3. Recommend basic skills activities
4. Provide institutional guidance in implementation of effective practices
5. Develop the yearly basic skills plan
6. Create and implement assessment of basic skills activities
7. Provide budget direction
8. Submit mid-year and yearly *Basic Skills Initiative Budget*
9. Provide feedback to the Academic Senate and campus on basic skills progress

SECTION 12: DISTANCE EDUCATION COMMITTEE

The Distance Education committee shall be concerned with matters specifically related to online instruction. The purpose of the committee is to identify and recommend best practices

for the delivery of distance education to instructional departments and appropriate District and Academic Senate committees.

Membership: This committee will consist of four to five academic senate members. Non-senate committee members shall include one administrator as appointed by the VP of Instruction.

The Distance Education committee shall:

1. Regularly review and publish guidelines for best practices in distance education.
2. Work closely with the Coordinator of Online Education, Online Education Mentor, Information Technology, Library Services, and Learning Services Departments to identify training needs.
3. Act as a resource to the Curriculum Committee regarding distance education and hybrid course proposals.
4. Assist with the assessment of how distance education meets accreditation standards and make recommendations as needed.

Article VI: Shared Governance Committees, Structures, & Responsibilities

SECTION 1: BUDGET COMMITTEE

The Budget Committee shall oversee, monitor, and make recommendations relative to the NVC budget.

Membership: The committee shall consist of 6 Academic Senate representatives and an Academic Senate faculty co-chair. Non-Senate members are the District Co-Chair, Vice President of Instruction, Vice President of Student Services, Director of Facilities, a classified representative, an administrative representative, and one student appointed by ASB.

The budget committee shall:

1. Have the recommending authority on budget matters to the college president; final recommending authority to the Board of trustees rests with the president; final approval rests with the Board of Trustees)
2. Focus on the institutional budget, not on specific budget line items
3. Develop and recommend preliminary, tentative, and final budgets consistent with annual institutional goals and objectives, strategic plans, program review, and the planning and budget philosophy
4. Recommend to the college president allocations of resources consistent with the vision, mission, and strategic institutional plans
5. Review institutional and area budgets for consistency with the planning and budget philosophy

SECTION 2: PLANNING COMMITTEE

The Planning Committee shall oversee all college planning.

Membership: The committee shall consist of the following Academic Senate representatives: 6 faculty representatives and a faculty co-chair. Non-Senate members are the District Co-chair, Vice Presidents of Instruction, Vice President of Student Services, classified representative, Director of facilities, administrative representative, and one student

appointed by ASB. The committee shall also include the following non-voting members: the Institutional researcher and the Chair of the Assessment and SLO Committee.

The planning committee shall:

1. Review, revise, and recommend to the Board of trustees vision, mission statements for Napa Valley College; final recommending authority to the Board of trustees on the vision statement and mission statement rests with the president; final approval rests with the Board of trustees
2. Develop and recommend to the Board of Trustees strategic institutional plans and annual institutional goals and objective for implementing the vision and the mission of the college; final recommending authority to the Board of trustees rests with the president; final approval rests with the Board of trustees
3. Review all college plans for consistency with the planning and budget and philosophy
4. Endorse all college plans for consistency with the planning and budget and philosophy
5. Coordinate and integrate college plans designated by the Planning Committee and establish priorities consist with the college's visions and mission statements

Article VII: District Committees

District Committees are established by the NVC Community College District, which holds authority for these committees. The District has continuing and ad hoc committees organized to represent various constituencies of the college and/or community, such as the Board, Academic Senate, Administration, Administrative Senate, Classified, students, and community representatives. Such groups are sometimes called committees, task forces, or councils. The Academic Senate will choose whether to participate in such committees.