Welcome to the Cuyamaca Academic Senate!

Fall 2025

Fall 2025 Cuyamaca Academic Senate Meeting Dates

Meeting Frequency: 2nd and 4th Thursday of each month
Meeting Time: 2:00pm-3:45pm
Meeting Location: I-209

- August 28

- September 11

- September 25

- October 9

- October 23

- November 13

- November 20* (held on the 3rd Thurs due to fall break)

- December 11

What is the Academic Senate and What is its Purview? 10+1

It is important to note that 10+1 is not where the faculty role ends.

Education Code assigns additional responsibilities to local academic senates, such as minimum qualifications and equivalency processes, faculty hiring, faculty evaluation and tenure review, administrative retreat rights, and faculty service areas.

ACADEMIC SENATE
for California Community Colleges

Title 5 §53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. In Section 53200 (c), "Academic and professional matters" means the following policy development and implementation matters:

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

+1. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Who is Part of Academic Senate?

- As a faculty member at Cuyamaca, you are!

- Each constituency group has an elected Senator with duties.

- Senators should be reaching out consistently to provide updates and request input. **With great representation comes great responsibility.**

- Academic Senate is here to represent faculty. Reach out to the Senate Officers Committee (SOC) with your comments, suggestions, or concerns.

- All faculty are invited to connect with SOC in order to provide feedback and help guide the Academic Senate's focus and work (**Senate Officers Committee Communication and Feedback Form**).

Role of Senators

Senators are elected through their constituency. The duties of the senators are:

- attend and participate in meetings of the Academic Senate,
- to appoint a proxy from their appropriate constituency group of regular or contract and part-time faculty to attend the meetings of the Academic Senate in their absence,
- to monitor and represent the interests of their constituency regarding academic and professional matters,
- to voice the concerns of their constituency regarding academic and professional matters,
- to vote in accordance with the input of the members of their constituency as well as their individual consciences, and
- to be responsible for the dissemination of information to and from their constituency in a timely manner.

Role of Senators: Best Practices

- Use the "Save Your Own Google Doc Copy of the Agenda" link provided at the top of the agenda to make your own editable copy of the agenda that you can use for notes.

- Email notes promptly after meeting.
  - Make sure to provide sufficient time for folks to be able to review notes and documents, and provide feedback before the next meeting.

- Use the "Constituency List and Email Template" included on the agenda to make sure you are contacting all constituents in your area (it includes an email template for sending out meeting notes).
  - If there are any mistakes on the list, please let Karen know!

Role of Senators: Best Practices

- Create a "Contact List" (also called "distribution list") in Outlook to make emailing notes to constituents easier.

  - [Link: "How to Create a Contact Group in Outlook" by Microsoft Support](#)

- Highlight upcoming action items and important updates.

  - Clearly communicate what are the pending action items.

- Provide a clear date for when you need to receive feedback so that you can include it in the next meeting.

- Feel free to send questions to the Academic Senate President.

Senate Officers Committee Membership (Fall 2025-Spring 2026)

Members of the Senate Officers Committee (SOC) are elected by faculty through a campus-wide election process.

- President - Karen Marrujo
- Vice President - Rachel Polakoski
- Instruction, Officer-at-Large (Full-Time) - Miriam Simpson
- Student Services, Officer-at-Large (Full-Time) - Rachelle Panganiban
- Part-Time Officer-at-Large - Wayne Ross

Ex-Officio Members of Senate Officers Committee

- Curriculum Committee Co-Chair - Annalinda Arroyo
- Professional Development Committee Coordinator (Teaching and Learning Committee) - Karla Gutierrez

Senate Officers Committee (SOC) Responsibilities

The duties of the Senate Officers are to:

- prepare and distribute the agenda,
- act on behalf of the Academic Senate in emergencies when the Academic Senate cannot be convened,
- maintain an accurate list of Academic Senate members,
- review representation of the Senate based on changes in faculty and programs, and
- appoint faculty to college and district committees. (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.)

Academic Senate Meetings

- **Agenda and Meeting Structure (Sample Agenda)**
- **Brown Act:** As legislatively created bodies, local academic senates are required to comply with open meeting requirements of the Ralph M. Brown Act. This requirement extends to other local governance bodies, including curriculum committees.
    - Key Points
        - Regular Meeting Agendas must be posted 72 hours online and by the physical meeting location
        - Must state meeting location and time
        - Meetings must be "freely accessible to the public"
        - Information cannot be posted solely on internet website
        - Agenda must contain short description of every item for action or discussion

Academic Senate Meetings

<u>Parliamentary Procedure: The Basics of Robert's Rules of Order</u>

- Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Basic principles include following:
    - A quorum must be present for business to be conducted
    - All members have equal rights, privileges and obligations
    - No person should speak until recognized by the chair
    - Personal remarks or side discussions during debate are out of order
    - Only one question at a time may be considered, and only one person may have the floor at any one time
    - Members have a right to know what the pending question is and to have it restated before a vote is taken
    - Full and free discussion of every main motion is a basic right

Strengthening Faculty Communication and Advocacy

2025

Current Goals of the Senate Officers Committee

- Strengthen the **collective** impact of the faculty perspective by advocating jointly for each other's empowerment and diverse needs.

- Increase transparency and access to information, participation, and leadership opportunities.

- Support Campus Strategic Enrollment Management Work

- Help build an integrated, transparent, and functioning resource request and allocation process.

Current Goals of the Senate Officers Committee
Fall 2024 Progress

- Creation of the Strategic Enrollment Management Committee (SEMC)

- Better communication and collaboration strategies

- Established regular communication with VP of AS

- Increased opportunities for faculty attending plenary

- District Leadership Visit to Academic Senate

How Can We Improve Communication?

- This is an ongoing need. Please share your feedback!

Important Issues

Strategic Enrollment Management Committee

Guided Pathways

Revising the Resource and Operations Council and Related Processes

Plans for Facilities

Artificial Intelligence

Reassigned Time Appointment Timeline and Process

Campus Policing

Accreditation

Faculty Handbook

Resources (With Links)

Faculty Appointment to Committees/Councils Process and Criteria

- Outlines process for Academic Senate's faculty appointment process (through the Senate Officers Committee).

Updated Committee Service Opportunities

- Lists all current shared governance opportunities for faculty (including opportunities to serve on hiring committees).

Participatory Governance Faculty Application Form

- Allows faculty to apply to any committee opening.

Senate Officers Committee Communication and Feedback Form

- Invites facult to provide any feedback to SOC and/or make requests--such as requests for specific information, topics to be covered in future meetings, actions to be taken by SOC or Academic Senate as a whole, presentations for future meetings , follow ups on previous topics, and/or specific visitor(s).

Newer Resources (With Links)

Academic Senate Handbook

- Provides a comprehensive overview of Academic Senate and our local practices
- Still in draft form so feedback is much appreciated!

Academic Senate Agenda Item Request Process and Timeline

- Provides overview and timeline of the process for adding items to the Academic Senate Agenda.
- Helps build more transparent process and facilitates partnerships.

Cuyamaca College Academic Senate Agenda Item Request Submission Form

- Formalizes submissions for agenda items for better organization, accessibility, and consistency.

Any questions?

Please reach out to Karen Marrujo (Karen.Marrujo@gcccd.edu)