

Welcome to the Cuyamaca Academic Senate!

Dear Senators,

Welcome to the Academic Senate for the Fall 2025 term!

This packet is meant to serve as a starting point for new senators and as a refresher for returning senators.

As a Senator, you are here as a voting member representing your constituency. It is my hope that the Academic Senate is an open and uplifting space for faculty to work collectively to further our mission and values as educators, and that you are empowered by the understanding that you have an essential role to play within the decision-making structures at Cuyamaca College.

Thank you so much for volunteering your time and energy to serve and empower faculty through the Academic Senate. The Senate is an important space for giving voice to all Cuyamaca faculty on academic and professional matters and for providing opportunities to turn our goals into action steps.

I know there is a lot we all want to accomplish, and the Academic Senate is an important space for working together as faculty with our campus and district partners to build bridges and engage in collective problem-solving. We can be the change we want to see by working to find the ways to do the things we want to see happen.

Again, welcome to the Fall 2025 term. I am looking forward to working together this semester! As the semester progresses, we will tackle questions and challenges together.

Please reach out if you have any questions, comments, or suggestions. I am here to support you!

Best,

Karen Marrujo

Cuyamaca College Academic Senate Meeting 2025-2026 Meeting Schedule

Senate Officers Committee (SOC): Tuesdays, 11:00am – 12:30pm via Zoom and
SENATE: 2nd & 4th Thursdays 2:00pm – 3:45pm in person

Fall 2025

Date	Meeting	Time	Location
August 14 (Flex Week)	Joint Academic Senate Meeting with Grossmont College's Academic Senate	10:00am-12:00pm	Grossmont College, Room TBD
August 28	Academic Senate Meeting	2:00-3:45pm	I-209
September 11	Academic Senate Meeting	2:00-3:45pm	I-209
September 25	Academic Senate Meeting	2:00-3:45pm	I-209
October 9	Academic Senate Meeting	2:00-3:45pm	I-209
October 23	Academic Senate Meeting	2:00-3:45pm	I-209
November 13	Academic Senate Meeting	2:00-3:45pm	I-209
November 20* (3rd Thurs)	Academic Senate Meeting	2:00-3:45pm	I-209
December 11	Academic Senate Meeting	2:00-3:45pm	I-209

* Held on the 1st or 3rd week due to holidays in weeks 2 or 4.

Spring 2026

Date	Meeting	Time	Location
January 29 (Flex Week)	Joint Academic Senate Meeting with Grossmont College's Academic Senate	10:00am-12:00pm	Cuyamaca College, Room I-207
February 12	Academic Senate Meeting	2:00-3:45pm	I-209
February 26	Academic Senate Meeting	2:00-3:45pm	I-209
March 12	Academic Senate Meeting	2:00-3:45pm	I-209
March 26	Academic Senate Meeting	2:00-3:45pm	I-209
April 9	Academic Senate Meeting	2:00-3:45pm	I-209
April 23	Academic Senate Meeting	2:00-3:45pm	I-209
May 14	Academic Senate Meeting	2:00-3:45pm	I-209
May 28	Academic Senate Meeting	2:00-3:45pm	I-209

* Held on the 1st or 3rd week due to holidays in weeks 2 or 4.

Cuyamaca College Academic Senate's Community Norms

The following are the community norms that guide the work and meetings of Cuyamaca College's Academic Senate.

This is a living document that can be revised and adapted to better suit the needs and priorities as identified by faculty representatives.

1. We work to collectively empower faculty and students.
2. We share the responsibility of upholding Cuyamaca's Mission, Vision, and Values.
3. We support, value, and learn from each other.
4. We value each other's intellectual and emotional labor by working together to make meaningful use of our time and efforts.
5. We support pacing our work in ways that promote active learning, asking questions, and devoting time to share institutional knowledge.
6. We aim to be as transparent, honest, and constructive as possible.
7. We seek a balance of voices and understand that expressing different opinions is allowed and welcome.
8. We uphold that our personal experiences matter and must be respected and believed.
9. We center care in our work and collaborate on ways to build in care into our practices, processes, and policies
10. We aim to be proactive rather than reactive.
11. We strive to strengthen partnerships across our campus and the District.

Cuyamaca Academic Senate Constituency List

- Last Updated August 2025
- Maintained by the Cuyamaca Senate Officers Committee
- Please email Karen.Marrujo@gcccd.com with questions and corrections

2025-2026 Academic Senate Officers

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

2025-2026 Academic Senate Senators

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.
 - [Template: Email to Academic Senate Constituents](#)

Best Practices for Senators

- 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” listed above (and 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 Marrujo know!
- 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.

Fall 2025-Spring 2026 Senators and Constituencies

The table below lists the current senator, department chairs, and full-time faculty for all Academic Senate constituency areas. Senators for each constituency are expected to email all FT faculty in their area. This means senators should email the department chairs and full-time faculty listed below for their constituency. They are also encouraged to include Part-Time faculty in that area.

Constituency	Senator	Dept Chairs	FT Faculty
Business and Professional Studies	Joan Rettinger	<ul style="list-style-type: none"> Joan Rettinger (Para and RE) Michale Aubrey (Bus, Acct, Econ) Angham Yousif (BOT) 	<ul style="list-style-type: none"> Christopher OByrne
CIS, CADD Technology	Vacant	<ul style="list-style-type: none"> Tom Bugzavich (GD) William Saichek (CS) Annie Zuckerman (CIS) Brad McCombs (Auto) Howard Wagner (Auto) Keenan Murray (Surveying) Cyrus Saghafi (CADD) TBA (CWS) 	
Career Education	Amy Huie	<ul style="list-style-type: none"> Julie Godfrey (EHSM) Michelle Hernandez (CD) Amy Huie (OH) 	<ul style="list-style-type: none"> Tarah Roberti (CD)

Constituency	Senator	Dept Chairs	FT Faculty
Humanities, Philosophy and Religious Studies; Performing Arts; History, Social and Behavioral Sciences, and Fine Arts	Nancy Bahena (Proxy for Moriah Gonzalez-Meeks)	<ul style="list-style-type: none"> • Marissa Salazar (Social and Behavioral Sciences) • Moriah Gonzalez-Meeks (History) • Josh Eggleton (Art) • James Sepulvado (Music) • Taylor Smith (Music) • Teresa Hodges 	<ul style="list-style-type: none"> • Theodor “Asa” Enochs (Art) • Josue “Josh” Franco (Poli Sci) • Courtney Hammond • Rachel Jacob-Almeida (Soc) • Stan Rodriguez (Kumeyaay) • Pete Utgaard (History) • Steve Weinert (Psy)
English	Bri Brown	<ul style="list-style-type: none"> • Tania Jabour • Bri Brown 	<ul style="list-style-type: none"> • Marvelyn Bucky • Lindy Brazil • Carmen Cox • Mary Graham • Karen Marrujo • Kristin McGregor
Communication, ESL, ASL and World Languages	Karla Gutierrez	<ul style="list-style-type: none"> • Karla Gutierrez (WL) • Jennifer Smith (ASL) • Nannette Wier (Comm) • Laurie Woods (ESL) 	<ul style="list-style-type: none"> • Roula Aoneh (WL) • Guillermo Colls (ESL) • Manuel Mancillas-Gomez (ESL) • Lyn Nelon (ESL)
Exercise Science / Health	Jennifer Tomaschke	<ul style="list-style-type: none"> • Jennifer Tomaschke (ES/Kinesiology) • Scott Herrin (Health Ed) • Pat Thiss (Health Ed) 	<ul style="list-style-type: none"> • Laura Ratto • Robert Wojtkowski (ES)
Mathematics	Dan Curtis	<ul style="list-style-type: none"> • Rachel Polakoski • Dan Curtis 	<ul style="list-style-type: none"> • Annalinda Arroyo • Bryan Elliott

Constituency	Senator	Dept Chairs	FT Faculty
			<ul style="list-style-type: none"> • Christopher Navo • Lamia Raffo
Science and Engineering	<u>Vacant</u>	<ul style="list-style-type: none"> • Robert Anness (Chem) • Michelle Garcia (Bio) • Keenan Murray (Eng) • Miriam Simpson (Physics) 	<ul style="list-style-type: none"> • Fabienne Bouton (Bio) • Theresa Carlson (Chem) • Konstantin Choumiline (Earth) • Kim Dudzik (Bio) • Robert Dutnall (Chem) • Richard Jimenez (Bio) • Scott Stambach (Physics) • Glenn Thurman (Physics) • Terhea Williams-Patocka (Bio)
Counseling	Chris Torres	<ul style="list-style-type: none"> • My-Linh Nguyen 	<ul style="list-style-type: none"> • Fabiola Beas-Perez • Michelle Campusano • Anthony Griffin • Lena Heckbert • Raad Jerjis • Cindy Morrin • Jonathan Ng • Khrystyn Pamintuan • Christopher Torres • Vivi Ricardez Veasey
Special Services -	Asma Yassi	<ul style="list-style-type: none"> • My-Linh Nguyen (Counseling Chair) 	<ul style="list-style-type: none"> • Johnny Barner • Amaliya Blyumin • Liza Kakos • Nicole Keeley

Constituency	Senator	Dept Chairs	FT Faculty
			<ul style="list-style-type: none"> • Rachelle Panganiban • Osvaldo Torres • Asma Yassi
Library -	Rita Ghazala	<ul style="list-style-type: none"> • Matthew Chase 	<ul style="list-style-type: none"> • Rita Ghazala
Part-Time Senator-At-Large	Frantz Farreau	N/A	N/A
Part Time Senator-Instruction	Debra Hills	N/A	N/A
Part Time Senator Student Services	Octavio Leal	N/A	N/A

Template: Email to Academic Senate Constituents

This is a resource meant to be used if it is helpful.

Subject: **[DATE]** Academic Senate Meeting Notes and Updates

Hello constituents,

As the Senator representing **[AREA]**, I am here to share the latest updates from the last Academic Senate meeting which was held on **[DATE]**

Here are the notes from the latest Academic Senate meeting: **LINK TO MEETING NOTES**

The following are the action items coming for a vote at the next meeting:

-

In addition to the action items above, I would like to highlight the following pieces of information:

-

The next Academic Senate meeting is on **[DATE]**

Please provide any feedback by **[DATE]** so that I can share it at the next Academic Senate meeting.

Thank you.

**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.
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Role of Senators: Best Practices

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- 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

Parliamentary Procedure: The Basics of Robert's Rules of Order

- 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 faculty 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)

What is the Role of the Academic Senate?

“Academic Senate” refers to a governing body, at the local and state levels, with legal recognition and specific jurisdiction over academic and professional matters. The rights and responsibilities of the Academic Senate are established by law through [California Education Code](#) and [Title 5](#). Title 5 specifically assures “effective participation” among college constituencies in consultation with the governing board, while ensuring the Academic Senate president has direct access to the board agenda and membership without filtering.

The **Cuyamaca College Academic Senate** represents all campus faculty and provides the means for faculty to define, participate, engage and shape decision-making as it relates to "academic and professional matters" at the college. It does so by consulting collegially with both the college administration and the Governing Board (in line with [AB 1725](#), 1988) to either "rely primarily upon" or "reach mutual agreement." [BP 2510](#) defines which of the 10+1 (see [10+1: Academic Senate's Role in Academic and Professional Matters](#)) fall under the former or the latter in regards to the development of policies and procedures related to "academic and professional matters."

Our local Academic Senate is part of a statewide system of local community college senates that work in coordination with the statewide body known as the [Academic Senate for California Community Colleges \(ASCCC\)](#). The ASCCC acts to:

- Empower faculty to engage in local and statewide dialog and take action for continued improvement of teaching, learning, and faculty participation in governance;
- Lead and advocate proactively for the development of policies, processes, and practices;
- Include diverse faculty, perspectives, and experiences that represent our student populations;
- Develop faculty as local and statewide leaders through personal and professional development; and
- Engage faculty and system partners through collegial consultation.

10+1: Academic Senate's Role in Academic and Professional Matters

The "10+1" refers to the areas of purview granted to the Academic Senate in California Community Colleges. These areas of purview are defined by the California Education Code and provide the Academic Senate with a significant role in academic and professional matters.

[Title 5 § 53200 \(b\)](#) states: “Academic Senate means an organization whose primary function is to make recommendations concerning academic and professional matters. In Sections 53200 (c), "Academic and professional matters" mean 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
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

10+1 does not mean that faculty members have the final say on the matters listed above. It does, however, mean that the Academic Senate must have the space and opportunity to effectively engage in collegial consultation on matters listed in the 10+1.

Simply put, “collegial consultation” in this case means that 10+1 matters will rely primarily upon the advice and judgment of the Academic Senate. If not, then the Board and the Academic Senate have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations. In other words, excepting for cases with exceptional and compelling reasons, the Board must ordinarily accept the Academic Senate’s recommendation or work with the Academic Senate to reach a mutual agreement.

It is also 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.

Participatory Governance/Shared Governance

“Participatory governance,” sometimes referred to as “Shared governance,” is the structure and process whereby employees and students participate equitably and collegially in the decision-making processes of the college.

“Shared governance” is not a term that appears in law or regulation. [Education Code §70902\(b\)\(7\)](#) calls on the California Community Colleges Board of Governors to enact regulations to “ensure faculty, staff, and students...the right to participate effectively in district

and college governance” and, further, to ensure “the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”

The intent of the legislature in enacting this section of [AB 1725 \(Vasconcellos, 1988\)](#) was “to authorize more responsibility for faculty members in duties that are incidental to their primary professional duties” and to assure that “increased faculty involvement in institutional governance and decision making” does not conflict with faculty rights in collective bargaining (Section 4n). The role of faculty in shared governance is overseen by and conducted through the Academic Senate, and, within shared governance, faculty have purview over 10+1 matters (see [10+1: Academic Senate’s Role in Academic and Professional Matters](#)).

Overall, the goal of shared governance is to include representatives of all college constituencies affected by these decisions within the decision-making processes. All campus constituents have a role: Students, Staff, Faculty, and Administration at college and District level.. Thus, shared governance relies on the following:

- Transparency and Accountability;
- Collaborative Decision-Making;
- Collective Problem-Solving; and
- Inclusive Representation.

Shared Governance at Cuyamaca College Campus Level

At **Cuyamaca College** specifically, the committee structure includes representation from the four campus constituencies (Faculty, Classified, Students, and Administrators) and is organized to allow consideration of ideas from every area of the College and, where appropriate, of proposals to be recommended for action.

This means that recommendations and routine business will flow from one participatory governance committee to another until it has received the necessary review and has consequently developed or matured into something that can eventually be made actionable by our college president and then forwarded to the respective Vice Presidents and Deans for implementation.

The Cuyamaca College Council (CCC) is the primary participatory governance body for the college, which ensures an effective governance structure and transparent communication with and from all governance and constituency groups. appropriate governance councils. The College President, Classified Senate President, and the Academic Senate President are the tri-chairs of CCC.

Remember, within the shared governance structure, the Academic Senate represents faculty, and faculty representatives in shared governance committees report back to the Senate. Our Academic Senate consists of a series of committees that enable faculty to fulfill responsibilities under faculty purview as outlined in AB 1725 and Title 5. Simply, the Academic Senate committees provide spaces to dialogue, debate, decide, vote, and act upon the ‘10+1,’ which articulates what is meant by "academic and professional matters." In addition to the

standing committees, the Academic Senate will at times form a task force, workgroup, or sub-committee to address particular areas of the 10+1.

As the Academic Senate is the representative body for faculty, all faculty appointments (including those to hiring committees) must be made by the Academic Senate. The members of the Senate Officers Committee (SOC), who are elected by faculty through a campus-wide election process, function as the Academic Senate's executive. SOC is responsible for making faculty appointments to committees in a timely manner and reporting back to the Academic Senate body.

Shared Governance at the GCCCD District Level

Collegial consultation at the Grossmont-Cuyamaca College Community College District (GCCCD) and the Cuyamaca College campus is organized through a committee structure.

The Cuyamaca Academic Senate represents Cuyamaca College faculty at the district level as well as the campus level. The Academic Senate President and/or designees serve on district-level committees and meet with District leadership in order to communicate the needs and views of Cuyamaca faculty. The Academic Senate president attends all Board meetings and presents a constituent report on behalf of the campus Senate. In addition, the Cuyamaca Academic Senate President works to establish and maintain a strong and collaborative relationship with the Grossmont College Academic Senate.

It is essential that the campus Academic Senate leadership connect campus faculty to district-level issues and conversations. District-level information is usually related to the Academic Senate meetings through the President's Report or through visits from colleagues working in the District.

A helpful resource for those wishing to stay up to date with the work of our Board of Trustees is the page with the [Grossmont-Cuyamaca Community College District Governing Board Agendas and Documents](#). For the list of the District's committees and councils along with their charges and compositions, please see [GCCCD's Councils, Committees & Taskforces Intranet Page](#).

The Brown Act

The Key

- A commitment to openness and access to information as opposed to mere compliance with the law

What does the Brown Act cover?

- The Brown Act applies to the meetings of all legislative bodies (GC 54952) which includes:
 - The Board of Trustees
 - Any subcommittee or task force created by the Board with a majority of Board members serving on the group
 - Any subcommittee or task force created by the Board which has a definite, ongoing charge (either decision-making or advisory) OR has a regular meeting schedule set by the Board, regardless of Board membership
- A meeting of a legislative body (GC 54952.2) occurs whenever a majority of members gather to discuss business within their charge. A majority can meet in the following provided they do not discuss among themselves any business within their charge.
 - attendance at a conference
 - an open meeting of some other group to address local issues (even a Board-recognized group under the definition of "legislative bodies")
 - social gatherings

Agendas

- Include time and place
- Post agenda 72 hours before meeting.
- Special meetings require 24 hours notice and are limited to agenda items.
- Allow for public comments before or during discussion of agenda items
- Include all action items on the agenda, with a brief description.
- Use resolution format for action items.
- Have a first reading at a meeting before action is taken at the subsequent meeting.

Meetings

- All meetings are open; closed session are for litigation (e.g. the senate is or will be sued), personnel matters (e.g. senate has the responsibility for evaluating a senate employee) or negotiating with a bargaining agent (the senate does not do this).
- All votes are open; no secret ballots.
- Action is limited to those items on the agenda.
- *Exception: action may be taken on a non-agenda item, but this requires:*
 - *that the need for immediate action was discovered after the agenda was posted, and*
 - *a vote of two-thirds of members present if more than two-thirds of the total membership are present, or a unanimous vote if less than two-thirds of the total membership are present.*

- Members may respond to public comments but not take action (time limits may be used).
- All items distributed by the Senate before or during meetings must be available to the public at the meeting (reasonable fees may be charged for duplication).
- *Exception: items under Title 1 Sections 6253.5, 6254, or 6254.7.*
- Bring extra copies of documents.
- If others bring items to distribute, offer to send copies later to those who request them in writing.
- Be careful what you distribute at meetings-these are now public documents.
- Use the public comments section of the agenda for items not on the agenda.
- Keep discussion within the scope of the agenda item.

Robert's Rules of Order: The Basics

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

Basic Principles

- 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
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial.

Basic Definitions

- Motion – A formal proposal made to bring a subject before an assembly for its consideration and action.
 - Begins with “I move that...”
- Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”
- Amendment – Before the vote is taken on a motion, it may be amended by:
 - Striking out words
 - Inserting or adding words
 - Striking out words and inserting others in their place
 - Substituting one (1) paragraph or resolution for another
- Presiding officer/Chair – The individual who facilitates the meeting, usually the President.
 - In the absence of the President, the Vice President is next.

Role of the Presiding officer

- To introduce business in proper order per the agenda
- To recognize speakers

- To determine if a motion is in order
- To keep discussion focused on the pending motion
- To maintain order
- To put motions to a vote and announce result

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when: Discussion has ended, or A 2/3 vote closes debate.
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “no”
- The chair announces the result

General rules of Debate for small Boards

- All discussion must be relevant to the immediately pending question
- All remarks should be addressed to the chair – no cross debate is permitted
- Debate must address issues not personalities
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly

Adjunct Committee Pay Procedures

1. Adjunct responds to committee service request via email. Discusses with Department Chair/Coordinator as a courtesy.
2. VP of Academic Senate will contact adjunct about acceptance to committee upon approval from SOC. The Division Dean and Dean's Admin Assistant will be Cc'd. The following information is to be included on the email:
 - a. Which committee
 - b. Length of term
 - c. How often it meets
 - d. # of hours per meeting
3. The Administrative Assistant will prepare the hire form. If serving a committee appointment of 2 years, **the Hire Form must be re-submitted each year** (the annual cycle is July 1-June 30).
 - a. Note: Deans and Admin Assistants can always refer to the Academic Senate webpage to verify committee membership on Academic Senate and Senate Officers Committee (click Senators link), and to the Committees link on the intranet for the other eligible committees under the blue Committees Membership tab. You may also contact the Academic Senate Vice President as well.
4. Upon approval of the hire form, the adjunct must do the following weekly (or after each committee meeting) for pay:
 - a. Get Time Verification Form initialed each meeting by Committee Co-Chair. (Form can be found on Academic Senate website under Part Time Committee Pay.)
 - b. Deliver Verification form to Dean's Office.
 - c. Log into Workday to submit timesheet (you can do this from home now). See Time Entry Document for directions. (Found on Academic Senate website under Part Time Committee Pay.)

Important

*Time must be entered in Workday before the pay period ending, which is typically the 10th of each month. Failure to do so will lock you out for that month, and you will have to contact Human Resources in order to get your time entered.

*DO NOT SELECT ADJUNCT CUYAMACA under Position. Select **Academic Senate** regardless of the actual committee you are serving on. If you prefer, you may enter your specific committee name in the comments section.
Also, under Time Type, select Non-Classroom Hours.

Note Part-time faculty can get up to 2 hours of flex time per semester for serving on a Cuyamaca committee. However, these 2 hours cannot also be claimed for payment. Please do not "double dip".

The following is a list of the committees to be compensated as approved by the Academic Senate and mutually agreed upon by the President's Extended Cabinet.

Committee	Length of Term	How Often it Meets	# of Hours Per Meeting	# of Hours Per Month
Academic Senate	One Year	Bi-Monthly	1 Hour 45 Minutes	3.5
Curriculum Committee	Two Years	Bi-Monthly	2 Hours	4
Institutional Effectiveness Council	Two Years	Bi-Monthly	1 Hour 30 Minutes	4
Program Review Steering Committee	Two Years	Bi-Monthly	2 Hours	4
Senate Officers Committee	One Year	Weekly	1 Hour 30 Minutes	6
Student Success & Equity Council	Two Years	Monthly	2 Hours	4

11.4 of Faculty Contract pg 55

Part time faculty who are approved either by a college administrator or academic senate president to perform shared governance committee service shall be compensated for such service at a rate equal to step one (1) of the Non-Classroom Activities Performed by Part Time Staff salary schedule. Faculty must present documentation of the committee assignment. Hours must be recorded on an hourly timesheet and submitted through the appropriate dean's office in accordance with the district's monthly payroll timeline.

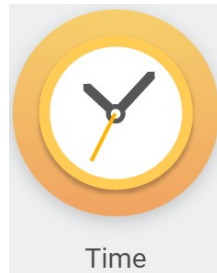


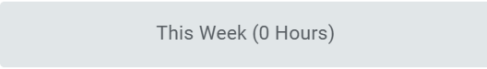
Time Reporting - Entering Academic Senate Hourly Workers

Enter Time

From a computer:


1. Log into Workday. – click [here](#) for the link to the site. Click [here](#) for login instructions.
2. From the Home page, click the **Time** icon.



3. Select  in the Enter Time section.

4. Click  at the bottom left of the screen and select **Quick Add**.

5. Click the **Positions** dropdown menu and select the **"Academic Senate"** position to report the hours worked.

6. Click  in the **Time Type** field to select the Non-Classroom Hours entry code for the position you are reporting.

7. Click .

8. Enter the total hours worked each day for the work week (Monday – Sunday) as applicable.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

9. Click  to add the time.

10. The time blocks will populate on the weekly time entry page. The time will remain on the time entry page until it is submitted.



Time Reporting - Entering Academic Senate Hourly Workers

Mon 10/23 Hours: 4	Tue 10/24 Hours: 0	Wed 10/25 Hours: 5	Thu 10/26 Hours: 0	Fri 10/27 Hours: 2
Non-Classroom... 4 Hours ⌚ Not S...		Non-Classroom... 5 Hours ⌚ Not S...		Non-Classroom... 2 Hours ⌚ Not S...

11. The totals of all hours entered that week will display at the top. Non-Classroom hours will display under Regular Hours in the totals at the top of the page.

Regular Hours	Market Additive	Time Off	Grand Total
11	0	0	11

Submit

12. Once all time is entered for the week, click [Submit](#) to forward for approvals. Only submit time for approval on a weekly basis during your last working shift.

Part Time Committee Service Time Verification Form

Name: _____

Committee: _____

	<u>Date</u>	<u>No. of Hours</u>	<u>Committee Chair Initials</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Committees compensated:

Administrative Program Review & Planning
Academic Senate
Curriculum Committee
Executive Program Review & Planning
Institutional Effectiveness Committee
Instructional Program Review & Planning
Professional Development
Senate Officers Committee
Student Services Program Review & Planning
Student Success & Equity Committee