

**BYLAWS OF THE FACULTY SENATE OF THE
UNIVERSITY OF THE DISTRICT OF COLUMBIA
COMMUNITY COLLEGE**

(Approved by Faculty October 18, 2010)

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PREAMBLE

The Faculty Senate of the University of the District of Columbia Community College is part of the shared governance structure which is an essential right and responsibility of a scholarly community. It is a governing body with sufficient autonomy to assure academic integrity and to fulfill its responsibilities of policy and resource development consistent with the mission of the institution. Through duly constituted legislative processes, it provides for the exercise of the faculty's fundamental role in academic decisions, the implementation and preservation of academic standards, and promotion of the welfare of students. The interdependence and cooperation of administration, faculty and governing board are essential to legitimate and effective governance.

ARTICLE I NAME

This academic governance of the University of the District of Columbia Community College, also known as UDCCC, is called the UDCCC Faculty Senate.

ARTICLE II PURPOSE

The UDCCC Faculty Senate is organized to provide a venue for discussion and deliberation and to propose rational (supported by documented research and academic scholarly practice) decisions regarding academic issues critical to achieving the mission and core values of the College.

ARTICLE III FUNCTIONS OF THE UDCCC FACULTY SENATE

SECTION 1 Responsibilities of the UDCCC Faculty Senate

The UDCC Faculty Senate shall have responsibility, subject to guidelines and policies established by the Board of Trustees of the University the District of Columbia (BOT/UDC) to formulate and recommend (encompasses review, comment, suggest, amend, approve, and reject) policies pertaining to the operation of the Community College including the following:

* Changes made to reflect the name change from CCDC to UDCCC and Academic to Faculty

- A. Establish the academic standards of the College.
- B. Set qualifications for degrees, requirements for matriculation, and scholarship standards.

- C. Review the operations of the College curriculum; approve new curricula and courses.
- D. Review and approve modification of existing curricula, and recommend termination of programs.
- E. Determine, review, and recommend all policies dealing with instruction, academic calendar, and academic professional standards.
- F. Create such standing and ad hoc committees as are deemed necessary to carry out the functions of the UDCCC Faculty Senate.
- G. Create bylaws for its own operations consistent with its governance plan and the policies and bylaws of the UDC Board of Trustees.

ARTICLE IV MEMBERSHIP

SECTION 1 Membership

Voting membership shall be the following: One full-time faculty representative from each academic program area and one teaching representative from Workforce Development and Lifelong Learning.

Non-voting membership shall be the following, serving as *ex officio*:

- The Dean of Academic Affairs of the Community College
- One representative from the UDC Faculty Senate

SECTION 2 Elections

Elections to the UDCCC Faculty Senate and for leadership positions in the UDCCC

Faculty Senate shall be:

- A. Department / program elections of Senators shall be held yearly during the fourth week of August or not later than September 10th and elected members shall take their seats at the first meeting of the UDCCC Faculty Senate in the month of September.
- B. All full-time faculty or WDLL members who hold faculty rank in a department/program are eligible to vote in an election for faculty representatives in that department/program.
- C. Elections to the UDCCC Faculty Senate shall be staggered, with half of the seats up for election in even years, and half in odd years.

- a. The initial UDCCC Faculty Senate election took take place in August 2010.
- b. The UDCCC Faculty Senate shall hold leadership elections at its first meeting in September.

SECTION 3 Terms of Office UDCCC Faculty Senate

The terms of office shall be:

- A. Elected representatives shall each serve a term of two years and be elected for no more than two consecutive terms; terms beginning August 2010.
- B. An elected representative shall not be eligible for re-election or to fill vacant or unexpired terms for a period of two years following completion of that representative's elected term.
- C. A full-time member of a program area/cluster who does not hold an administrative appointment or serve as cluster coordinator shall be eligible to serve as an elected faculty representative.
- D. Vacancies shall be filled by special election (within 30 days of the vacancy) and shall be for the remainder of the term of the replaced representative.
- E. A faculty representative who transfers from a program area shall be ineligible to continue to serve as a representative of the program from which the faculty representative transferred.

SECTION 4 List of Programs that Elect Representatives

- Education
- English
- Languages
- Mass Media, Visual and Performing Arts
- Biology and Environmental Sciences
- Chemistry and Physics
- Mathematics
- Nursing and Allied Health
- Computer Science and Information Technology
- Engineering, Architecture and Aviation Maintenance Technology
- Business Management and Hospitality

- Automotive Technology
- Construction Management
- Fashion Merchandising
- Liberal Studies
- Workforce Development and Lifelong Learning

SECTION 5 Conduct of Voting Representatives

Voting Representatives of the UDCCC Faculty Senate shall conduct themselves thusly:

- Voting representatives must give notice to the Secretary in the event that they must be absent from a UDCC Faculty Senate meeting. Such a notification, with good cause, shall constitute an excused absence.
- Any elected representative with two or more unexcused absences in an academic year will be removed from membership on the UDCC Faculty Senate.
- Senators shall provide a monthly report of UDCC Faculty Senate activities to their department/program unit.

ARTICLE V OFFICERS

SECTION 1 Officers

- A. The **Chair** shall be elected from the full-time faculty representatives by majority vote of those present and eligible to vote, excluding abstentions, at the first fall semester meeting of the UDCCC Faculty Senate held for the election of officers, a quorum being present.
- B. The **Vice-Chair** shall be elected from the full-time faculty representatives by majority vote of those present and eligible to vote, excluding abstentions, at the first fall semester meeting of the UDCCC Faculty Senate held for the election of officers, a quorum being present.
- C. The **Secretary** shall be elected from the members of the UDCCC Faculty Senate by majority vote of those present and eligible to vote, excluding abstentions, at the first fall semester meeting of the UDCCC Faculty Senate held for the election of officers, a quorum being present.
- D. No member of the UDCCC Faculty Senate shall hold more than one office concurrently.

- E. The term of office shall be two years. If a vacancy should occur, it shall be filled by special election (within 30 days of the vacancy) and shall not exceed the term of the officer being replaced.
- F. An officer of the UDCCC Faculty Senate may be impeached by a vote of two-thirds (2/3) of the full voting membership. See Article IV of Section 5.

SECTION 2 Duties of the Officers

- A. The **Chair** of the UDCCC Faculty Senate shall:

Preside at meetings of the UDCCC Faculty Senate, shall chair the Executive Committee, serve as representative to the UDCCC Faculty Senate and shall perform other duties as required by vote of the UDCCC Faculty Senate.

Appoint committees and committee chairs as necessary.

- B. The **Vice Chair** of the UDCCC Faculty Senate shall:

In the absence of the Chair, preside over meetings of the UDCCC Faculty Senate and the Executive Committee.

- C. The **Secretary** of the UDCCC Faculty Senate shall:

Serve as custodian of the official records and correspondence of the UDCCC Faculty Senate and shall keep and maintain the minutes and record of the proceedings.

With the approval of the Chair, the secretary shall forward a copy of the minutes and record of the proceedings to the Dean of Academic Affairs and post the minutes and record of the proceedings on the UDCCC Faculty Senate website within five (5) business days of all meetings, and shall ensure notice of meetings and other notices are sent to every member of the UDCCC Faculty Senate. The UDC Community College shall provide adequate logistical support and physical space required for the duties of the Secretary.

ARTICLE VI MEETINGS

SECTION 1 UDCCC Faculty Senate Meetings

Meetings of the UDCCC Faculty Senate shall be conducted thusly:

- A. Regular meetings of the UDCCC Faculty Senate shall be held during the third week of every month of the academic year.
- B. All meetings of the UDCCC Faculty Senate and its committees shall be noticed to all members and shall be open to the UDC Community College community.

- C. All matters duly noticed and properly before the UDCCC Faculty Senate, a quorum being present, shall be decided by majority vote of those present and eligible to vote, excluding abstentions, at a duly called meeting.
- D. The conduct of meetings of the UDCCC Faculty Senate shall be governed by *Robert's Rules of Order, Newly Revised* (latest revision).
- E. The Secretary shall inform the Dean of Academic Affairs and members of the UDCCC Faculty Senate and the Community College community of the schedule of all Faculty Senate meetings.
- F. The UDCCC Faculty Senate shall function through the actions of its members only, taken in duly called and noticed meetings.

ARTICLE VII COMMITTEES

SECTION 1 Responsibilities of Committees

- Each committee is responsible for preparing a written report and presenting the report to the full UDCCC Faculty Senate.

SECTION 2 Executive Committee of the UDCCC Faculty Senate shall:

- Establish the agenda of each regular meeting of the UDCCC Faculty Senate and shall be composed of the Chair, Vice-Chair, the Secretary, and the chairs of the Standing Committees. The Executive Committee is established for the purpose of managing the operation of the Faculty Senate including scheduling meetings, setting the agenda, and other activities as required.

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SECTION 3 Standing and Ad Hoc Committees

The Standing Committees of the UDCCC Faculty Senate will be:

- **Academic Standing Committee** – Recommends regulations and policies concerning academic standing, matriculation processes, degree requirements, grading system, academic appeals, and makes recommendations to the UDCCC Faculty Senate regarding the academic calendar.
- **Assessment Committee** – Will assist the Dean for New Program Development and Compliance and the Dean of Academic Affairs with the development and utilization of well documented, systematic processes to monitor, evaluate, and revise the substance and delivery of the curriculum and to assess the impact of the curriculum on learning. The committee will assist in the monitoring of the implementation and progress of the assessment structure, reviewing of assessment reports, and making recommendations to the Curriculum Committee for changes in programs and in courses of instruction. The committee will seek input from all

appropriate stakeholders, including employers, and utilization of data from instruments such as the Community College Survey of Student Engagement (CCSSE) and student exit surveys.

- **Academic Policies and Curriculum Committee** – Shall assist the academic program clusters and the College in ensuring that the curriculum and programs are state-of-the-art and consistent with the mission of a community college, particularly in meeting the needs of local industry and District residents. The committee will recommend academic policies for issues directly related to instructional matters, curricula and advising; provide recommendations for distance/on-line learning curriculum; develop plans for improving the College’s curricula and programs; evaluate proposed program changes and new program proposals and make recommendations for adoption. The committee will also assist in the review of general education curriculum and make recommendations to the UDCCC Faculty Senate.
- **Faculty Development Committee** – This committee supports faculty by identifying strategies to help promote best practices in pedagogy and resources for research and professional development. The committee will also help faculty keep abreast of trends and best practices in teaching and learning strategies; and identify publication and presentation opportunities, funding sources, and emerging research.
- **Promotion, Evaluation, and Tenure Committee** – As described in the 6th Master Agreement, the committee shall develop recommended standards and weights to be used in evaluating faculty and assessing applications for promotion and tenure. Once a new Master Agreement is adopted, based on any new changes or adoptions in the contract, the committee will amend its charges accordingly to ensure its alignment with the new agreement. Unless otherwise noted, this committee shall be represented by at least one representative from each of five (5) academic program clusters.
- **Research – Institutional Review Board (IRB) Committee**- This committee exists for the protection of human subjects and requires faculty and students conducting research to submit their research proposals for review. This committee will develop and recommend guidelines and forms for exempt, expedited, and regular/full reviews to be approved by the chief academic officer. The committee shall propose amendments to guidelines, procedures, and processes consistent with federal regulations and College policies.
- **Student Grievance Committee** – Shall develop and recommend Community College policies and procedures for handling student grievances, including appeals. The committee will investigate and make recommendations regarding individual student grievances. In alignment with the UDCCC Student Handbook, the committee should be prepared for: (1) two members of the committee, selected by the faculty, to serve on the College Judicial Hearing Committee with

respect to student academic misconduct; and (2) one member of the committee, appointed by the Dean, to serve on the hearing committee for non-academic misconduct. The committee will determine the merits of students being present at grievance hearings and make recommendations to the Faculty Senate.

- **Technology Committee** – Shall identify strategies to integrate technologies into instruction and student learning. The committee will collaborate with other standing committees, where appropriate, to provide workshops and seminars on emerging technologies and utilization of such, while also providing guidance on assessing the impact of technology on instruction and student learning – this includes recommendations for instructional design of on-line courses and assistance with the development and growth of on-line education. The committee will also help to identify resources/funding to support technology-enhanced instruction, and recommendations for the different ways in which technology can be used in academic support services and programs.

Section 4 Committee Structure and Appointments

- Committees shall be established at the beginning of the academic year. The Secretary for the senate shall circulate committee sign-up sheets. Both full-time and adjunct (temporary) faculty are eligible to serve on all committees. Chairs of the committees shall be members of the Senate and elected by members of their respective committees. They shall serve for a term of two years. Adjunct faculty may serve as members of committees but may not chair a committee.
- The UDCCC Faculty Senate may create and dissolve ad hoc committees by majority vote of those present and eligible to vote, excluding abstentions, a quorum being present.

ARTICLE VIII AMENDMENTS TO BYLAWS

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds majority of the UDCCC Faculty Senate at any regular meeting or at any special meeting. Amendments must be introduced at a duly called meeting of the Academic Senate, circulated for 30 days and be voted upon at the next duly called meeting of the UDCC Faculty Senate.