

3. Chair the Faculty Business Committee
4. Have a working knowledge of the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, and AB 1725
5. Assist the President with the performance of duties within the office, when necessary
6. Perform additional duties or attend trainings as may be required by the office, or at the request of the President or the Academic Senate

SECTION 3: SECOND VICE PRESIDENT

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1. Serve as member of Senate Executive Committee for one year of the new term
2. Advise current Senate President

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 Membeto

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 and Academic Senate Representation on 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

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)-4(e Committee)-3(s)-2(a)

2. Faculty Business Committee
3. Professional Development Committee

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

1. Curriculum Committee
2. Student Success Standards Committee

SECTION 2: SHARED GOVERNANCE STANDING COMMITTEES

Shared Governance Committees are es0 GTdBT/F2 10.98sTf1ITT

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 on the District website. District standing committees are:

1. Facilities Planning Committee
2. Staff Development Committee
3. Diversity, Equity, and Inclusion Committee
4. District 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. 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 a duration not to exceed one semester. If the need continues to exist, the Senate may reestablish the ad hoc committee.

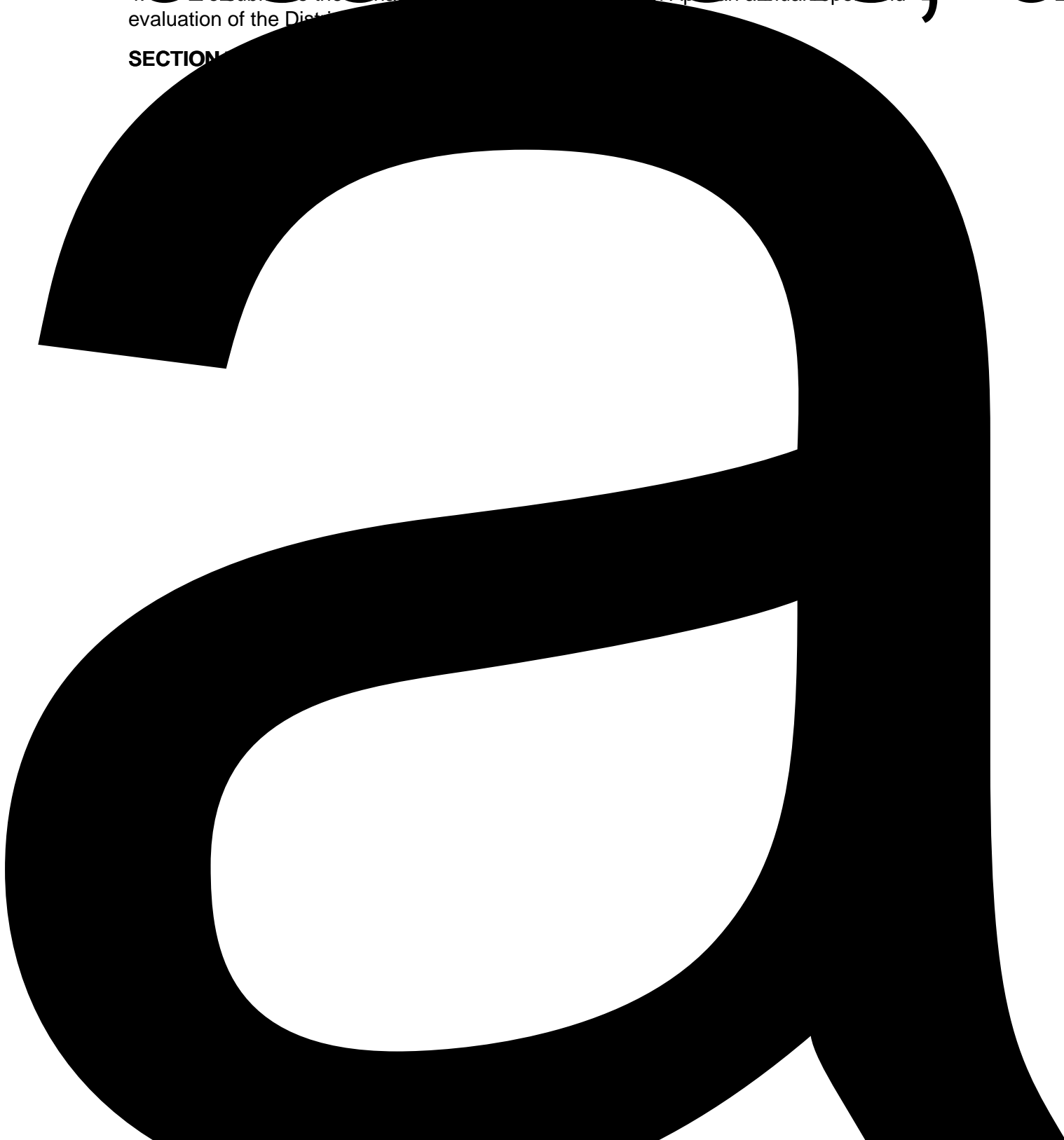
SECTION 6: COMMITTEE

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 to Senate review any actions of the committee that might have significant impact on the faculty, students, or college.

4. To submit to the Senate Faculty Committee each April an annual report and evaluation of the District.

SECTION



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

SECTION 3: PROFESSIONAL LEARNING COMMITTEE

Charge: The Professional Learning Committee shall be concerned with faculty

The members of the Student Success Standards Committee shall create, research, review, and make recommendations on the following areas of interest:

1. Policies and procedures for student admission to Napa Valley College and Napa Valley College guidelines for placement into courses. This includes, but is not limited to, programs and initiatives related to the implementation of self-placement tools in response to AB 705 (English, Math, and ESL).
2. Policies and procedures involving academic 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. Effective practices in providing instruction and support services to students.
4. Effective institutional practices and infrastructures for promoting the attainment of educational and job training goals, including among disproportionately impacted students and other groups with historically inequitable outcomes. This includes, but is not limited to, programs and initiatives related to student success and student experience (e.g. Guided Pathways Initiative, etc.)
5. Create and implement Learning Outcomes Assessment policies and practices college-wide.

SECTION 5: CURRICULUM COMMITTEE

Charge: The Curriculum Committee shall evaluate and make recommendations on

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 Student Success Standards 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 for approval. Minutes and agendas of all meetings shall be sent to the campus staff.

SECTION 6: FACULTY EVALUATION COMMITTEE

Charge: The Faculty Evaluation Committee will implement the Contract Faculty Evaluation Process. In addition, the committee is charged with maintaining the Regular, Contract, and Adjunct Faculty Evaluation Process guidelines.

Membership: The committee will be chaired by the 2nd Vice President of the Academic Senate. The Committee will consist of Tenured Academic Senate members who will be assigned as Chair on contract faculty evaluation Review Teams. Whenever possible, assignment will be limited to a maximum of chair on two teams.

The Faculty Evaluation Committee Members shall:

1. Understand all aspects of the Contract Faculty Evaluation Process.
2. Attend a training on the Contract Faculty Evaluation Process. (A group training will be provided on fall flex day.)
3. Implement the Contract Faculty Evaluation Process by serving as the Chair on contract faculty Review Teams.
- 4.

hoc committee will be formed to accomplish that task.

SECTION 7: DISTANCE EDUCATION AND EDUCATIONAL TECHNOLOGY COMMITTEE

Charge: The Distance Education and Educational Technology Committee shall be concerned with matters regarding technology as it impacts instruction and instructional needs.

Responsible to: Academic Senate and liaison to the District Technology Committee

Membership:

The committee shall consist of the following members:

- One faculty chair, Academic Senate Member and current DTC member
- Academic Senate member and current DTC member
- Academic Senate member, Faculty Librarian
- Academic Senate member, Distance Education Coordinator
- Academic Senate member
- Academic Senate member
- Dean Language Arts, Library, Social Sciences (non-voting)
- Student Representative (non-voting)
- Classified Representative: Distance Education Technician (non-voting)

Distance Education and Educational Technology Committee shall:

1. Review and recommend resources for face-to-face and online classroom technology assistance.
2. Survey and prioritize instructional technology needs.
3. Co-develop and advise on IT outreach and training for faculty.
4. Recommend, monitor, and review educational software.
5. Recommend guidelines for face-to-face and online classroom technology standards.
6. Develop and recommend guidelines for classroom technology crisis management and response.
7. Recommend budgeting priorities towards campus-wide Technology Infrastructure.
8. Regularly review and publish guidelines for best practices in distance education.
9. Assist with assessment of how distance education meets accreditation standards and make recommendations as needed.
10. Coordinate and schedule peer observation course reviews once every 6 years for each faculty member teaching in the mode of distance education.

Article VI: Shared Governance Committees, Structures, & Responsibilities

SECTION 1: PLANNING AND BUDGET COMMITTEE

Charge: The Planning and Budget Committee shall oversee all college planning, and

oversee, monitor, and make recommendations relative to the NVC budget.

Membership: The Committee shall consist of the following Academic Senate members: 10 faculty representatives and a Faculty Co-Chair.

Non-Senate members are the District Co-Chair, Assistant Superintendent/Vice President of Academic Affairs, Assistant Superintendent/Vice President of Student Affairs, Senior Director of Facilities, 2 administrative representatives, 2 classified representatives, and 2 ASNVC representatives. The Planning and Budget Committee shall:

1. Review, revise, and recommend to the Board of Trustees the vision and 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.

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Appendix

Suggested Order of Business

Welcome (1 minute)

Adoption of the agenda (1 minute)

Adjustments to the agenda: at this time, any item can be removed from the consent agenda by any senator and moved to the action agenda to allow for discussion on the item.

Minutes: correction and adoption of the minutes of the previous meeting.

Public comment: not to exceed 3 minutes. time may be extended by the president or by approval of two-thirds of those present.

Announcements: not to exceed 3 minutes. time may be extended by the president or by approval of two-thirds of those present.

Information agenda: items placed on the information agenda may involve discussion, but no action will be taken.

Discussion agenda: following discussion, items may be moved to the action agenda of a subsequent meeting or carried over for further discussion. if a discussion item is marked as urgent on the agenda, it may be placed on the action agenda for the current meeting with approval of two-thirds of those present.

Action agenda: items must come from the discussion agenda of a previous meeting, be carried over from a previous action agenda.

Consent agenda: the consent agenda will be treated collectively as one action item. at the request of any member of the senate an item will be removed from the consent agenda to the action agenda to allow for discussion.

Reports: report and other senate committee reports.

Adjournment.