



Charter for: The Academic Senate

Purpose:

The purpose of the Academic Senate will be to provide faculty input and advice to the administration concerning issues of College-wide educational philosophy, College-wide academic policy, and priorities in the College-wide deployment of capital or financial resources, except as covered by the scope of collective bargaining. The Senate will be proactive and collaborative in its approach, seeking consensus whenever possible, and will foster and support effective and transparent communication with the college community. Student learning is the ultimate goal of this body.

Chartered By: Jack Bergeron, Interim Provost, 12/21/2012

Membership:

- The Provost
- At least 75% of the Senate, not counting student members, shall consist of teaching faculty and academic professionals, with both adjunct and full-time being eligible. Up to 25% of this group may be Probationary with at least one year of experience at LCC. The rest must consist of those with non-Probationary status.
- Elections shall be for staggered three-year terms. Each division or department shall elect 1 senator by a majority vote through an election process determined by the academic department or unit. Departments with more than 30 FTE of all faculty members are entitled to 2 senators. Both probationary and non-probationary faculty members can vote. There shall be 3 at-large senators of any rank who are qualified to run, elected by everyone who is qualified to vote. For the purposes of this charter, "academic departments" are identified in the attached list.
- The Officers of the Academic Senate shall include a President, a Vice President, and a Secretary.
- MAHE Executive Officers shall not be eligible to serve in the Academic Senate during their term of office.
- College administrators are not eligible to serve as Officers of the Senate
- Each division shall have 1 Non-Probationary Administrator representative
- 2 Student Members

Scope:

- Creation and annual review of the Academic Master Plan
 - Collaborate on issues regarding curriculum, program, college/division reorganization
 - Provide input to the college before decisions are made regarding educational issues, capital improvements, and deployment of financial and human resources (including grant funding) as time permits
 - Communicate and closely work with the President and the Provost
 - Establish and coordinate the functions of Academic Senate sub-committees
 - Have the authority to request and obtain in a timely manner institutional information and data needed for effective decision-making
 - Provide input regarding Full-Time Faculty Prioritization
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- Propose AQIP and other college-wide projects that help set the direction of the college
- Define its own constitution and bylaws, including, what is expected of the senators, including: roles and responsibilities; quorum requirements; etc.
- Effectively and frequently communicate with the college community in an honest and transparent manner in order to promote trust
- Provide input regarding policies regarding faculty professional development activities, student preparation, student success, grading standards, standards for student rights and responsibilities, discipline, and academic probation
- Recommend a framework for faculty participation in the selection and retention of chairpersons, deans, provost, and president
- Collaborate and coordinate with other college bodies

Operational Procedure:

To promote transparency and trust, the Academic Senate meetings shall be open to everyone, including non-voting college and community members. The minutes of the meetings will reflect reasoning behind decisions and recommendations and will be accessible by all. A web site shall be maintained by the Academic Senate. Only the Officers of the Senate shall be able to update the web site contents.

The administration understands and values full participation of the faculty and administrators in the Academic Senate and will thus strive to accommodate faculty schedules to facilitate Academic Senator attendance at the Academic Senate meetings. The Officers of the Academic Senate are entitled to receive 2 hours of released time in the spring semester of 2013, to be re-evaluated in May 2013. The President of the Academic Senate shall receive a minimum of 4 hours of released time in the spring semester, to be re-evaluated in May 2013. Adjunct faculty member Senators shall be compensated at 1/2 of their adjunct rate.

Revised 3/1/13

Revised 11/18/22

List of Academic Departments for Academic Senate Purposes

- Academic Affairs Division
 - CTE
 - CDS
 - Library
 - Tutoring
 - Arts & Sciences Division
 - School of Business & Economics
 - Communication, Media & the Arts
 - English
 - Mathematics & Computer Science
 - Science
 - Social Science and Humanities
 - External Affairs, Development and K-12 Operations Division
 - Early College
 - Continuing Education and Workforce Development
 - Business & Community Inst
 - Finance, Administration, and Advancement Division
 - Information Technology
 - Health and Human Services Division
 - Allied Health and Human Service Careers Department
 - Community Health and Nursing Department
 - Physical Fitness and Wellness Department
 - Technical Careers Division
 - Applied Manufacturing Technologies
 - Computer Information Technologies
 - Design and Construction Technologies
 - Public Service Careers
 - Transportation Maintenance Technologies
 - Utility and Energy Systems
 - Student Affairs Division
 - Advising
 - Counseling
 - Financial Aid
 - Registrar
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