FACULTY SENATE

BYLAWS

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ARTICLE I – NAME

Section 1–Name

The name of this organization shall be known as The Faculty Senate of Niagara County Community College. Although Administration and students shall have a voice on the Senate, faculty membership shall comprise the majority.

ARTICLE II – PURPOSE

Section 1–Function

The function of the Senate shall be to provide an opportunity for the members thereof to discuss all matters they deem of general college interest and to make recommendations concerning such matters to the President of the College. Matters shall include items relating to academic concerns, student activities and student discipline, faculty morale, personnel policies and practices, financial matters, and other educational affairs.

ARTICLE III–MEMBERSHIP

SECTION 1–Faculty, Administrators, and Students

The voting membership of the Faculty Senate of Niagara County Community College shall consist of faculty, full deans and the College President, and students as follows:

1.1 Faculty: Faculty representatives shall be chairs of the academic units and faculty representatives elected by and from the membership of the various academic units of the College with one representative for every five full-members including the chair. (An academic unit of nineteen members, for example, shall be entitled to three representatives; a fourth representative will be elected as soon as the twentieth full-time member is added to that unit. If an academic unit has less than five members, it shall be entitled to one representative.) An academic unit shall be defined as a division, Student Affairs, the Library Learning Center, Lifelong Learning, and any equivalent units as may be established by the College.

1.12 The term of office for faculty representatives shall be three years with one third elected each spring.

1.13 If a Senator becomes a dean or division chair, then the Division Chair of that senator’s division shall name the replacement senator for the remainder of the academic year.

1.14 Resignation of a Senator—In the event that a senator resigns from Faculty Senate, the following procedures shall be implemented.
   a. If the senator was an academic unit representative, the Division Chair or equivalent of that senator’s academic unit shall name the replacement senator for the remainder of the academic year.
b. If the Senator was an at-large representative, the President of Faculty Senate shall appoint a replacement until the end of the academic year, at which time a new at-large senator will be elected.

1.15 Role of the Senator
a. The senator’s role is:
   - To understand that Senate is a deliberative body making recommendations to Administration.
   - To act with cognizance of the opinions of divisions, committees, or appropriate constituencies that elected the senator.
   - To consider and vote on issues that come before the Senate.

b. The expectations of the senator are:
   - To conduct him/herself at meetings with appropriate timeliness.
   - To contact division members (or other appropriate constituencies) regarding agenda item.
   - To prepare for the meetings which include prior and collegial connection with other senators regarding challenges or clarification of agenda items.
   - To have a working knowledge of Roberts Rules.

c. A representative from Faculty Senate will attend the new faculty orientation each year to give an introduction to Senate. In addition, each September a person designated by the Senate President (Senate Trustee) will orient the new senators to their role.

1.2 Alternates: A Senator is empowered to select an alternate in case of temporary absence (e.g. illness, conference). The privilege may be used to a maximum of three (3) occasions per year.

1.21 When a Senator representing an academic unit is unable to attend meetings because of leave (e.g. sabbatical, extended illness), the chair of the unit involved shall notify the Secretary in writing of such absence and indicate the replacement and duration of tenure.

1.22 Senators elected at-large should notify the Secretary in the case of an extended absence. Replacement in such instance shall be chosen by the Faculty Council for the duration of absence, or until the annual at-large elections occur.

1.3 At-Large Members: There shall be at-large members the number to be determined on a ratio of one at-large member for every 25 faculty with a minimum of 7 at-large senators. Each at-large member to be elected by secret ballot to serve a three-year term, one third elected annually. (October 30, 2000) The logistics for this selection shall be handled by the Faculty Council at a general faculty meeting held prior to the academic unit elections.

1.31 In addition, each duly elected chair of each committee of the Faculty Senate and SUNY Faculty Council representative shall be a full voting member of the Senate during tenure.

1.32 Procedure for Election of At-Large Senators
a. Faculty Council President shall announce to the college community, one week in advance, the time and place of the general faculty meeting for the nomination and election of at-large senators.
b. This general faculty meeting will be presided by an individual other than any senate officer to conduct the election.
c. All senators and all full-time faculty members in attendance at this meeting are eligible to vote.

1.4 **Administrators:** Administrative representatives on the Faculty Senate shall be the President of the College, and Vice Presidents, or equivalent positions in case of title changes.

1.5 **Students:** The Student Senate shall have four (4) representatives to the Faculty Senate, one of which shall be the Student Trustee to the College Board of Trustees. The three (3) remaining student representatives shall be selected by the Student Senate.

1.6 **Faculty Council of Community Colleges Representative:**

   **Membership:** The SUNY Faculty Council representative shall be elected by theFaculty Senate for a term of three (3) years.

   **Charge:** The Faculty Council of Community Colleges is composed of faculty from the 30 community colleges of the State University of New York. Representatives from each college meet to discuss issues of importance and serve as an active voice for community colleges.

   **1.61** The alternate representative shall be the person who received the second highest number of votes in the election for SUNY Faculty Council representative.

   **1.62** In the event that there is only one candidate or the alternate chooses not to serve, the President of the Faculty Senate shall be the alternate representative.

   **1.63** Should the President of the Faculty Senate be elected to serve as the SUNY Faculty Council representative and not be able to attend, the Vice president of the Faculty Senate will be the alternate delegate.

**SECTION 2–Open and Invited Galleries**

This representative Senate is designed to expedite legislative efficiency, not as a means of limiting the rights of any segment of the college. Toward this end, there shall be an Open Gallery and an Invited Gallery.

**2.1 Open Gallery:** The open gallery with separate seating arrangements shall contain those nonmembers (faculty, administration, students) who have an interest in attending and/or participating in Senate meetings. The members of the open gallery shall be granted the right to participate in debate when recognized but will not vote. This gallery may be closed at the discretion of the President of the Senate or by a majority vote of the Senate.

**2.2 Invited Gallery:** The invited gallery shall contain those nonmembers who are attending the Senate meeting at the invitation of the Faculty Council. The Faculty Council shall issue such invitations it deems necessary at the time the agenda is prepared. Persons may be invited due to the relevance of an issue to their particular area or because they might be needed as
resource personnel. Members of the invited gallery shall have the right to participate in debate when recognized but will not vote.
ARTICLE IV–OFFICERS

SECTION 1–Officers

1.1 Officers: The officers of the Faculty Senate shall be the President, Vice President, and Secretary.

1.2 Terms of Office: All officers shall be members of the Senate and elected by the membership at the regular meeting in April of each academic year and shall serve a term of one year commencing the first day of the ensuing academic year.

1.3 Election Procedures Nominations for officers shall be taken from the floor at the regular meeting in March. Additional nominations may be made prior to balloting at the April meeting.

1.31 Each officer must receive a majority of the votes cast to be elected. If a majority is not obtained on the first ballot, repeated ballots will be taken until one of the nominees receives the required majority.

1.32 All voting shall be by secret ballot unless there is only one candidate nominated for an office.

SECTION 2–Officer Duties and Responsibilities

2.1 President: The President of the Faculty Senate shall have the function of chairing the formal meetings of the Faculty Senate, employing the most efficient methods and procedures which will enable the Faculty Senate to achieve consensus democratically. The President shall not participate in the debate or discussion and must remain impartial and objective. The president may speak in favor or in opposition to a motion only by relinquishing the chair. The President shall vote only in the case of a tie and perform other responsibilities as specified by the Senate or as indicated in the latest edition of Roberts Rules of Order.

2.2 Vice President: The Vice President shall preside in the absence of the President and shall perform the following duties: (1) transmit approved motions to the College President, (2) report final disposition of all recommendations to the Faculty Senate, (3) prepare the Year End Report indicating the disposition of the recommendations (i.e., accepted, rejected, modified, methods of implementation, etc.; (4) keep a list of Ad Hoc Committees created, their membership, and provide a year end report to Faculty Senate on the status of these Ad Hoc Committees, and (5) other functions as prescribed by the Faculty Senate, Faculty Council, and/or delegated by the President.
2.3 Secretary: The Secretary shall keep the minutes and perform the customary duties of a corresponding and recording secretary. Within two weeks after each meeting of the Faculty Senate, the Secretary shall distribute a copy of the detailed minutes to each member of the Faculty Senate, division/college offices for posting, and the college archives.

2.31 The Secretary shall maintain a roster of membership of the Faculty Senate and its committees, including terms of office of members; shall publish the Faculty Senate Agenda; and shall prepare and distribute Faculty Council minutes.
ARTICLE V–MEETINGS

SECTION 1–Time and Place

The Faculty Senate shall meet regularly at least once per month (September through April) at a time and place designated by the President of the Senate. Special meetings may be called by the President of the Senate, upon the request of the chair of any standing committee or upon the request of at least 20 percent of the members of the Faculty Senate. All members of the Faculty Senate shall be expected to attend all meetings; roll call will be by signature. The schedule of meetings shall be included in the college calendar. To be excused from attendance, a member of the Faculty Senate shall notify the president or Secretary in writing prior to a scheduled meeting (See Article III Section 1.21).

In the event of meeting scheduling conflicts, meeting priorities shall be Faculty Senate, academic units, standing committees, other college committees.

SECTION 2–Quorum

A quorum shall be a simple majority of the membership.

SECTION 3–Meeting Conduct

All meetings of The Faculty Senate and the Faculty Council shall be guided by the most recent edition of *Roberts Rules of Order*.

SECTION 4–Parliamentarian

The President of the Senate may appoint a parliamentarian.

ARTICLE VI–ORDER OF BUSINESS

SECTION 1–Agenda

1. Roll Call by Signature
2. Approval of Minutes
3. Unfinished Business
4. New Business
5. Committee Reports
6. Faculty Council Report
7. Faculty Senate President Report
8. Announcements
9. Colleague to Colleague
10. Adjournment
ARTICLE VII—VOTING

SECTION 1–Amendments

1.1 Amendments to the Bylaws shall be made by a two-thirds (2/3) vote of the members present.

1.2 Proposals for amendments to the Bylaws must be submitted in writing or electronically posted and notification sent to the entire faculty as well as Senate membership at least five (5) working days prior to voting date.

SECTION 2–Voting

2.1 Voting may be by ballot, by a show of hands, by voice, or by rising. A roll call vote shall be taken if one fifth (1/5) of those voting on a motion so desire.

2.2 If a Faculty Senate Standing Committee is represented by co-chairs, only one member may vote.
ARTICLE VIII–FACULTY COUNCIL ORGANIZATION

SECTION I–Membership

There shall be a Faculty Council of Niagara County Community College Faculty Senate which shall be the principal agency of the Faculty Senate in carrying out and implementing the objectives of the Faculty Senate. The Faculty Senate may reverse or negate the action of the Faculty Council by two-thirds (2/3) vote of the members present.

1.1 Membership: The Faculty Council shall be composed of the President of the College as an ex-officio member; the Executive Vice President and Dean of Academic Affairs; the Faculty Senate Officers; the chair of each Faculty Senate standing committee and of each ad hoc Senate committee; the representative to the SUNY Faculty Council; and the President or designee of the Student Senate.

1.12 The President of the Faculty Senate shall designate who shall chair the Faculty Council.

SECTION 2–Purpose

2.1 The Faculty Council shall prepare the Senate agenda and submit it to the entire faculty as well as the Senate membership at least three days prior to the meeting.

2.2 The Faculty Council shall issue those invitations it deems necessary or helpful to those persons who will constitute the invited gallery.

2.3 The Faculty Council shall appoint members to standing committees in the manner prescribed by Article IX and in consultation with the President and President-elect.

2.4 The Faculty Council shall refer items of business to appropriate committees for discussion and recommendation for Senate action.

2.5 The Faculty Council Chair and Secretary shall prepare and regularly update a listing of formal Senate recommendations made by formal Senate action.

2.6 The Faculty Council shall serve as liaison and informal vehicle for two-way communication between the faculty and administration.

2.7 The Faculty Council Secretary shall compile, index, and maintain the minutes; prepare a listing of formal Senate recommendations made by formal Senate action; and other records of the Faculty Council and all Senate committees. See Article IV, Section I.

2.8 The Faculty Council shall prepare any budgets and supervise any expenditures for operation of the Faculty Senate and its committees.

2.9 The Faculty Council shall review and assess standing committee functions on an annual basis by reviewing each committee’s year-end annual report and making recommendations as needed.
2.10 The Faculty Council shall evaluate the effectiveness of committees and shall recommend to the Senate discontinuance of said committee or shall recommend to the Senate the need for a new committee.

ARTICLE IX–COMMITTEE ORGANIZATION

SECTION 1–Establishment and Discontinuance

Standing committees serve at the will of the Faculty Senate and may be established or discontinued through a motion from the Faculty Council or a member of the Faculty Senate, second, debate, and two-thirds vote of the members present.

SECTION 2–Eligibility

All members of the faculty are eligible to serve on committees of the Faculty Senate. No person, other than an ex-officio member, shall serve on more than one standing committee.

SECTION 3–Selection of Members

3.1 Except for student, ex-officio, and elected divisional representatives, additional committee members may be appointed by the Faculty Council and subject to review by the Senate. Committee membership shall be broadly representative of the entire faculty when feasible. Every person serving on a committee must be interested and firmly committed to doing so.

3.2 Selection of division representatives shall be for a term of three years, one third new each year, and shall take place no later than the April division meeting, effective September 1 of the ensuing academic year. Students shall be placed on committees through a process developed by the Student Senate.

3.3 A committee member is empowered to select an alternate in case of absence.

3.4 In case of changes in academic unit structures, the Faculty Council shall determine the appropriate representation.

3.5 Upon the request of a committee chair, the Faculty Council or the appropriate academic unit may replace a member for such reasons as poor attendance, disruptiveness, lack of interest, etc.
SECTION 4–Vacancies

4.1 If a position on an appointive committee becomes vacant, the Faculty Council shall appoint another person to complete the unexpired term; in the case of vacancy on an elected committee, the appropriate academic unit shall elect a replacement.

SECTION 5–Election of Chairs

5.1 The chairs of all standing committees shall be faculty members elected by their respective committees for a one-year term. The chairs not already members of the Faculty Senate shall be full voting members of the Faculty Senate during their tenure as chair.

5.2 Each chair should have at least one year’s prior service on the committee.

5.3 Elections shall take place during the month of April to be effective at the beginning of the ensuing academic year.

5.4 When a committee member elected to represent an academic unit on a standing committee is elected to the chair of the committee, the academic unit may select another of its members to represent it on the committee.

5.5 If a chair cannot be selected by the standing committee, the Faculty Senate President, will appoint a chair for said committee with the majority approval of the Faculty Council and members of the standing committee.

SECTION 6–Request for Consideration

6.1 Faculty, administrators, and students requesting consideration of any item by any committee shall submit in writing to the committee chair, or any member of the Faculty Council, a request for consideration of such items.

6.2 When such a request is made, formal consideration of such items is required, and the person making the request shall be notified of the disposition of the matter considered.

6.3 Such requests shall be clearly outlined on the agenda supplied to each committee member prior to the meeting.

SECTION 7–Agenda

7.1 Each committee member shall be supplied with an agenda at least two days prior to each regular meeting, with the exception of the first meeting of each year. Where practical, this shall apply to special meetings also. Additions to the agenda shall require majority consent of the members present and voting.
SECTION 8–Committee Meetings

8.1 Committee meetings should be held at least monthly from September through April at a time appointed for that purpose on the College calendar and shall be so scheduled as not to conflict with regularly scheduled meetings of the Faculty Senate or the academic units.

8.2 Special meetings may be called by the President of the College, President of the Faculty Senate, by the chair of the committee, or on request of one third of the committee membership. When special meetings create unavoidable conflicts with meetings of the Senate or academic units, the latter shall take precedence unless members are excused by the President of the Senate or the academic unit chair, whichever shall be appropriate.

8.3 All committee meetings shall be open unless a majority of the committee members call for a closed session.

8.31 Senate Committee Assessment Process
   Step 1: Assess charge for relevance and modify accordingly (on a cycle no greater than three years).
   Step 2: Develop committee goals for academic year based on charge (first annual meeting)
   Step 3: Establish assessment methods for the goals (first annual meeting)
   Step 4: Meet the goals
   Step 5: Assess and report (year-end-Annual Report)
   Step 6: Committee Review (by Faculty Council)
   Step 7: Recommendations (by Faculty Council to committees)

SECTION 9–Quorum

9.1 A quorum shall be simple majority of the elected faculty or permanent membership. Ex-officio members and students have a voice and vote, but do not count toward the quorum.

SECTION 10–Voting

10.1 Each committee member, including ex-officio members and student members, shall have one vote. The chair shall vote in case of a tie only. Committee business shall be conducted according to the latest edition of Roberts Rules of Order. Each committee may establish its own operating procedures subject to review by the Faculty Senate.

10.2 If the committee is led by co-chairs, the chair not conducting the meeting shall have voting privileges.
SECTION 11–Minutes

11.1 Each committee shall keep complete minutes of every meeting. For this purpose, a committee may select a person other than a member to act as a recorder. Minutes shall include a listing of persons present, absent, and excused.

11.2 Prior to subsequent committee meetings, copies of minutes shall be distributed to (1) the college President, Vice Presidents, and Division Chairs, (2) the Faculty Senate Secretary for the college archives (two copies), and (3) each committee member. Any individual member of the college shall, on request, be supplied with minutes.

SECTION 12–Recommendations to the Senate

12.1 Any proposal presented by Faculty Council or a Standing Committee of Faculty Senate must be distributed in writing or electronically posted and notification sent to the entire faculty at least five (5) workdays prior to the voting date.

12.2 The Faculty Senate shall discuss, debate, and vote on any such recommendation prior to its formal submittal to the College administration.

SECTION 13–Disposition of Recommendations

13.1 When the Senate endorses a recommendation to the President of the College, a written notification shall be made of its disposition as soon as practical and in no case later than six (6) weeks after approval by the Senate.

SECTION 14–Annual Report

14.1 A written report summarizing the committee’s activities and giving a list of recommendations made shall be prepared by each chair at the end of the academic year. This report shall be distributed to members of the committee, the Faculty Senate Secretary for the college archives (two copies), and/or any faculty member who shall request a copy.

SECTION 15–Standing Committees

15.1 Academic Advisement

15.11 Membership: This committee shall consist of ex-officio members; namely, the Executive Vice President and Dean for Academic Affairs, the Vice President of Student Services; Associate Dean for Planning and Faculty Evaluation; the Registrar, and the Director of Student Development. Regular membership shall consist of one elected representative from each academic unit and up to two (2) student representatives. With the exception of the ex-officio representatives and peer advisers, members shall serve for a three-year term with one third of the members gaining membership through the volunteer process each year.
15.12 Charge: This committee shall concern itself with the academic advisement/registration process as it affects faculty. Specifically, the Committee will have the responsibility for seeking feedback, reviewing problems and making recommendations concerning the campus-wide academic advisement/registration system.

15.2 Academic Policies and Standards

15.21 Membership: This Committee shall consist of ex-officio members; namely, the Executive Vice President and Dean for Academic Affairs, Vice President of Student Services, and the Registrar or their designees. Regular membership shall consist of one elected representative from each academic unit to serve for three years with one third of the Committee membership elected annually. Up to two (2) student representatives shall also be members.

15.22 Charge: The Committee shall recommend to the Faculty Senate policies concerning academic standards, grading systems, honors, probation, separation from the college, changes in program, and graduation requirements.

15.3 Assessment of General Education

15.31 Membership: This committee shall consist of ex-officio members; namely the Executive Vice President and Dean of Academic Affairs, Associate Dean for Program Development and Assessment, and the Coordinator of Assessment. Regular membership shall consist of one elected representative from each academic unit and up to two (2) student representatives.

15.32 Charge: The committee will be responsible for the process in which courses obtain SUNY General Education approval. The committee will also make recommendations for all issues involving General Education and its implementation on campus.

15.4 Awards

15.41 Membership: This committee shall consist of a President’s designee (ex-officio, non-voting), Faculty Senate Chair designee, three (3) full-time faculty (one of whom must be a previous Chancellor’s Award winner), two (2) students, one (1) professional service representative (50% of time spent in non-teaching or non-librarian activities) and one (1) librarian. Subcommittees will be formed as needed for the DTP and Chancellor’s Award – Teaching, Chancellor’s Award-Librarian, Chancellor’s Award-Professional Service, Chancellor’s Award-Scholarship/Creative Activities and DSP – Chancellor’s Award-Faculty Service.

15.42 Charge: The committee will elicit nominations, evaluate candidates, and recommend to the college President the candidates to forward to SUNY System Administration for the following award programs: Chancellor’s Awards for Excellence (Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching). Additionally, the committee will also use the same process for the Distinguished Service Professorship and Distinguished Teaching Professorship.
15.5 Curriculum

15.51 Membership: This Committee shall consist of ex-officio members; namely, the Executive Vice President and Dean for Academic Affairs, and the Associate Dean of Program Development and Assessment. Regular membership shall consist of one elected representative from each academic unit and up to two (2) student representatives. (It is suggested that an elected representative should be at least in his/her second year at the College to serve on the Curriculum Committee). Except for ex-officio representatives and student members, members shall be elected for three-year terms with one third of the membership elected annually.

15.52 Charge: This Committee shall have the responsibility to evaluate and approve individual courses of study; evaluate curricula, and recommend to the Faculty Senate such action as it considers advisable in the development of new and existing curricula.

New matters to be acted on by the Committee must first be reviewed by the representative’s division/unit. If a proposal submitted to an academic division/unit has been rejected by that division/unit, the concerned faculty member(s) shall have recourse by presenting the case directly to the Committee.

No matter shall be considered by the Committee unless it has been distributed in writing or electronically transmitted to members at least 7 working days prior to the next scheduled meeting at which the material is to be considered, as defined by 10-month employee contract. The format shall include a statement of the proposal, an academic and functional justification, a description, a course outline, and a statement of how the material will fit into existing programs. The Committee shall provide for changes in these procedures for extraordinary circumstances.

15.6 Instructional Resources

15.61 Membership: This Committee shall consist of ex-officio members; namely, the Executive Vice President and Dean of Academic Affairs, Director of the Library Learning Center, Director of Grants, and the Director of Institutional Research. Regular members shall consist of one elected representative from each academic unit, the Coordinator of Distance Learning, and up to two (2) student representatives.

15.62 Charge: This Committee shall concern itself with instructional resources in all formats and associated instructional equipment. The scope of its concern shall include but is not limited to audiovisual and computer-related materials and services available through the Library Learning Center, Faculty Resource Center, Office of Information Technology, and Distance Learning. The Committee shall have responsibility for overseeing policies, monitoring developments, seeking feedback from faculty and students, reviewing issues and problems, and making recommendations concerning instructional resources.

The Committee shall review, prioritize, and recommend for consideration Instructional Resource Development Grant Proposals that are submitted to the college administration by faculty members (such grants are funded as resources are available).
15.7 Professional Development

15.7.1 Membership: This Committee shall consist of ex-officio members or a designee of the Vice President of Academic Affairs, a Representative for Student Development, the Assistant Director of Human Resources and the Chairperson of the Staff Professional Development Committee. Regular members shall include one elected representative from each academic unit; one member from the Division of Student Services, and the Director of the Faculty Resource Center. Liaison may be established as appropriate with various offices and organizations within the College community.

15.7.2 Charge: The Committee shall promote professional development and work closely with the V. James Renda Faculty Resource Center for Academic Excellence to develop programming. Specific activities shall include the coordination and evaluation of Professional Development Days; the development of new professional development vehicles; the promotion of activities; and the evaluation of professional development proposals and program results. The Committee shall recommend budget appropriations for Committee sponsored professional development programs and activities. The committee will work with the Vice Presidents of Academic and Student Affairs, the Office of Planning, the Office of Human Resources, FRCAE and the Staff Professional Development Committee to represent the interests of faculty in coordinating and promoting training and professional development policies, procedures and programs.

15.8 Recruitment and Marketing

15.8.1 Membership: The Committee shall consist of ex-officio members; namely, the President of the college, Vice President of Student Services, Executive Vice President of Academic Affairs, and the Director of Admissions. Regular membership shall be one elected member from each academic unit including Student Services and the Library, the Director of Public Relations, a representative from Office of Information Technology and up to two students.

15.8.2 Charge: This committee will

- Annually review the colleges’ enrollment management and marketing recruitment plans including information on target populations and trends for academic programs and services.
- Generate ideas for recruiting students and for marketing the College academic programs and services.
- Cohesively address divisional activities and make recommendations to enhance recruitment.

15.9 Student Success

15.9.1 Membership: The Committee shall consist of one ex-officio member; namely, the Director of Institutional Research and one permanent member; namely, the Counselor for Student Success. Regular members shall consist of one elected representative from each academic unit and up to two (2) student representatives. Regular members shall serve for a
three-year term with one third of the members gaining membership through the volunteer process each year.

15.92 **Charge:** This committee shall concern itself with the issue of student success. This committee is responsible for recommending/reviewing success strategies and goals for all students. Specifically, the Committee shall have the responsibility of reviewing problems, seeking feedback from students, faculty, and administrators, and making recommendations concerning the college-wide issue of student success. This committee is also responsible for reviewing college policies that impact student success and retention. Members will have the responsibility of updating and getting feedback from their division on success/retention issues and efforts.

15.10 **Wellness and Safety**

15.101 **Membership:** Membership shall comprise The President of the Faculty Association as an ex-officio member.

Permanent members (employees or designee of their department) shall be the Director of Human Resources, a Student Activities representative, the Supervisor of the Health Clinic, a Security representative, the Director of Facilities/Safety, a College Association Representative, the Coordinator of Equity and Diversity, the Vice president for Operations, and a Corporate Training representative.

Regular membership shall consist of one elected representative from each academic unit, ESP representative(s), TSP representative(s), and up to two (2) student representatives.

Liaison may be established as appropriate with various offices and organizations within the college community.

15.102 **Charge:** This Committee will be responsible for developing a holistic approach to college-wide health, safety, and wellness issues. Additional responsibilities will include but are not limited to addressing safety in the workplace. *The committee will be proactive in recommending programs, changes in policies and procedures in matters of the morale of the college community to encompass the state of well-being for positive physical, mental and emotional health and promote exercise, nutrition, stress reduction, and health and safety awareness for students and college employees. Responsibilities will also include such concerns as personal safety, hazardous waste, personal protective equipment, asbestos, smoking, drugs, alcohol, OSHA, and other state and federal agency regulations and guidelines.* The committee will also *provide input* to the College’s Annual Report to the SUNY Chancellor.

**SECTION 16–Ad Hoc Committees**

16.1 These shall be short-term committees created and charged by the President of the Faculty Senate. Membership on these committees shall be determined in a manner prescribed by the Faculty Senate when the committee is created.
The motions or points listed below, 1 through 9, are in order of precedence. In other words:
A. When any one of them is pending, you cannot introduce one that is listed BELOW it.  
B. You can introduce one that is listed above it.

### ROBERT’S RULES OF ORDER

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>May Speaker be Interrupted To Make This Motion?</th>
<th>Is Second Required?</th>
<th>Is Motion Debatable?</th>
<th>Can This Motion Be Amended?</th>
<th>Is Vote Required? What % Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adjourn</td>
<td>I move we adjourn</td>
<td>No interruption permitted</td>
<td>A second is necessary</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>Majority vote required</td>
</tr>
<tr>
<td>2. Recess</td>
<td>I move we recess until…</td>
<td>No interruption permitted</td>
<td>A second is necessary</td>
<td>Not debatable</td>
<td>Amendable</td>
<td>Majority vote required</td>
</tr>
<tr>
<td>3. Register a complaint</td>
<td>Point of privilege, Mr. Chairman…</td>
<td>Yes, you may interrupt</td>
<td>No second needed</td>
<td>Not debatable (any RESULTING motion IS debatable).</td>
<td>Not amendable</td>
<td>No vote required (Chair decides)</td>
</tr>
<tr>
<td>4. Suspend further consideration of a matter (To Table)</td>
<td>I move we table this matter</td>
<td>No interruption permitted</td>
<td>A second is necessary</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>Majority vote required</td>
</tr>
<tr>
<td>5. End discussion or further debating of a matter</td>
<td>I move the previous question</td>
<td>No interruption permitted</td>
<td>A second is necessary</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>Two-thirds vote required</td>
</tr>
<tr>
<td>6. Postpone consideration of a matter</td>
<td>I move we postpone this matter until…</td>
<td>No interruption permitted</td>
<td>A second is necessary</td>
<td>Debatable</td>
<td>Amendable</td>
<td>Majority required</td>
</tr>
<tr>
<td>7. Have further study on a matter</td>
<td>I move we refer this matter to a committee</td>
<td>No interruption permitted</td>
<td>A second is necessary</td>
<td>Debatable</td>
<td>Amendable</td>
<td>Majority vote required</td>
</tr>
<tr>
<td>8. Amend a motion</td>
<td>I move this motion be amended to read…</td>
<td>No interruption of speaker permitted</td>
<td>A second is necessary</td>
<td>Debatable</td>
<td>Amendable</td>
<td>Majority vote required</td>
</tr>
<tr>
<td>9. Introduce a matter of business (A primary motion)</td>
<td>I move that…</td>
<td>Cannot interrupt speaker</td>
<td>A second is necessary</td>
<td>Debatable</td>
<td>Amendable</td>
<td>Majority vote required</td>
</tr>
</tbody>
</table>
THESE ARE GENERAL POINTS, PROPOSALS AND MOTIONS AND HAVE NO ORDER OF PROCEDURE OVER ONE ANOTHER. YOU MAY INTRODUCE ANY ONE OF THEM AT ANY TIME, EXCEPT:

A. When Motion To Adjourn is Pending  B. When Motion To Recess Is Pending  C. Point Of Privilege is Pending

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>May Speaker be Interrupted To Make This Motion?</th>
<th>Is Second Required?</th>
<th>Is Motion Debatable?</th>
<th>Can This Motion Be Amended?</th>
<th>Is Vote Required? What % Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Object to error in procedure or to a personal affront</td>
<td>Point of order</td>
<td>May interrupt speaker</td>
<td>No second</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>No vote required. Chair decides</td>
</tr>
<tr>
<td>2. Request for information</td>
<td>Point of information</td>
<td>If urgent and to the point</td>
<td>No second</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>No vote required</td>
</tr>
<tr>
<td>3. Verify voice vote by taking actual count</td>
<td>I call for a division of the house</td>
<td>No interruption permitted BUT division must be called by Chairman before new motion can be made</td>
<td>No second</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>No vote required UNLESS someone objects, THEN majority required</td>
</tr>
<tr>
<td>4. Object to consideration of a matter you consider improper or undiplomatic</td>
<td>I object to consideration of this question</td>
<td>May interrupt speaker</td>
<td>No second required</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>Two-thirds vote required against consideration</td>
</tr>
<tr>
<td>5. Take up a matter which has been previously tabled</td>
<td>I move we take from the table</td>
<td>May not interrupt the speaker</td>
<td>Must be seconded</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>Majority required</td>
</tr>
<tr>
<td>6. Reconsider something already disposed of</td>
<td>I move we reconsider our action relative to…</td>
<td>May interrupt the speaker for record only (Business at hand takes precedence)</td>
<td>Must be seconded</td>
<td>Debatable IF original motion was debatable</td>
<td>Not amendable</td>
<td>Majority required</td>
</tr>
<tr>
<td>7. Consider something out of its scheduled order</td>
<td>I move we suspend the rules and consider…</td>
<td>May not interrupt the speaker</td>
<td>Must be seconded</td>
<td>Not debatable</td>
<td>Not amendable</td>
<td>Two-thirds vote required</td>
</tr>
<tr>
<td>8. Vote on a ruling of the chair</td>
<td>I appeal the chair’s decision</td>
<td>May interrupt speaker</td>
<td>Must be seconded</td>
<td>Debatable IF original motion was debatable</td>
<td>Not amendable</td>
<td>Majority vote required</td>
</tr>
</tbody>
</table>
SECTION 2 – Non-standing Committees of Senate: These shall be long-term committees created and charged by the President of the Faculty Senate. Membership on these committees shall be determined in a manner prescribed by the Faculty Senate when the committee is created. Current non-standing committees of Faculty Senate include:

1.1 Academic Journal Review Board

Membership: The four (4) faculty members on the Academic Journal Review Board are elected by the Faculty Senate. Membership terms for the Academic Journal Review Board are for three (3) years, on a rotating basis. An election to replace this Academic Journal Review Board member shall occur at the final annual meeting of the Faculty Senate.

Charge: Members will put out a call for non-fiction and poetry from faculty; they will then collect, select, and edit the submissions after consulting with the authors. The outcome of this collaboration will be the faculty publication designed for campus distribution.

1.2 Academic Grievance Board

Membership: There shall be five (5) faculty Academic Grievance Board members and two (2) student Academic Grievance Board members. The five (5) faculty members on the Academic Grievance Board are elected by the Faculty Senate. Membership terms for the Academic Grievance Board for (3) three years on a rotating basis. Members replacing those with expired terms are elected each year at the May meeting of the Faculty Senate. The Chairperson of the Academic Grievance Board is elected annually by the Academic Grievance Board members by a majority vote. The selection of the Chairperson shall occur in an organizational meeting of the Academic Grievance Board held in September. The Office of Academic Affairs shall call this meeting.

Charge: If a student who feels he/she has a legitimate academic grievance does not resolve his/her concern through the Informal Academic Grievance Process, then the student may seek resolution through the Formal Academic Grievance Process.
*Additional details may be found in the Student Rights and Responsibilities Handbook

1.3 Judicial Board

Membership: The three (3) faculty members on the Judicial Board are elected by the Faculty Senate. Membership terms for the Judicial Board are for three (3) years, on a rotating basis. One faculty member of the Judicial Board shall be replaced each year. An election to replace this Judicial Board member shall occur at the May meeting of the Faculty Senate. The Chairperson of the Judicial Board is elected by the Judicial Board members majority vote.

Charge: The purpose of the Administrative Judicial Process is for the Vice President of Student Services, or designee, to (a) review the charge(s) of misconduct; (b) determine if the charge(s) of misconduct violates the Student Code of Conduct; (c) investigate the charge(s) of misconduct by interviewing all involved parties including the student charged with the misconduct; (d) decide if the student(s) charged is guilty of the violation; and (e) if the student violated the Student Code of Conduct, impose a sanction(s).
*Additional details may be found in the Student Rights and Responsibilities Handbook
1.4 Student Senate

**Membership:** Three (3) faculty representatives elected by the Faculty Senate to serve 3-year terms. These representatives shall be selected so that one member is up for reappointment or replacement annually.

**Charge:** The three faculty advisors, endorsed by Faculty Senate, reciprocally have voting privileges on Student Senate and will carry out the charge of Student Senate as outlined in the Student Rights and Responsibilities Handbook.