

Mesa Community College
Faculty Senate
Best Practices Manual

September 26, 2003

Revised
November 2, 2005

May 1, 2008

Mesa Community College
Faculty Senate
Best Practices Manual

Table of Contents

<u>Content Item</u>	<u>Section</u>
Maintenance of Best Practices Manual	I
President Duties & Responsibilities	II
President-Elect Duties & Responsibilities	III
Secretary Duties & Responsibilities	IV
Treasurer Duties & Responsibilities	V
Organization of Senate Zones	VI
Senator Duties & Responsibilities	VII
Senate Committees, Duties & Responsibilities	VIII
Senate Standing Resolutions & Policies	IX
Senate Protocols	X
FEC Standing Resolutions & Policies	XI
Miscellaneous & Special Responsibilities	XII

Section I

Maintenance of Best Practices Manual

The Senate Secretary shall be accountable for the maintenance responsibilities of the Best Practices Manual. The primary duties involved in this responsibility shall include but not be limited to:

- Obtain procedural and responsibility updates from the appropriate individual, as listed below, during the Spring semester of each academic year,
- Compile and incorporate the updates into the Best Practices Manual
- Distribute the updated Best Practices Manual at the first meeting of the newly seated Senate in May of each academic year.

<u>Manual Content</u>	<u>Individual Responsible</u>
Maintenance of Best Practices Manual	Secretary
President Duties & Responsibilities	President
President-Elect Duties & Responsibilities	President-Elect
Secretary Duties & Responsibilities	Secretary
Treasurer Duties & Responsibilities	Treasurer
Senator Duties & Responsibilities	Secretary
Senate Committees Duties & Responsibilities	Committee Chair
Senate Standing Resolutions & Policies	Secretary
Senate Protocols	Secretary
FEC Standing Resolutions & Policies	President-Elect
Miscellaneous & Special Responsibilities	Secretary

Section II

President Duties & Responsibilities

The President is an officer of the Senate and is elected at the first meeting in May from among the Senators by a simple majority vote by secret ballot. The President may not serve as a Zone Senator or an At-Large Senator.

The Faculty Senate President will:

- Be the official spokesperson for the Senate and shall meet regularly with the President of the College;
- Preside at all meetings of the Senate and Senate Executive Committee;
- Represent faculty interests at Mesa Community College Leadership meetings;
- Keep the President-Elect informed of matters pertaining to the Presidency;
- Appoint faculty to Senate vacancies subject to the approval of the Senate;
- Appoint faculty to serve on Special Committees subject to the approval of the Senate;
- Will be a member, ex-officio, of all Senate committees except the Nominating Committee;
- Be a representative to the District Faculty Executive Council;
- Have the right to call special meetings of the Senate, Executive Committee and general all-faculty meetings;
- Prepare a summary of summer faculty governance activities and report such activities at the first Fall meeting of the Senate;
- Endeavor to secure membership on the Mesa Community College Administrative Budget Committee, Budget Development Master Committee, and Strategic Planning Committee;
- Discharge all responsibilities of the President as detailed in the current year Residential Faculty Policies Manual.
- Prepare an End-of-Year Report that summarizes the Senate's activities, accomplishments, as well as provide statistics detailing the grievance activities for the year without revealing confidential activity.

RFP Duties & Responsibilities

Please refer to the Residential Faculty Policy Manual for duties and responsibilities related to the Faculty Senate.

Calendar for the President of the Senate

May

1st Thursday – Second half of the meeting is the beginning of President's term
Incoming President holds elections for officers – Each candidate should make a speech
and Senators must be given an opportunity to speak on behalf of candidates.
Incoming President names the members of the FEC delegation for the next
year
Graduation – Outgoing Senate President delivers address at Graduation

June

2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings

July

2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
Begin work naming faculty to the Staffing Advisory Committee
President attends the College Leadership Team meetings

August

3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings
President delivers a short address at Fall Convocation
President presents the Distinguished Faculty Award at Fall Convocation
President holds an All Faculty Meeting after the Fall Convocation
President establishes a regular meeting date with the MCC President
President establishes a regular meeting date with the Chair of Chairs
President sends out e-mail to Dept Chairs requesting the names of the IC Reps
President sends out e-mail to Dept Chairs offering to attend their dept meetings
President returns the DFA Documentation Notebooks to last year's nominees

September

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
2nd Thursday – President meets with Golden Gavel Club
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings
President makes a presentation to the New Faculty Experience

October

1st Thursday – Senate votes on which Senate Committees to continue
3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
2nd Thursday – President meets with Golden Gavel Club
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings

November

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

2nd Thursday – President meets with Golden Gavel Club
2nd & 4th Tuesday – attend FEC & MCCD Board Meetings
President attends the College Leadership Team meetings

December

1st Thursday – Faculty Senate
2nd Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings

January

3rd Thursday – Faculty Senate
4th Thursday – Faculty Senate Executive Committee meets
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings
President holds an All Faculty Meeting after the Spring Convocation

February

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
2nd Thursday – President meets with Golden Gavel Club
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings

March

1st Thursday - President appoints a Nominating Committee
3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
2nd Thursday – President meets with Golden Gavel Club
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends the College Leadership Team meetings
President sends an e-mail reminding Senate Committee Chairs to send or deliver a report to first meeting of the Senate in April

April

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
2nd Thursday – President meets with Golden Gavel Club
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
1st Monday – President sends a self-nominating form to Faculty Association members.
Due date is the first Friday in April.
1st Thursday – Nominating Committee presents a slate of candidates
Tuesday before the 3rd Thursday – Ballots are distributed to FA members only
Tuesday before the 4th Thursday – Deadline to receive ballots (Ties require a Runoff Election)
President attends the College Leadership Team meetings

May

1st Monday – Runoff Election to be held on or before this date
1st Thursday – Faculty Senate elects new officers
2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
President attends FEC Retreat

Section III

President-Elect Duties & Responsibilities

The President-Elect is an officer of the Senate and is elected at the first meeting in May, from among the Senators by a simple majority vote by secret ballot. The President-Elect may not represent a zone or be a member at-large.

The President-Elect will:

- Preside in the absence of the President;
- Keep informed of matters relating to the Presidency by regularly consulting with the President;
- Perform such duties as may be assigned by the President;
- Serve as parliamentarian for all Senate meetings;
- Be a representative to the District Faculty Association Executive Council;
- Serve on the Mesa Community College Executive Committee of the Senate;
- Be the Senate liaison representative to the Department Chair Association;
- Along with the President of the Senate, represent faculty interests at MCC Leadership meetings;
- Endeavor to secure membership on the Mesa Community College Administrative Budget Committee, Budget Development Master Committee, and Strategic Planning Committee;
- Assume the duties and office of Senate President when the term of the current President expires.

Calendar for the President-Elect of the Senate

May

- 1st Monday – attend the DCA meeting
- 1st Thursday – Faculty Senate
- Graduation – Incoming Senate President ushers in Faculty

June

- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets

July

- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets

August

- 1st Monday – attend the DCA meeting
- 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting

September

- 1st Monday – attend the DCA meeting
- 1st & 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
- 4th week of semester – President-elect distributes DFA information and nomination forms to department offices and online

October

- 1st Monday – attend the DCA meeting
- 1st & 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting

November

- 1st Monday – attend the DCA meeting
- 1st & 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
- 10th week of semester (Approx Nov 1) – Nomination deadline for DFA
- President-elect sends a memo to DFA nominees asking if they wish to accept or decline the nomination. If nominee accepts, President-elect is presented with guidelines and deadline to apply.

December

- 1st Monday – attend the DCA meeting
- 1st & 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd Tuesday – attend FEC & MCCD Board Meeting

January

- 3rd Thursday – Faculty Senate
- 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting

February

- 1st Monday – attend the DCA meeting
- 1st & 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
- 4th week – Deadline for DFA nominees to submit Documentation Notebooks to President-elect

March

- 1st Monday – attend the DCA meeting
- 1st & 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting

April

- 1st Monday – attend the DCA meeting
- 1st & 3rd Thursday – Faculty Senate
- 2nd & 4th Thursday – Faculty Senate Executive Committee meets
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
- 13th week (Approx April 1) – DFA recipient is selected
- Arrange for a gift to be given to the President at the last meeting

May

- 1st Monday – attend the DCA meeting
- 1st Thursday – Faculty Senate
- President-elect presents the President with a plaque, a Thank You card and a gift at the meeting for the Outgoing Senate (see Secretary and Treasurer duties)
- 2nd & 4th Tuesday – attend FEC & MCCD Board Meeting
- President-elect attends FEC Retreat

Section IV

Secretary Duties & Responsibilities

The Secretary is an officer of the Senate and is elected at the first meeting in May, from among the Senators by a simple majority vote by secret ballot. The Secretary may, in addition to the duties and responsibilities of Senate Secretary, represent a Zone or serve as an At-Large Senator.

The Secretary will:

- Prepare and distribute an agenda, as agreed upon by the Senate Executive Committee, to all faculty and Senators before each Senate meeting;
- Compile the minutes of each Senate meeting and in a timely manner distribute these unapproved minutes to Senators;
- In a timely manner, distribute approved Senate minutes to all faculty and the library archivist for archiving;
- Keep an attendance sheet for each Senate meeting;
- Be responsible for coordinating the maintenance of the Senate Best Practices Manual;
- Be responsible for the ordering of all recognition plaques;
- Be responsible for all correspondence files.
- Be responsible for purchasing and keeping an inventory of Get Well and Sympathy cards.

Calendar for the Secretary of the Senate

May

1st Thursday – Faculty Senate
Secretary reserves CTL for meetings the following semester

June & July

August

3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
Secretary orders Faculty Senate shirts

September

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

October

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

November

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

December

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

January

3rd Thursday – Faculty Senate
4th Thursday – Faculty Senate Executive Committee meets

February

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

March

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

April

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
Secretary contacts IA for the names of retiring faculty members
Secretary contacts IA to update the plaque listing the names of all Senate Presidents
Secretary brings a Thank You card for all Senators to sign to be presented to the President at the last meeting in May
Secretary orders plaques for Senate President and retiring faculty members

May

1st Thursday – Faculty Senate

Section V

Treasurer Duties & Responsibilities

The Treasurer is an officer of the Senate and is elected at the first meeting in May, from among the Senators by a simple majority vote by secret ballot. The Treasurer may, in addition to the duties and responsibilities of Senate Secretary, represent a Zone or serve as an At-Large Senator.

The Treasurer will:

- Be responsible for maintaining all of the financial records and accounts of the Faculty Senate;
- Be responsible for making periodic financial reports to the Senate;
- Gather data necessary of the preparation of an annual budget by the Executive Committee;
- Present the annual budget, as agreed upon by the Executive Committee, to the Senate;
- Be responsible for coordinating all of the administrative activities required for the membership drive during the fall semester;
- Be responsible for maintaining the Full-Time Residential Faculty distribution list for the College.

Calendar for the Treasurer of the Senate

May

1st Thursday – Faculty Senate
Treasurer makes arrangements to put the checking account in his/her name

June & July

August

3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
Treasurer receives membership materials from FEC and sorts them according to Zones

September

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

October

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

November

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

December

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

January

3rd Thursday – Faculty Senate
4th Thursday – Faculty Senate Executive Committee meets

February

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

March

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets

April

1st & 3rd Thursday – Faculty Senate
2nd & 4th Thursday – Faculty Senate Executive Committee meets
Treasurer collects donations from Senators to be used for a Thank You gift for the President to be presented at the last meeting

May

1st Thursday – Faculty Senate
Treasurer presents the stipend checks to the Officers

Section VI

Organization of the Senate Zones

The Senate shall be composed of twenty (20) members consisting of thirteen (13) Zone Senators, three (3) At-Large Senators, one (1) Active Retirement Senator, a President-elect, a President and the immediate past President. There shall be no limitation on the number of terms a Senator may serve.

Each Zone Senator will represent a discipline or combination of disciplines as listed below:

Zone 1:	English and Humanities
Zone 2:	Business and CIS
Zone 3:	Philosophy, Religious Studies and Psychology
Zone 4:	Reading, Music and World Languages
Zone 5:	School of Applied Sciences, Transportation & Industrial Programs, & Design
Zone 6:	Art, Speech Communication, and Theatre
Zone 7:	Social and Cultural Science, Administration of Justice Studies, and Education
Zone 8:	Physical Science
Zone 9:	Life Science
Zone 10:	Mathematics and CSC
Zone 11:	Nursing & Exercise Science
Zone 12:	Library, Counseling, CTL and Service Learning
Zone 13:	All disciplines at the RM campus
At-Large Senator:	Southern and Dobson Campus
At-Large Senator:	Southern and Dobson Campus
At-Large Senator:	Red Mountain Campus
AR Senator:	All faculty members in the Active Retirement program at MCC

Zones were created on the basis of faculty whose offices are located close to one another. The At-Large Senators represent their campus only and are required to have the majority of their load taught at the campus they represent.

If a Zone has a vacancy, the position would be offered to the candidate who received the second highest number of votes in the most recent Zone election. In the event that the election had no other candidates or that no faculty member from the Zone is interested, the position would be offered to the candidate who received the most votes for the At-Large position at the Southern and Dobson campus. The faculty member would hold the position only until the next Zone election.

NOTE: The Senator from each Zone ONLY represents the faculty in the disciplines that are listed to the right of the Zone. Any faculty member who has an office in a building apart from the majority of the faculty in the same discipline will still vote for the Zone Senator who represents his/her discipline.

Section VII

Senator Duties & Responsibilities

The duties and responsibilities of the Zone Senators and the At-Large Senators are as follows:

Zone Senators

Zone Senators will:

- Be responsible for representing the academic and professional matters of their Zone;
- Be empowered to sponsor items of interest to their Zone on the agenda of the Senate;
- Be empowered to sponsor items of general interest concerning academic and professional matters to the College;
- Be responsible for communicating important Senate issues to all full-time residential faculty in their assigned Zone and, when appropriate, provide feedback to the Senate;
- Be responsible for membership drive activities within their Zone;
- Serve terms of two (2) years;
- Be elected in odd numbered years for Senators representing odd numbered Zones;
- Be elected in even numbered years for Senators representing even numbered Zones.

At-Large Senators

At-Large Senators will:

- Be empowered to sponsor items of general interest concerning academic and professional matters to the campus they represent;
- Serve terms of two (2) years;
- Be elected in odd numbered years if they are serving as the At-Large Senator representing the Southern & Dobson campus.
- Be elected in even numbered years if he/she is serving as the At-Large Senator representing the Red Mountain campus.

Active Retiree Senator

The Active Retiree Representative will be elected to represent faculty members who are currently participating in the Maricopa Community College District Active Retirement Program at the 49% or 40% level.

The Active Retiree Representative will:

- Be responsible for representing the academic and professional matters of Active Retirees;
- Be empowered to sponsor items of interest to Active Retirees on the agenda of the Senate;
- Be empowered to sponsor items of general interest concerning academic and professional matters to the College;
- Be responsible for communicating important Senate issues to all Active Retirees and, when appropriate, provide feedback to the Senate;
- Be responsible for membership drive activities for Active Retirees;
- Serve terms of two (2) years;
- Be elected in even numbered years.

Section VIII

Senate Committees Duties & Responsibilities

Senate Committees are established by majority vote of the Senate. With the exception of the Executive Committee, Senate Committees shall exist for no more than one (1) year unless reaffirmed by majority vote of the Senate by the first Thursday in October of each year.

The purpose, size and membership of each Committee shall be determined or modified by majority vote of the Senate. Membership on Committees shall be open to all full-time residential faculty and active retirees. Non-Senate members shall have the right to vote in Committee.

The Chair of each Committee shall be appointed by the Senate President subject to the approval, by majority vote, of the Senate.

Vacancies on Committees shall be appointed by the Senate President subject to the approval, by majority vote, of the Senate.

All Senate Committees shall

1. Be responsible only to the Senate
2. Obtain the advice and consent of the Senate, as a whole, before making or publishing policy recommendations
3. Report to the Senate at least once during each academic year
4. Deliver a written Annual Report to the President of the Senate by the first meeting in April. The written Annual Report shall include:
 - a. Date of the submission of the Annual Report
 - b. Name of the Committee
 - c. Name of the Chair of the Committee
 - d. Names of the faculty who were active members on the Committee during the academic year
 - e. Dates, times and locations of the official Committee meetings that were held during the academic year
 - f. Goals and/or objectives that were set by the Committee at the beginning of the academic year
 - g. Accomplishments and/or activity highlights of the Committee as of April 1
 - h. Unresolved issues
 - i. Recommendations
 - j. A description of ways the Senate could better support the Committee's efforts in the future

Effective May 2008 the Senate Committees consist of:

- Assistant Department Chair Committee
- Center for Teaching and Learning Advisory Committee
- Curriculum Committee
- Distance Education Committee
- Distinguished Faculty Award Committee
- Educational Development Projects Committee
- Honors Program Advisory Committee
- Kaleidoscope Committee
- Social Committee
- Staffing Advisory Committee
- Student Outcomes Committee
- Survey Committee
- Travel Committee

Executive Committee, Duties & Responsibilities

The Executive Committee shall be the only standing committee of the Senate.

The Executive Committee shall:

- Consist of the officers of the Senate;
- Through the President, prepare an agenda for Senate meetings and make recommendations for action items;
- Based on information gathered by the Treasurer, prepare and present an annual budget to the Senate for approval, by majority vote, at the first official Senate meeting.

A quorum of the Executive Committee shall consist of a simple majority of the Senate Officers.

Assistant Department Chair Committee

Meets: As needed

Mission: To develop and present alternative ideas to the current Assistant Department Chair arrangement at the Red Mountain campus

Process to determine the Chair:

Goals: The goals of the committee are to:

Center for Teaching & Learning Advisory Committee

Meets: Fourth Thursday of the month from 3 – 5 pm in the CTL

Mission: The CTL Advisory Committee is a Faculty Senate committee that encourages and supports innovation in teaching and learning and faculty development opportunities by advising and assisting the CTL as it:

- leads a community of collegial discourse on pedagogy
- provides technical and consulting services in support of teaching and learning
- communicates with faculty about opportunities to investigate and develop teaching, learning; and technology skills
- maintains a pool of expertise on teaching, learning, and technology as a resource for the campus community.

Process to determine the Chair:

The CTL Advisory Committee elects a Chair during the first meeting of the fall semester and then sends that name forward to the Faculty Senate President for approval from the Senate.

Goals: The goals of the CTL Advisory Committee are to:

1. Assure that the CTL leads a community of collegial discourse on pedagogy and the scholarship of teaching and learning by assisting the CTL as it engages outside experts, schedule campus events, and supports faculty discussion and workshops.
2. Assures that the CTL provides technical and consulting services in support of teaching and learning that meet current faculty needs.
3. Communicates with the faculty about available CTL services and administers surveys to assure that faculty needs are being met.
4. Advise CTL staff about new trends in academics disciplines that may require CTL support.
5. Participate in the creation of the CTL Three Year Plan and track planning goals to assure they are being achieved.

Distance Education Committee

Meets: Second Wednesday of the month in Room AS-121
Mission: To formulate a model for MCC Online including, but not limited to, all areas related to faculty, curriculum development, and instruction.

Process to determine the Chair:

The Distance Education Committee elects a Chair during the first meeting of the fall semester and then sends that name forward to the Faculty Senate President for approval from the Senate.

Goals: The goals of the committee are to:

1. Find tools/strategies for evaluating/assessing distance education.
2. Identify methods that will promote distance education excellence.
3. Review the Distance Learning Handbook and develop a more concise checklist.

Distinguished Faculty Award Committee

Meets: TBD by the Faculty Senate President-Elect
Mission: To determine the policies and procedures in the selection of an award winner.
The committee also reviews the applications and selects recipient of the Distinguished Faculty Award.

Process to determine the Chair:

When the DFA Committee was created, the award defined the Chair as the President-Elect of the Faculty Senate. In the event that the President-elect cannot serve, the MCC Faculty Senate President will appoint another member of the Faculty Senate to fill the vacancy with the approval of the Executive Committee of the Faculty Senate. The Selection Committee shall then elect any one of its members to serve as Chairperson of the Selection Committee.

Goals: The goals of the committee are to:

1. Make the entire college aware of the Distinguished Faculty Award.
2. Market the award and encourage nominations for the award.
3. Contact the nominees to see if they wish to submit a notebook.
4. Collect, review and make a decision with respect to the notebooks that were submitted.

If an existing committee member is nominated, he/she shall either resign from the committee and accept the nomination or refuse the nomination and remain a committee member.

Educational Development Project Committee

Meets: The EDP Committee meets as needed, on Wednesdays, 2:00-4:30 p.m., usually two to three times per semester.

Mission: To assist faculty members to improve instruction by awarding summer grants to support innovative curriculum developments.

Process to determine the Chair:

Goals: The goals of the committee are to:

1. Hold an EDP Showcase to share the results of the projects from the previous summer
2. Review and update the EDP Committee's Guidelines and Application Forms
3. Inform (via e-mail) all full-time MCC faculty members about the EDP grants
4. Review the applications and determine which ones to fund.
5. Notify applicants of the status (to be funded or not be funded) of their application.
6. Prepare and deliver funding information to the payroll department so that special services contracts can be prepared.

Honors Program Advisory Committee

Meets:

Mission: To make recommendations concerning the MCC Honors Program.

Process to determine the Chair:

Goals: The goals of the committee are to:

Kaleidoscope Committee

Meets: Two to three times per semester from 1:30 to 3 pm on a Tuesday or Thursday.
Mission: The Kaleidoscope creative teaching project is based on the belief that faculty are intrinsically motivated to be the best teachers they can be. The Kaleidoscope project provides a space and time for faculty to engage in dialog about good teaching across all disciplines.

Process to determine the Chair:

Goals: The goals of the committee are to:

1. Direct the continuation of the Kaleidoscope Creative Teaching Project.
2. Promote, collect and review faculty applications for Kaleidoscope.
3. Promote and host the Kaleidoscope Showcase each semester.

Social Committee

Meets: Two to three times per semester as needed.
Mission: To plan at least one social activity each semester for the faculty.

Process to determine the Chair:

The Social Committee elects a Chair during the first meeting of the fall semester and then sends that name forward to the Faculty Senate President for approval from the Senate.

Goals: The goals of the committee are to:

Staffing Advisory Committee

- Meets: Every Friday afternoon from 2 to 5 pm during the spring semester and approximately 4 times on Friday during the fall.
- Mission: To recommend priorities for the hiring of full time faculty across all disciplines.

Process to determine the Chair:

The Staffing Advisory Committee elects a Chair during the first meeting of the fall semester and then sends that name forward to the Faculty Senate President for approval from the Senate.

Goals: The goals of the committee are to:

1. Notify Department Chairs about the staffing process
2. Organize all aspects of gathering data to be used by the Staffing Advisory Committee
3. Organize presentations by the Department Chairs to the Committee
4. Prioritize the staffing requests for new and replacement lines
5. Present the finalized list to the MCC President and VPAA and then notify the faculty

Student Outcomes Committee

Meets: Second Thursday of every month in the CTL
Mission: To direct activities related to the implementation of MCC's Student Outcomes Assessment Program.

Process to determine the Chair:

The Staffing Advisory Committee elects a Chair during the first meeting of the fall semester and then sends that name forward to the Faculty Senate President for approval from the Senate.

Goals: The goals of the committee are to:

1. Conduct the annual Assessment Week activities.
2. Disseminate the results of the Assessment Week efforts.
3. Promote the incorporation of assessment results in teaching and learning throughout the college.

Survey Committee

Meets: Meeting days and times are determined by the committee as a whole
Mission: To develop, distribute, collect, and analyze a survey of the faculty with respect to various issues of interest to the faculty.

Process to determine the Chair:

Goals: The goals of the committee are to:

Travel Committee

Meets: Second Tuesday of every month from 1:30 to 3:30 pm in LB-205
Mission: To review faculty requests for travel and allocate college funding for travel.

Process to determine the Chair:

The Travel Committee elects a Chair during the first meeting of the fall semester and then sends that name forward to the Faculty Senate President for approval from the Senate.

Goals: The goals of the committee are to:

Section IX

Senate Standing Resolutions & Policies

Election of Senators

Nomination Process

- Each Faculty Association member shall be sent a form, published and distributed by the first Monday in April of each year, by the Senate President, for the purpose of self-nomination.
- Return of the signed self-nomination form to the Senate President by four (4) p.m. of the Friday following the first Monday in April, shall constitute the formal request for said member's name to be placed on the ballot as a nominee.
- If the number of vacancies exceeds the number of nominees, the Senate President shall appoint a nominating committee empowered to select at least one (1) nominee for each vacancy.
- Nominations will close at twelve (12) noon on Monday before the third Thursday in April.

Voting Process

- Ballots will be distributed to all full-time residential faculty members as defined in the Residential Faculty Policies, and faculty members who are currently participating in the Maricopa Community College District Active Retirement Program at the 49% or 40% level by four (4) p.m. on the Tuesday before the third Thursday of April. Ballots must be received by the Senate President prior to four (4) p.m. on the following Tuesday.

Election/Runoff Process

- The nominees receiving the greatest number of votes cast for the existing vacancies will be elected.
- In the event of a tie between nominees, a runoff election will be held on or before the first Monday of May.
- In the event of a second tie, the Faculty Senate Executive Committee will select the nominee to fill the office.

Schedule and Procedures For Recall of Senators

Per Section 4, Article VII of the Constitution:

Upon receipt of a petition for recall consisting of at least twenty-five (25) percent of the Faculty Association Membership the Senate President will initiate a recall election as delineated in the Senate Best Practices Policy Manual.

Per Section 3, Article IX of the Constitution:

- A vacancy shall be declared by the Senate when a Senate Officer has been removed from office by a recall election. A pro tem Senate Officer will be elected by a majority vote of the Senate.
- A Senator will be subject to recall election on the petition of twenty-five (25) percent or more of the Faculty Association members as defined in Article IV of this Constitution. The Senator shall be removed from office by a two-thirds ($\frac{2}{3}$) vote of the Faculty Association members as defined in Article IV of this Constitution.

Voting Process

- Within 10 working days of the receipt of a petition for recall consisting of at least twenty-five (25) percent of the Faculty Association membership in a designated area of responsibility (either Zone or At-Large), the Senate President will distribute recall ballots.
- Recall ballots will be distributed to all full-time residential faculty members as defined in the Residential Faculty Policies, and faculty members who are currently participating in the Maricopa Community College District Active Retirement Program at the 49% or 40% level.
- The counting of recall ballots shall be conducted by the Executive Committee, with results published by the Senate President.

Upon the successful recall of any Senator, a vacancy shall be declared by the Senate President. If the recalled Senator served as the Secretary or the Treasurer then a pro tempore Senate Officer will be elected by a majority vote of the Senate.

Election of Senate Officers

Nomination Process

- By the first Thursday in February, the Senate President shall appoint Senators to a Nominating Committee. The Committee is tasked with developing a slate of candidates for Senate Officer position for the next academic year.
- The Nominating Committee shall present the slate of candidates to the Senate at the first regularly scheduled Senate meeting in April.
- At the first meeting in May, additional candidates may still be added to the slate.
- All nominated candidates must be contacted to confirm their desire to be a candidate.

Voting Process

- When it is time for the election process to begin, the President will inform the Senate that each office will be elected individually and separately. The office of President-Elect will be elected first, followed by the Secretary and then the Treasurer.
- For each office, the President will announce the names of the candidates and ask for any nominations from the floor. Self-nominations are allowed and candidates are encouraged to be in attendance.
- Each candidate is given an opportunity to make a speech to the Senate while the other candidate is outside the room.
- After each candidate has spoken to the Senate, the President will ask if anyone would like to speak on behalf of the candidates.
- Once everyone has spoken, the President or designee will distribute ballots to the Senators.
- After the votes are counted, the candidates will be ushered back in the room and informed about the results.
- The President will thank all of the candidates for their willingness to participate before proceeding to the next office.
- Unsuccessful candidates are eligible to run for subsequent offices.

Election/Runoff Process

- The candidates receiving the greatest number of votes cast for the existing vacancies will be elected.
- In the event of a tie between candidates, the President will keep the candidates outside the room and allow Senators to speak on behalf of the candidates one more time before holding another secret ballot.

Voting Policy in Senate Meetings

A voting record of each Senator shall be kept for every matter requiring a vote in the Senate, except for the election of Senate Officers, which shall be by secret ballot. Such voting record shall indicate by the name of the Senator either a “yes,” or “no,” or an “abstention.”

The Senate President shall only vote in the event of a tie. In the event the President is required to vote to break a tie, that vote of “yes” or “no” shall be recorded.

The voting record shall be a regular item in the Senate minutes, as published by the Secretary.

Section X

Senate Protocols

Senate Flower & Card Protocol

Each Department Chair is requested to provide the appropriate information concerning illness or death of a faculty member or immediate family to the Senate President-Elect.

Ordering Procedures

Contact the Plaza Flowers and provide them with the appropriate name and destination information.

Plaza Flowers
1133 S. Dobson Rd.
Mesa, AZ 85202

Phone: (480) 962-8024
Fax:
Internet:

Order the flowers, cost not to exceed \$35. Secure a check from the Senate Treasurer.

Sympathy and get well cards shall be reimbursed by the Senate Treasurer upon presentation of receipts.

Floral Arrangement & Card Protocols

Floral arrangements will be ordered upon:

- Hospitalization of Faculty member, or
- Death of Faculty member or immediate family
(Spouse, significant other, or children are immediate family)

The Senate President will be responsible for the personal message on all sympathy or get well cards.

Sympathy or get well cards will be purchased upon:

- Illness of a Faculty member
- Death of a Faculty members parent

Faculty Recognition

The Senate Secretary shall be responsible for ordering all recognition plaques including the plaque for the outgoing Faculty Senate President, all retiring faculty members and any other occasions that the Faculty Senate deems appropriate to honor.

Ordering Procedures

Contact the Trophy Den and provide them with the appropriate names. (Size and font templates are on file.)

Trophy Den
707 S. Myrtle Ave.
Tempe, AZ 85281

Phone: (602) 966-2945
Fax: (602) 921-0882
Internet: Trophyden.com

Obtain cost estimate for Senate approval. Once approval is obtained secure a check from the Senate Treasurer. Order the plaques.

When plaques are available, pick them up and deliver to the appropriate individual.

Retiree Recognition

In early April, contact Institutional Advancement for the names of Retiring Faculty. Once names are obtained, follow the ordering procedures.

Section XI

FEC Standing Resolutions & Policies

Representatives to FEC

The Senate President, President-Elect and past President shall serve as representatives to the District Faculty Executive Council (FEC).

Other representatives to the FEC shall be appointed by the President with the approval of the Senate at the first meeting in May of each year. At least one of the additional representatives to FEC should be a current member of the Faculty Senate.

FEC Standing Committees

Bargaining Council

The FEC shall serve as a committee-of-the-whole for the purpose of establishing the bargaining agenda for meet and confer negotiations.

Faculty Meet and Confer Committee (Executive Committee)

This committee receives the Meet and Confer agenda from the FEC and presents it to the Meet and Confer Negotiating Team. It is responsible for directing the Meet and Confer Negotiating Team.

Meet and Confer Negotiating Team

This committee represents the entire residential faculty at the meet and confer table and acts as agent for the Executive Committee.

Residential Faculty Policies Review Committee

This committee submits recommendations to the Chancellor for adjudication whenever there is a contested interpretation of existing policy.

FPG Steering Committee

This committee serves as the policy writing and review body for the professional growth guidelines.

Section XII

Miscellaneous & Special Responsibilities

The Senate will appropriate funds to purchase at least one tree per year to be planted on campus each year in celebration of Arbor Day. The check should be made payable to "Mesa Community College" with "Arbor Day Tree" in the memo section.