

Bylaws of the Academic Senate of Quinebaug Valley Campus of Connecticut State Community College

Approved 22 April 2024

Article I: Definition and Purpose

The Academic Senate is the governing body of the Academic Affairs Division at Quinebaug Valley Campus of Connecticut State Community College. The Senate is both an independent governance structure for the members of the Academic Affairs Division and an advisory body to the Dean of Faculty.

The primary function of the Academic Senate is the development and oversight of policies, procedures, and proposals related to programs, curriculum, and other functions of the Academic Affairs Division and its constituent members. The Senate is the forum where discussion on academic matters, and academic policy and procedure occurs.

Article II: Academic Senate Membership

The voting membership of the Academic Senate consists of all staff and full-time faculty in the Academic Affairs Division who report to the Dean of Faculty.

Article III: Senate Leadership

1. The Academic Senate is led by a Senate President, Senate Vice President, and Senate Curriculum Coordinator who are elected by the Senate (see Article VII: Elections). Senate officers are responsible for organizing, running, and recording minutes for monthly Senate meetings.
2. Senate officers may be any combination of Academic Senate members. No specific ratio of faculty or staff will be maintained.
 - a. The Senate President is elected to one two-year term in odd years, and may be elected for one additional two-year term. The Senate President cannot serve more than two consecutive terms. (See Article VII: Elections).
 - b. The Senate Vice President is elected annually to a one-year term, and cannot serve more than three consecutive terms or years. (See Article VII: Elections).
 - c. The Senate Curriculum Coordinator is elected to one two-year term in even years, and cannot serve more than two consecutive terms. (See Article VII: Elections).
3. Senate officers will meet as necessary to organize Senate meetings and conduct necessary business. Meetings can take place in person, or via teleconferencing or email.

Article IV: Senate Leadership Duties

1. Senate President:
 - a. The Senate President presides over Senate business and calls for votes as needed. The Senate President is responsible for conducting Academic Senate meetings efficiently and for keeping Senate meetings focused and on task. The Senate President may call

and cancel Senate meetings as appropriate. The Senate President may delegate responsibilities or assign tasks to the Senate Vice President, to the Senate Curriculum Coordinator, or to Senate members.

- b. The Senate President or his/her designee serves as liaison or representative to the Quinebaug Valley CEO Leadership Advisory Council or its equivalent, the Quinebaug Valley College Council, other non-elected governing committees of Connecticut State Colleges & Universities (CSCU) and the Board of Regents, and meets routinely with the Dean of Faculty and the College President. In addition, the Senate President or his/her designees attend all meetings requiring Quinebaug Valley faculty and non-teaching faculty representation and reports back to the Academic Senate; such meetings could include but are not limited to the Student Government Association (SGA), Department Chair, and Foundation meetings, and could include information-gathering meetings with college union representatives and union administrative officers and staff.
2. Senate Vice President:
 - a. The Senate Vice President assists the Senate President in conducting Senate business, assuming additional responsibilities as assigned by the Senate President, and conducts Academic Senate meetings in the absence of the Senate President. The Senate Vice President records Academic Senate minutes and provides approved minutes to the Dean of Faculty's office to be archived. The Senate Vice President is also responsible for posting approved minutes internally, via email, and for arranging for approved minutes to be posted to the Academic Senate webpage. Minutes must be submitted within fourteen days of the meeting at which they are approved. If the Senate Vice President is the presiding officer at a Senate meeting, a Senate member will be appointed to take minutes and submit them to the Senate Vice President for subsequent Senate approval.
 3. Senate Curriculum Coordinator:
 - a. The Senate Curriculum Coordinator assists Senate members in matters of curriculum development and revision. They help find answers to questions about the CT State curriculum process, including locating relevant forms and contact information. They review curricular proposals during the campus comment period and inform Senate members of proposals that might significantly impact Quinebaug Valley programs so those Senate members can give feedback early in the curricular process. They also preside over Senate elections if the Senate President is running for re-election. (See Article VII: Elections).

Article V: Academic Senate Procedures

1. The Academic Senate shall meet once per month during academic semesters and as needed.
2. The Academic Senate will operate according to modified Robert's Rules of Order except where superseded by these bylaws.
3. Senate Quorum and Voting:
 - a. A quorum for the Academic Senate is defined to be 50% of membership plus one. For the purposes of voting or taking any other official action a quorum must be present.

- b. Decision-making will be by consensus whenever possible. The views and opinions of all members should be heard and considered. After an issue has been thoroughly discussed, members should aim at reaching general agreement about the course of action to be taken.
 - c. Voting, when required, will be considered successful if passed by a simple majority of those present.
 - d. In the event of a tie vote, the issue may either be further discussed and re-voted, or tabled for later action at the next scheduled meeting. Attendance is required for voting. However, should a member leave the meeting for any reason during discussion of any issue, the departing member may leave a proxy vote with the Senate President regarding the specific issue under discussion. Such a proxy vote may be used to maintain a quorum for a vote on that issue only.
 - e. Votes may be taken between meetings by means of email, teleconferencing or other useful technologies. Such votes shall allow for written or oral discussion in which all members have the opportunity to participate. The quorum for any vote conducted under the provisions of section V.3.e will be the same as for in-person voting, as defined in section V.3.a of this article. A quorum will be determined to exist by the total number of members who have cast votes under the provisions of this section. Once a quorum is determined to exist, a simple majority of those voting is required to successfully pass any item. Any vote taken under the provisions of this article will be open for the casting of ballots for a minimum of two business days (48 hours). When a vote under the provisions of this article is announced, the President of the Senate (or designee) will set and announce the voting deadline.
- 4. Upon approval of any resolution, academic matter, academic policy, or procedure by the Academic Senate, the proposal shall be forwarded by the Senate President to the Dean of Faculty or College CEO, who shall be asked to respond to the Senate's recommendations in a timely manner.
 - 5. The Academic Senate shall have the right to meet in executive session. Any member of the Academic Senate may request an executive session meeting by contacting the Senate President.
 - 6. The Dean of Faculty or College CEO may be invited to attend Academic Senate meetings as necessary to provide updates, answer questions, or discuss relevant issues needing review.
 - 7. Academic Senate meetings are generally open to all members of the College community. Participation in these meetings is at the discretion of the presiding Senate leader.

Article VI: Academic Proposal Procedure

- 1. Curricular proposals (new courses, new programs, revisions, or policies) follow the CT State curricular process, and do not require approval by Quinebaug Valley Academic Senate. The Senate Curriculum Coordinator assists Senate members in accessing the necessary resources to prepare and submit academic proposals.
- 2. Academic proposals concerning Quinebaug Valley campus (campus academic policies, resolutions) may be introduced by any member of the Academic Senate. While not required, it

is recommended that those proposals be submitted to the Senate President at least seven days before the next Senate meeting so that Senate members can have adequate time to read and consider their merits.

Article VII: Elections

1. All full-time faculty and staff members of the Academic Affairs Division who have been employed in the Division for at least one full year are eligible for election to Academic Senate offices with the exceptions noted below. Participation in elections is encouraged but optional for part-time staff.
 - a. Members cannot be elected to consecutive terms as Senate officers beyond what is described in Article III: Senate Leadership as noted above.
 - b. The outgoing Senate President is ineligible for election as Senate Vice President for one year.
2. Campaigning for election as Senate President, Senate Vice President, or Senate Curriculum Coordinator is allowed and recommended. At the February Academic Senate meeting the Senate President will announce the March election, explain the functions of each open position, and encourage interested candidates to consider running for election in March. The current Senate President, Senate Vice President, and Senate Curriculum Coordinator shall be present at the February meeting to answer questions about officer functions.
3. Elections for Senate President, Senate Vice President, and Senate Curriculum Coordinator will be held at the March Academic Senate meeting. Ballots will display the names of all eligible members of the Academic Affairs Division. The names of candidates who have announced an intention to run for Senate President, Senate Vice President, or Senate Curriculum Coordinator will be bolded, noted, or posted.
4. The Senate President will preside over elections, unless they are running for re-election, in which case the Senate Curriculum Coordinator will preside over elections. Electronic ballots will be sent out at least three days before the March Academic Senate meeting. The officer presiding over the election will ensure one vote per member.
5. There will be run-off elections for tie votes. Attendance is required for voting in run-off elections.
6. If the Senate President is unable to serve, the Vice President will become Senate President and an election for a new Senate Vice President will take place at the next Academic Senate meeting. Likewise, if the Senate Vice President or Senate Curriculum Coordinator is unable to serve, an election for a new Senate Vice President or Senate Curriculum Coordinator will take place at the next Academic Senate meeting.
 - a. These special elections to fill vacant positions will not affect the term limit nor will they have a bearing on the elections of the officers in the following year. Alternates will serve for the remainder of the term of the person whose seat has been vacated.
7. When a new Senate President, Senate Vice President, or Senate Curriculum Coordinator is elected, the newly elected officers will meet with and shadow the outgoing officers when and where possible to ensure a seamless transition.

8. Terms for newly elected Academic Senate officers begin on June 1 in the same year following their March election.

Article VIII: Special Meetings

1. Transition meetings of the Senate leadership shall be held each May, following the May Academic Senate meeting. The transition meeting will include all outgoing and incoming Senate officers and is intended to ease the transition of new officers.
2. The Senate President may also call emergency meetings to discuss pressing matters. Those present may take action on behalf of the Senate on a provisional basis on a pressing matter, as long as these measures are raised for consideration by any member of the leadership at the next meeting of the Senate. Only members or the designees acting in their place who are physically present at the emergency meeting or who are able to be heard through telephone or other means shall be permitted to vote. There will be no provision for absentee or proxy voting.

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