

PURPOSE AND MEMBERSHIP

OF THE

ACADEMIC SENATE

I. GENERAL STATEMENT

The Triton College Academic Senate is a collegial body established by the Faculty Association, the administration, and the Board as the academic committee system of the Faculty Association which encompasses other elements of the college in order to promote widespread input into academic decisions. The Senate is concerned with building consensus on those issues which relate to teaching, learning, and professional activities at the College.

The Senate is principally an elected body. It is an advisory body that reports directly to the College President. When appropriate, the decisions of the Senate are presented to the Vice President of Academic Affairs/Student Affairs as well as to the President. The Senate generates proposals as well as considers and evaluates recommendations of its standing committees.

The meetings of the Senate are open to the College community. Through the Senate, all faculty, regular and adjunct, have the opportunity to contribute to the Triton educational community. Student leaders are able to voice student concerns and perspectives as well. At the same time, faculty and students can have an ongoing awareness of the issues under consideration College-wide. The Senate serves in this way as a communication vehicle on academic matters.

Each Senate member regularly reports to his/her constituents on Senate matters. Also, minutes of all Senate meetings and summaries of committee meetings are sent to professional employees of the College and student leaders. To ensure effectiveness, resources of the institution are made available for official business of the Senate and its committees.

The focus of the Senate is academic life and development at the College. The scope of the Senate's responsibility does not, therefore, encompass matters dealt with under the terms of the negotiated agreement, the Illinois Educational Labor Relations Act or the Community College Tenure Act. Hence, the Academic

Senate takes no action dealing with wages, hours, and terms and conditions of employment, tenure, and/or any other matters within the scope of collective bargaining or the tenure law, recognizing that these areas are the exclusive purview of the Triton College Faculty Association (TCFA).

This model of shared academic governance shall be reconsidered on a period basis by the Senate Chairperson and the Senate subcommittee chairpersons. The Senate may, by three-fifths majority, make changes in its structure and/or operational procedures. The college will ensure the independence autonomy of the Academic Senate.

II. PURPOSE

- A. To ensure faculty involvement and full representation in decision-forming processes and the forging of a consensus on academic issues.
- B. To create and maintain direct communication between faculty and the President on academic issues.
- C. To focus faculty interests on building a quality community of learning, that is, on the issues of educational philosophy, academic standards and practices.
- D. To foster a climate of continuous revitalization in pursuit of excellence.
- E. To decide issues of general concern which require deliberation of those affected.
- F. To establish openness in the shared governance process.

III. MEMBERSHIP

- A. Ex-Officio Members
 - 1. Vice President for Academic Affairs
 - 2. Vice President of Student Affairs
 - 3. Associate Vice President (from an academic Area)
 - 4. Associate Vice President Human Resources
 - 5. Two (2) Deans (selected by the deans)

- B. Elected Members

Faculty Representatives by Department(s) or Building:

Number of Senators

VPCA	2
English	2
Librarians	1
Social Science	1
Behavioral Science	1
CIS, Architecture	1
Mathematics	2
Physical Education	1
Science	2
Business	1
Nursing	2
Tech East	2
Tech West	1
Allied Health	2
Counseling/Transfer Specialists	2

TOTAL NUMBER OF FACULTY
SENATE SEATS 23

C. Non-Voting Representatives

1. Adjunct Faculty Representation (selected by Faculty Association with a two-year appointment)

D. Non-Voting Members

1. Classified Employees
2. Mid-Managers

IV. PROCEDURES

Bylaws will be developed by the Senate in keeping with this document.

ACADEMIC SENATE BY-LAWS AND PROCEDURES

As revised in 2017

ACADEMIC SENATE BY-LAWS AND PROCEDURES

I. FACULTY SENATOR ELECTION PROCEDURES

- A. The term of office for faculty elected to the Triton Academic Senate shall be two years. To ensure continuity, approximately half of the Senators will be elected in even numbered years and half elected in odd numbered years.
- B. Elections shall be held annually in March to fill the seats of those Senators retiring. Such elections shall be held in the department/program areas. Senators-Elect shall take office at the first meeting of the Senate following the Fall Workshop.
 - 1. An announcement of Senate seats for election shall be sent by the Senate Chairperson to each full-time faculty member during the first two weeks of the spring semester.
 - 2. Names may be placed in nomination or candidates may announce their intention up to ten working days prior to the election.
 - 3. Candidates' names shall be given to an election committee selected by the departments/programs represented no later than five working days prior to the election.
 - 4. Appropriate ballots shall be prepared by the election committee in the departments/programs area outlined in Section III.B of the Negotiated Agreement.
 - 5. Only those persons represented by a specific Senator may cast a ballot in that election. Eligible voters from each area of contest will be identified from lists furnished by the Vice President for Salary Welfare of the TCFA and by the Office of the Vice President for Academic Affairs.
 - 6. Ties shall be broken by lot.
 - 7. In the event that no candidate has a majority, there shall be a runoff between the top two candidates. If a tie prevents identifying the top two candidates, the runoff candidates shall be decided by lot.
 - 8. Absentee voting shall be allowed.
- C. A Senator may succeed himself/herself in office.

D. Senators attending less than half of the sessions of the Senate in any given semester may be subject to recall at the discretion of the constituency represented. At least two-thirds of those represented must concur with the recall motion.

E. Senators resigning or having been recalled from office shall be replaced through a special election held no later than four weeks after the vacancy occurs.

II. SENATE LEADERSHIP

The Chairperson of the Academic Senate will be a faculty member elected by the Academic Senate on an annual basis. Nominations will take place at the April Senate meeting. The election will take place at the final Academic Senate meeting of the Spring semester each year. The ballots will be counted and the results announced at this meeting. Absentee voting will be allowed. The Chairperson-Elect will assume the Chair at the first Academic Senate meeting in conjunction with or following the Fall Workshop.

The Chairperson of the Academic Senate may be reelected. The department(s) represented by a sitting Senate Chairperson shall elect a Senator to replace that person for purposes of advocacy. Senators or Senators-elect are eligible for nomination as Chair of the Academic Senate.

III. STANDING COMMITTEE STRUCTURE

The committees listed below will function under the general guidance of the Academic Senate to provide information on which the Senate may base its advice to the President of the College. The chairperson or co-chairperson of each committee shall be a member of the Senate, and each committee shall have representatives of appropriate constituencies as members. The majority of each shall be faculty.

The Chairperson of the Academic Senate will appoint the committee chairpersons annually from the Senate membership in consultation with the TCFA President and the Vice President of Academic Affairs and Student Services. Chairpersons/co-chairperson will be ratified by the Senate at the first Senate meeting of the fall semester or at the first Academic Senate meeting after the Chairperson of the Academic Senate brings a nomination forward. All faculty shall be appointed to standing committees by the President of the TCFA. Members will be selected from current full-time and adjunct faculty, making every effort to represent all constituencies of the college according to a collegial model. In order to ensure timely and effective operation, the various departments and/or buildings shall provide the President of the TCFA with the names of faculty wishing to accept committee appointments.

Administrators shall be appointed by the President of the College and students according to committee guidelines by the President of the TCSA.

Terms of committee membership shall all be for one year. Committee members may be reappointed to serve on committees in successive years.

The Committees of the Academic Senate shall be:

- A. College Curriculum Committee
- B. Academic & Scholastic Standards Committee
- C. Student Development Committee
- D. Academic Support Committee
- E. Campus Quality Committee
- F. Professional Development Committee
- G. Assessment Committee
- H. Technical Advisory/Distance Learning

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee is a standing committee of the Academic Senate specifically responsible for reviewing and recommending criteria for selection of faculty (criteria currently outlined in the Faculty Recruitment Action Plan, or FRAP) consistent with the purposes of the college and departmental practice, for assisting in the planning of professional development, and for contributing to the establishment of the sabbatical committees and to be a resource for research and development projects. Responsibilities include – but are not limited to:

1. Assisting in the design and planning of in-service educational programs for the faculty and professional staff
2. Promoting faculty community building, and
3. Recognizing outstanding professional achievements by faculty

Membership:

The committee will consist of no less than 8 members representing the following area:

Chair:

A member of the Academic Senate

8 other full time faculty from the following area:

2 from the School of Arts and Sciences

2 from Career Education

3 from either area

1 non-teaching faculty (counselors, enrollment facilitators, or librarians)

1 mid manager or classified employee

1 adjunct faculty member

The executive director of the Professional Development Center or Administrative designee.

Meeting Schedule:

Meeting times will be established by the chairperson, in consultation with the members of the committee.

Disposition of items acted upon by the Council:

All recommendations of the Professional Development Committee will be forwarded to the Academic Senate.

PROFESSIONAL DEVELOPMENT COMMITTEE

PROCEDURES

The internal operation of the Professional Development Committee will be conducted within the framework of the following procedure statements:

I. Meetings

- A. The Committee will establish regular meeting days and times.
- B. The agenda will be submitted to all members in advance of the meeting.
- C. All meetings will begin promptly and adjourn at the predetermined time.
- D. If any committee member is unable to attend, he/she will notify the Chair in advance of the meeting.
- E. All meetings are open to the community college at large.

II. Action by the Committee

- A. A quorum will consist of a majority of the members of the Committee
- B. Only items on the published agenda will be formally acted on the Committee

COLLEGE CURRICULUM COMMITTEE

The curriculum committee is a standing committee of the Academic Senate specifically responsible for credit review. The responsibilities include:

1. Evaluation of credit course offerings and curricula to insure that the:
 - a) meet the College's vision, mission core values and objectives and
 - b) conform to state, accrediting, and licensing body mandates.
2. Evaluation of proposals for new and revised courses or curricula
3. Planning, developing, and projecting degree and certificate programs on a long-term basis.

Membership:

The Committee will consist of 20 voting members representing the following areas:

Chair:

A member of the Academic Senate
12 other full-time faculty representatives selected by the President of the TCFA from the following areas:
5 from the School of Arts and Sciences
5 from Career Education representing the diverse constituencies
2 non-teaching faculty- 1 Library and 1 Counseling
2 students selected by the TCSA
2 academic deans
2 additional administrators from academic affairs and student services appointed by the Vice President of Academic Affairs and Vice President of Student Affairs
Vice President of Academic Affairs and Student Affairs

Resources:

A representative from Office of Research, Assessment and Curriculum
Representatives from Admissions and Records (Records Evaluators)
A representative from Learning Resources and Academic Support Programs
A representative from Continuing Education
A representative from Admissions and Registration
A representative from Curriculum and Assessment
A representative from Instructional Technology

Meeting:

Time to be established by the chair, in consultation with the members of the committee.

Disposition of items acted on by the committee:

A copy of all recommendations of the Curriculum Committee are submitted for review simultaneously to the Academic Senate and to the Vice President for Academic Affairs and Student Affairs. The recommendations of the Academic Senate, the Vice President for Academic Affairs, and Vice President for Student Affairs are submitted to the TCFA as information and to the Board of Trustees for action.

COLLEGE CURRICULUM COMMITTEE

PROCEDURES

The internal operation of the College Curriculum Committee will be conducted within the framework of the following procedure statements:

I. Meetings

- a. The committee will establish regular meeting days and times
- b. The agenda will be submitted to all members at least one in advance of the meeting
- c. All meetings will begin promptly, as soon as establishment of a quorum and adjourn as promptly as possible.
- d. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
- e. All meetings are open to the community at large.

II. Action by the Committee

- a. A quorum will consist of a majority of the members of the Committee.
- b. An affirmative vote of three-fifths of the members voting is required to recommend approval of a curriculum proposal. Abstentions do not count.

III. Routing of College Curriculum Committee Business

Curriculum items will normally be introduced within the discipline where they will first be reviewed. The proposal will then be reviewed by the department and school from which the curriculum was introduced and any other department/school that will be affected by the proposed changes.

ACADEMIC AND SCHOLASTIC STANDARDS COMMITTEE

The Academic and Scholastic Standards Committee is a standing committee of the Academic Senate specifically responsible for reviewing and recommending revisions for academic and collegiate standards. Responsibilities include such functions as reviewing and recommending student academic standards, or policies (e.g. withdrawal requirements, probation and dismissal, academic honesty, "I" grades, credit by exam, etc), or academic and scholastic issues which, in the spirit of shared governance, are appropriate for input from this committee.

Membership:

The committee will consist of 10 – 16 members representing the following areas:

Chair:

Co-chairs: One of whom is a member of the Academic Senate

5 – 10 other faculty representatives selected from the following areas:

2 from School of Arts and Sciences

2 from Career Education

1 Counselor

1-2 Student representatives from Phi Theta Kappa and/or the Scholars' Program

Administrative representative from School of Arts and Sciences

Administrative representative from Careers

Administrative representative from Health Careers and Public Service Programs

Resources:

A representative from Student Affairs

A representative from Financial Aid

Meeting Schedule:

Meeting time to be established by the chair, in consultation with the members of the committee.

Disposition of items acted on by the Committee:

All recommendations of the Academic and Scholastic Standards Committee will be forwarded to the TCFA and the Academic Senate.

ACADEMIC AND SCHOLASTIC STANDARDS COMMITTEE

PROCEDURES

The internal operation of the Academic Standards Committee will be conducted within the framework of the following statements:

I. Meetings

- A. The Committee will establish regular meeting days and times.
- B. The agenda will be submitted to all members at least one week in advance of the meeting.
- C. All meetings will begin promptly and adjourn at the predetermined time.
- D. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
- E. All meetings are open to the college community at large.

II. Action by the Committee

- A. A quorum will consist of a majority of the members of the Committee.
- B. Only items on the published agenda will be formally acted on by the Committee.

Student Development Committee

A standing committee of the Academic Senate will be appointed for the purpose of developing the campus environment as a means of increasing student success.

The Student Development Committee is based upon the premise that the more time and effort students invest in the learning process, the greater will be their growth and achievement, their satisfaction with their educational experiences, and their persistence in reaching personal, academic, and career goals.

The committee, through a consensus-building process, will work toward the development of a campus environment that promotes frequent faculty and student peer interactions, optimal use and awareness of campus resources and facilities, and opportunities for involvement in student clubs and organizations.

The committee will review educational policy and practices, which impact student involvement in learning, and assess academic support services and co-curricular activities to determine the quality of student involvement. The student Development committee will present its recommendations to the Academic Senate for final action.

Membership:

The committee will consist of 11 members representing the following areas:

Chair: A member of the Academic Senate

5 full-time faculty members

2 adjunct faculty members (one representing Adult Education)

2 student representatives

1 representative from Enrollment Services (Dean or designee)

1 representative from Student Services (Dean or designee)

Resource: Members will be called upon as needed by the committee. All administrators will be included in communication by the chairperson, but attendance is not required/expected at every meeting.

The Student Development Committee shall appoint three students as voting members and one student to serve as an alternate without voting privileges to the Student Life Committee as specified in Article 7, Part IV of the Student Handbook. All student appointments shall be made on an annual basis.

The Student Development Committee will not usurp the role and/or responsibilities of the Student Life Committee as an appeal board for disciplinary sanctions invoked on students.

STUDENT DEVELOPMENT COMMITTEE

PROCEDURES

The internal operation of the Student Development Committee will be conducted within the framework of the following procedure statements:

1. Meetings

1. The Committee will establish meeting days and times.
2. The agenda will be submitted to all members at least one week in advance of the meeting.
3. All meetings will begin promptly and adjourn at the predetermined time.
4. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
5. All meetings are open to the college community at large.

2. Action by the Committee

1. A quorum will consist of a majority of the members of the Committee.
2. Only items on the published agenda will be formally acted on by the Committee.

CAMPUS QUALITY COMMITTEE

The Campus Quality Committee (CQC) is a standing committee of the Academic Senate specifically responsible for reviewing quality of life concerns of Triton students, faculty and staff and recommending solutions that will enhance the quality of life for students, faculty and other Triton employees.

Function:

1. To study the need for new physical facilities and for physical plan modifications.
2. To consider other aspects that affect the ability of Triton faculty and staff to be productive.

The committee will consist of 12 members representing the following areas:

Membership:

A member of the Academic Senate
5 other faculty representatives
1 student representative

Chair:

Resources:

Director of Physical Plant
Campus Safety Coordinator
Construction Coordinator
Chief of Police

Meeting Schedule:

Meeting time to be established by the chair, in consultation with the members of the committee.

Disposition of items acted on by the Committee:

All recommendations of the Campus Quality Committee will be forwarded to the Academic Senate.

CAMPUS QUALITY COMMITTEE

PROCEDURES

The internal operation of the Campus Quality committee will be conducted within the framework of the following procedure statements:

I. Meetings

- A. The Committee will establish regular meeting days and times.
- B. The agenda will be submitted to all members at least one week in advance of the meeting.
- C. All meetings will begin promptly and adjourn at the predetermined time.
- D. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
- E. All meetings are open to the college community at large.

II. Action by the Committee

- A. A quorum will consist of a majority of the members of the Committee.
- B. Only items on the published agenda will be formally acted on by the Committee.

ACADEMIC SUPPORT COMMITTEE

The Academic Support Committee is a standing committee of the Academic Senate specifically responsible for reviewing and recommending means for improving and enhancing the effectiveness of the academic support services of Triton College.

Functions:

- A. To study and recommend changes needed in programs, services, or policies of academic support programs.
- B. To study and recommend changes needed in programs, services, or policies in the Library/Learning Resource Center and Academic Success Center.
- C. To study and recommend changes needed in programs, services or policies in counseling and advising relating to academic support.

Membership:

The committee will consist of members representing the following areas:

Chair:

The chair of the Academic Support Committee will be a member of Academic Senate, appointed to the chair position by the chair of the Academic Senate.

Faculty:

7 faculty representatives recommended by the President of the TCFA from the following areas:

- 2 faculty members from Arts & Sciences
- 1 faculty member from Business & Technology
- 1 faculty member from Health Career/Public Service Programs
- 1 librarian
- 1 counselor

Administration:

- Dean of Academic Success
- Dean, Student Services
- Dean Arts and Sciences
- 1 additional Academic Dean

Resources:

- Vice President, Academic Affairs
- Vice President, Student Affairs
- Member of Information Systems
- Associate VP, Informational Systems
- Director, Financial Aid
- Director, ETRC
- Faculty, Graduate Equivalency Degree (GED)
- Faculty, English as a Second Language
- Director of Academic Success

ACADEMIC SUPPORT COMMITTEE

PROCEDURES

The internal operation of the Academic Support Committee will be conducted within the framework of the following statements:

I. Meetings

- A. The Committee will establish regular meeting days and times.
- B. The agenda will be submitted to all members at least one week in advance of the meeting.
- C. All meetings will begin promptly and adjourn at the predetermined time.
- D. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
- E. All meetings are open to the college community at large.

II. Action by the Committee

- A. A quorum will consist of a majority of the members of the Committee.
- B. Only items on the published agenda will be formally acted on by the Committee.

ASSESSMENT COMMITTEE

Mission:

Serve as resources to faculty and consulting body to the Office of Institutional Research and Assessment in the development and engagement of academic assessment programs.

Functions:

Support faculty in academic assessment efforts

Review and approve institutional academic assessment tools and procedures

Collaborate with the Office of Institutional Advancement in the promotion of a culture of assessment

Membership:

Nine (9) full-time faculty members from the following areas: four (4) from Arts and Sciences, two (2) from Business and Technology, one (1) from Health Careers and Public Services Programs, and one (1) from Counseling.

Two (2) adjunct faculty members

One (1) representative from Research and Institutional Effectiveness

One (1) academic dean

One (1) representative from Continuing Education

The Director of Teaching and Learning

ASSESSMENT COMMITTEE

PROCEDURES

The internal operation of the College Assessment Committee will be conducted within the framework of the following procedure statements:

I. Meetings

- A. The committee will establish regular meeting days and times
- B. All meetings will begin promptly, as soon as establishment of a quorum and adjourn as promptly as possible
- C. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting

II. Action by the Committee

- A. A quorum will consist of a majority of the members of the Committee
- B. An affirmative vote of the majority of the members voting is required to recommend approval of a proposal. Abstentions do not count.

ASSESSMENT COMMITTEE

PROCEDURE

The internal operation of the College Assessment Committee will be conducted within the framework of the following procedure statements:

I. Meetings

- A. The committee will establish regular meeting days and times
- B. All meetings will begin promptly, as soon as establishment of a quorum and adjourn as promptly as possible
- C. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.

II. Action by the Committee

- A. A quorum will consist of a majority of the members of the Committee
- B. An affirmative vote of the majority of the members voting is required to recommend approval of a proposal. Abstentions do not count.

TADEC

Mission:

The Technology Advisory Distance Education Committee (TADEC) is a standing committee of the Academic Senate and engages in discussions and decisions related to the acquisition, maintenance and use of current and future technology for teaching and learning. In addition **TADEC** will advise, evaluate, review, and develop guidelines for the Triton College Technology Plan and Distance Learning Education Strategic Plan. **TADEC** makes recommendations on policy that are strategic in nature to promote distance education and support institutional and academic efforts of the College related to the appropriate use of technology.

Membership:

The committee will consist of 13 voting members representing the following areas:

- **Chair:** Faculty member of Academic Senate
- Assistant Vice President Technology & Innovation
- 6 Faculty: Representing Arts & Sciences, Business & Technology, Health Career/Public Services, Library and Counseling
- 1 Representative Adjunct Faculty
- 1 Representative from Instructional Technology
- 1 Representative from Information Services/Systems
- 1 Representative from Continuing Education
- 1 Student Representative

PROCEDURES

The internal operation of the Technology Advisory Distance Education Committee (TADEC) will be conducted within the framework of the following procedure statements:

I. Meetings

- A. The committee will establish regular meeting days and times
- B. The agenda will be submitted to all members in advance of the meeting.
- C. All meetings will begin promptly and adjourn at the predetermined time.
- D. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
- E. All meetings are open to the college community at large

II. Action by the Committee

- A. A quorum will consist of a majority of the members of the Committee
- B. Only items on the published agenda will be formally acted on by the Committee