

# ABOUT THIS DOCUMENT

This document describes the revisions to the Bylaws of the Academic Senate to be proposed by the Academic Senate Executive Committee on April 18, 2017.

Deletions are indicated in ~~strikethrough text~~.

Additions are indicated in ***boldfaced, italicized text***.

**Academic Senate Bylaws**  
**Nassau Community College**  
<https://mybcc.ncc.edu/group/academic-senate>

April 17, 2017

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# I

# PURPOSE

It is the Academic Senate of Nassau Community College that shall provide the College community with a voice in general educational goals and policies as well as other matters of concern to the College community. The Academic Senate shall have responsibilities and powers in the following areas unless otherwise restricted by law and the provisions of the Collective Bargaining Agreement.

- A. To examine, approve and recommend curriculum for examination by the President and the Board of Trustees.
- B. To recommend requirements for admissions, degrees, and graduation.
- C. To formulate and propose academic college policies including policies on class size, academic advisement, ~~educational TV~~ *educational technology*, and academic calendar for the consideration of the President and the Board of Trustees.
- D. To provide a forum for the consideration of academic matters of interest to the College community.
- E. To formulate and propose policies in those aspects of student life which relate to the educational process.



# II

# PROCEDURE

*The Academic Senate “shall participate in the formulation of policy” and “present recommendations to the President” in those areas delineated by the law (8NYCRR, Section 605.1). All formal actions (actions which affect the policies and procedures of the College and/or the Academic Senate in areas where the Academic Senate has powers and responsibilities) shall be communicated **recommended** to the President of the College and unless vetoed in writing within ten (10) teaching days of receipt by the President, shall become the policy of the College. Senate action vetoed by the President shall be presented at the next regularly scheduled Senate meeting for discussion. If appropriate, a motion to override the veto may be called for and if carried by a two-thirds vote of members of the Senate present, the action will be referred to the Board of Trustees for discussion at its next regularly scheduled meeting. The Executive Committee of the Academic Senate must be provided with the opportunity for discussion of the issue with the Board of Trustees prior to Board action. The Board of Trustees under normal circumstances shall not formulate policies or modify existing policies in areas where the Academic Senate has responsibility and powers before the Senate has adequate opportunity to discuss policy and formulate recommendations. Under circumstances during which the Senate cannot be convened, the Board of Trustees shall receive input from the Chair of the Academic Senate or designee. **by the Academic Senate Executive Committee. The Academic Senate Executive Committee shall discuss issues in areas over which the Academic Senate has powers and responsibilities with the President before Academic Senate votes. Formal actions of the Academic Senate are referred to the President for consideration. If the formal actions of the Academic Senate are not affirmed by the***

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*President then the Academic Senate Executive Committee will review the reasons with the President. Matters requiring approval of the Board of Trustees shall be referred by the President for Board consideration.*

An action of the Academic Senate may be reversed by a two-thirds vote of those present and voting at a special meeting of ~~faculty and administration~~ *Senators* called for the purpose of reviewing *Academic* Senate actions. ~~Only faculty and administrators may vote at such a meeting.~~ A quorum shall be considered present when a simple majority of ~~faculty and administration are~~ *the Academic Senate membership is* in attendance.

A proposal for reversing one or more actions ~~of~~ *for* the Academic Senate is initiated by a petition signed by at least ten (10) percent of the eligible ~~faculty and administration~~ *Senators*, in which case the Executive Committee of the Academic Senate must within ten (10) *regular teaching* days request ~~the President to call~~ a special meeting. This petition must be filed with the ~~Executive Committee of the Academic Senate~~ *Academic Senate Executive Committee* and ~~the College President~~ within nine (9) *working regular teaching* days after the specific Academic Senate action has been taken.

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# III

# MEMBERSHIP AND RESPONSIBILITIES OF SENATORS

## III | 1 Membership

The Academic Senate shall mean the Association of full-time faculty, *administration professional administrators* (as defined by the *respective* Collective Bargaining Agreements), and students of Nassau Community College.

The Academic Senate shall have the following composition for the purpose of representing its constituents:

### III . 1 . 1 *Voting Members*

- 10 percent *professional* administrators appointed by the President *elected from among those represented*
- 20 percent students elected by the student body
- 70 percent faculty elected proportionately from academic departments

In addition there shall be ~~one (1) Senator appointed by the President of the Nassau Community College Federation of Teachers and one (1) Senator from and elected by all faculty not attached to academic departments.~~

- *One (1) Senator appointed by the President of the Nassau Community College Federation of Teachers (NCCFT),*
- *One (1) Senator from and elected by all faculty not attached to academic departments, i.e., the Professional Faculty Unit,*
- *One (1) Senator representing Language Immersion at Nassau Community College (LINCC),*
- *One (1) Senator representing the Adjunct Faculty, and*
- *One (1) Senator representing the Civil Service Employees Association (CSEA).*

### III . 1 . 2 *Non-Voting Members*

- Senior Administrators appointed by the President

### III . 1 . 3 *Apportionment of Voting Senators*

The following formula will be used to determine the size of the Senate and the number of Senators in each category:

- A. Calculate the total number ( $F$ ) of *full-time* faculty Senators from academic departments (one (1) per nine (9) members or major fraction thereof).
- B. Divide  $F$  by 0.70 to get number of Senators ( $X$ ), excluding representatives of NCCFT and the Professional Faculty Unit.
- C. Multiply  $X$  by 0.20 to get number of student Senators ( $S$ )



D. Multiply X by 0.10 to get number of *Professional* Administrative Senators (A)

E. Add the following:

- F (Faculty from Academic Departments)
- + S (Students)
- + A (*Professional* Administrators)
- + 1 (NCCFT)
- + 1 (Professional Faculty Unit)
- + 1 (*LINCC*)
- + 1 (*Adjunct Faculty*)
- + 1 (*CSEA*)

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Total Size of Senate

### III . 1 . 4 *Total Size of Senate*

The Executive Committee of the Academic Senate shall adjust the number of *professional* administrators and students as required by shifting numbers of *full-time* faculty and elected Senators.

#### A. *Professional Administrators (NCCAA) Administration Appointed* Membership

The appointments for membership of *professional* administrators will take place in April of each year for the term commencing May 1 of that year.

#### B. *Full-time* Faculty Elected Membership

In April academic departments (as defined by the Collective Bargaining Agreement) elect one (1) Senate member and one (1) alternate for each nine (9) full-time faculty members in the department, or major fractions thereof. Regardless of size, each department or unit shall elect at least one (1) faculty member and one (1) alternate. Each department shall rank the alternates according to the number of votes received in the department election. A copy of the list of the ranked alternates shall be forwarded to the Academic Senate. Only those who have been full-time members of the faculty for at least one (1) semester are eligible for membership in the Senate.

In order to provide continuity, members are elected for two (2) year terms, with approximately one-half of the departments represented in the Senate electing in odd-numbered years and the other one-half electing in even-numbered years as follows:

- 1) Odd-numbered years
  - Africana Studies

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- Art
  - Biology
  - Communications
  - Engineering/Physics/Technology
  - English
  - Foreign Language
  - Marketing/Retailing/Fashion Buying & Merchandising/Fashion Design & Interior Design
  - Mathematics, Computer Science, & Information Technology
  - Mortuary Science
  - Music
  - Reading/Basic Education
  - Student Personnel Services
  - Theatre/Dance
  - Professional Faculty Unit
- 2) Even-numbered years
- Accounting/Business Administration
  - Administrative Business Technology/*Health Information Technology*
  - Allied Health Sciences
  - Chemistry
  - Criminal Justice
  - Economics/Finance
  - Health/Physical Education/Recreation
  - History/Political Science/Geography
  - Hospitality Business
  - Legal Studies
  - Library
  - LINCC
  - Nursing
  - Philosophy
  - Physical Science
  - Psychology
  - Sociology/Anthrology & Social Work
- 3) The elections for membership of faculty will take place in April of each year for the term commencing May 1 of that year.

As additional academic departments are created, the Executive Committee of the Senate shall determine whether they are to hold elections in odd-numbered

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years or even-numbered years, making every effort to keep Senate membership in reasonable balance, and providing for interim elections where necessary. New Senators necessitated by department expansion, resignations, sabbaticals and similar interim absences shall be selected in ranked order from the list of alternates. Those ~~filling~~ *filling* interim vacancies shall serve until the return of the Senator whom they are replacing.

### C. Student Elected Membership

The President of Student Government Association, the Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Student Representative on NCC Board of Trustees, and the Student Government Association Chair of the Academic Senate Affairs shall, by virtue of their offices, be Academic Senators. The length of office in the Academic Senate will equal the length of their student Senate office.

For the remaining student members: half of them will be elected at the time of the Spring Student Government Association elections. Their term of office will commence June 1 of that year. The remaining number of the Student Academic Senators will be elected in the Fall. Their term of office will commence on December 1 of that year.

Alternates to Student Academic Senators must be ratified by the Student Senate. In the event that a Student Academic Senator of the Student Senate cannot fulfill his/her position as Academic Senator, the Student Senate may ratify the appointment of the alternate to the vacated Academic Senate position. He/she may not take on the position of the Academic Senator if not a member of the Student Senate. In this event, a new Academic Senator shall be selected from and by the Student Senate.

In the event that a Student Academic Senator-at-large cannot fulfill his/her duties, the appropriate alternate shall take over the position of Academic Senator-at-large. The new Academic senator-at-large will, in turn, select a new alternate. This alternate must be ratified by a body consisting of all members of the Student Senate and all Student Academic Senators-at-large.

In the event of a student vacancy in the Academic Senate not covered in this section of the Bylaws, the Student Senate of the Student Government Association shall fill the vacancy.

Students, in order to be eligible, must be full-time matriculated students and in good academic standing as established by College policy.

The Student Senate shall be responsible for conducting elections and otherwise coordinating activities of all Student Academic Senators.

### III . 2 . 1 *Responsibilities as Senators*

The duties and responsibilities of Senators shall include the following:

- A. To review and evaluate all committee reports, recommendations and resolutions that accompany each agenda prior to the meetings of the Academic Senate.
- B. To determine the opinion of their constituents before meetings of the Senate.
- C. To attend all meetings of the Academic Senate or to arrange for the attendance of an appropriate alternate.
- D. To bring to the Senate matters that concern their constituents.
- E. To report fully and regularly to their constituents on the activities of the Senate.

### III . 2 . 2 *Responsibilities of Senators as Members of Constituency Groups*

*Representatives of each constituency group bring the expertise that goes along with their position as members of the respective constituency groups to Senate deliberations.*

*The roles and responsibilities of constituency groups are defined by (a) exclusion from governance structure, i.e., Senior Administrators, and (b) inclusion within governance structure, i.e., all other constituencies.*