**ACADEMIC SENATE RETREAT OVERVIEW**

**(August 20, 2018)**

**Previous Senate Meetings – Strengths & Weaknesses:**

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| **STRENGTHS** | **WEAKNESSES** | **IDEAS** |
| Bi-directional SGC committees | Content to bring back to constituents | Empower others for committee roles |
| Collaborative/working together | Less interpersonal skills | Ethno relative – continue discussions |
| Equity lens focus discussions | Long discussions/tabled before voting | Follow-through for voting items |
| Ethno relative discussions | Overwhelmed from a new perspective | Get to know one another more |
| Inviting atmosphere listening to issues | Roadshows – charges discussions | Global values – inclusion/collaboration |
| Student focus – inter-faith space | Roles not defined | Interpersonal skills and build trust |
| Student focus – website blocking | Shared Governance model lost | Keeping respect mindset for all goals |
| Student Involvement | Senate oversight role – no discussions | Know & exercise Senate’s role |
|  | Hiring budget – No Senate Involvement | Mission Statement and goals |
|  |  | Record all values & goals’ progress |
|  |  | Revitalize oversights via committees |
|  |  | Roles – to define |
|  |  | Senate oversight role – bring it back |
|  |  | Smile at each other more in passing |
|  |  | Student empowerment – open up space |
|  |  | Student focus – continue support |

**The Academic Senate is the voice of the faculty on the "10 + 1" Academic and Professional matters:**

1. [Curriculum](http://www.losmedanos.edu/intra-out/cur/index.aspx), including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. [College governance structures](http://www.losmedanos.edu/sg/index.aspx), as related to faculty roles.
7. Faculty roles and involvement in [accreditation](http://www.losmedanos.edu/accreditation/index.aspx) processes.
8. Policies for faculty [professional development](http://www.losmedanos.edu/profdev/index.aspx) activities.
9. Processes for program review.
10. Processes for [institutional planning](http://www.losmedanos.edu/planning/index.aspx) and budget development.
11. Other academic and professional matters as mutually agreed upon.

**Strategic Planning Exercise:**

Teams of 5 group discussions and ideas for discussion - **attached photos** of answers to following questions:

1. Major issues facing the college or your department/program?
2. Are these issues related to any of the 10+1 professional map?
3. Which one of the specific 10+1 matters/connected and related to you?
4. Who are the people who should be involved to solve and accomplish those goals?

**Training for Parliamentary Procedure, Brown Act and Standing Rules of the Senate:**

Standing Rules and Robert’s Rules of Order:

1. Align within Senate’s Constitution and Bylaws.
2. Senate to review, discuss during FALL 2018 meetings and adopt.
3. Standing rules may be added, amended, or deleted by a majority vote.
4. Meetings of the Senate; first read, second read, debate and vote.
5. First read – no debate, no amendment, feedback from constituents and clarifying information only.
* A first read may be waived with a 2/3 majority vote.
* If resolution is not referred to committee, it will be placed into second read.
* First read will be presented for a second read once reported out of committee.
1. Second read – debate and voting process takes place.
* No Senator may speak twice until all members on the speaker’s list have had a chance to speak.
* The speaker can speak after presenting the debate only if they are asked a question.
* Motions should be clearly worded.
* Debate means discussion on merits of the question.
* Motion to end the debate can be done to speed up process.
* The Chair must ensure that the motion is clearly phrased.
* Academic Senate President’s signature on items to take place only after second read.
* Action items properly listed on agenda will not be in violation of the Brown Act.
1. During a debate the speaker is only allowed to speak for 10 minutes; does the Senate want to specify?
* You can make a motion to extend or reduce speaking time; can do per meeting/per motion.
* Responding to a question counts as part of your 10 minutes of speaking time.
1. Three types of amendments: 1) add/insert, 2) strike a portion, 3) strike out and insert words.
2. Important to have the motion in writing to transcribe as to the intent of the motion and for minutes.
3. During a heated discussion, someone can make a motion for a recess.
4. Debate etiquette is not vocally shaming someone.
5. A motion passes after at least 2/3 of the votes.
6. After second read/debate, next meeting, you can rescind a previous motion after it’s been approved.
* Action items for a vote has to be posted.
1. Any person can move to amend any motion; Senate to review for Standing Rules.
2. A sponsor is the only who can withdraw a motion.