



### Constitution & By-Laws of Academic Senate Policy

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<b>Approval Signature AS Chair:</b>	/s/
<b>Approved:</b>	President, Thomas A. Cropper
<b>Approval Signature:</b>	/s/

Constitution and By-Laws of the Faculty Senate of the California State University Maritime Academy

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## Introduction

1. The Faculty of the California State University Maritime Academy has adopted this Constitution and By-Laws to establish and define the means by which it will participate in the formulation, evaluation, and recommendation of academic policy and procedures; to facilitate coordination and cooperation among the different constituencies of the university; to serve in an advisory capacity to the President on all matters relating to Corps discipline, structure, and morale; to provide to members of the Faculty a formal means of expression regarding matters of academic concern; and to ensure regular communication between faculty and administration in policy matters.
2. Definitions
  - a. The Faculty Senate of the California State University Maritime Academy (hereafter referred to as “The Faculty Senate”): a representative senate with members elected to represent the Faculty.
  - b. Faculty: all tenured, probationary, and full and part-time lecturers on a one or three-year contract not bearing an MPP (Management Personnel Plan) position on the campus.
  - c. Lecturers: all full and part-time lecturers on a one or three-year contract not bearing an MPP (Management Personnel Plan) position on the campus.
  - d. Academic departments: any department/unit that offers credit-bearing courses taught by Faculty (eg. the Library).
3. Powers and Responsibilities
  - a. The membership of this organization remains at all times in possession of the authority and power of this organization. By constitutional provision, the Faculty Senate delegates authority to its duly elected Executive Committee and to other sub-units that the Executive Committee may designate on behalf of the Senate. These sub-units may take the form of (a) Standing Committees, (b) Ad hoc committees, (c) Task Forces or (d) individual agents.
  - b. The Faculty Senate, collectively, or through its designated sub-units, shall be empowered to participate in the governance of the California State University Maritime Academy. This power shall be exercised by means of direct recommendations to the President of the Academy concerning the formulation, revision, adoption, or review of policy and procedures of the California State University Maritime Academy. The authority shall extend to any academic issue delegated to the President either by law or by the Trustees or Chancellor of the California State University. The extent of this authority shall include, but not be limited to academic, personnel, and fiscal policies and procedures. All policies and procedures adopted by the President that either have not been initiated by the Faculty Senate, or have not been the subject of formal consultation with the Executive Committee of the Faculty Senate, shall be reported to the Executive Committee for its information.

- c. To the extent that authority derives from powers granted to the Faculty Senate through its recognition by the President of the California State University Maritime Academy acting as the agent of the Trustees and Chancellor of the California State University, that authority shall not include those areas specifically identified under the laws of the State of California as belonging to the exclusive representatives of designated Collective Bargaining Units.
  - d. The Faculty Senate's power shall be exercised in a manner, and to an extent, that is consistent with the provision of state and federal laws and with the regulations of the Trustees and Chancellor of the California State University.
  - e. By self-limiting ordinance, the Faculty Senate binds itself not to abridge the academic freedom of any of its members or of any group of its members by its own action or that of its sub-units.
4. Amendments to this Constitution or its By-laws may be initiated by (a) the Executive Committee, or (b) a written request signed by 10% of the Faculty. The Executive Committee shall conduct a vote by the Senate membership on all proposed amendments to either the Constitution or its By-laws. An amendment is ratified by an affirmative vote by a majority of all members of the Senate, or by 60% of those actually voting, whichever is smaller. Proposed amendments shall then be forwarded to the President of the Academy, and shall become effective upon approval by the President.
5. The Faculty Senate shall be governed by its Constitution and By-laws to the extent that provisions of the Constitution and By-laws do not exceed the power and authority granted by the President of the California State University Maritime Academy, the Trustees and the Chancellor of the California State University, or the law of either the State of California, or the Federal Government.

## BY-LAWS OF THE FACULTY SENATE

### I. Senate

#### A. Powers and Responsibilities

1. Request and receive information necessary for the performance of Faculty Senate duties, and as set forth in the by-laws.
2. Delegate authority to a duly elected Executive Committee and to other sub-units that the Executive Committee may designate on behalf of the Senate. These sub-units may take the form of Standing Committees, Ad hoc committees, Task Forces, or individual agents.
3. Oversee the work of all Senate committees. Review and amend the charges of ad hoc committees and task forces.
4. Make recommendations in the form of written resolutions to the President concerning the formulation, revision, adoption, and review of policies and procedures related to all academic matters, including but not limited to:
  - a) approval of degree candidates
  - b) development of policies governing the awarding of grades
  - c) criteria and standards for the appointment, retention, awarding of tenure, promotion, and periodic evaluation of academic employees
  - d) determination of the membership of the Faculty Senate
  - e) curricular policies, such as admission and degree requirements, approval of new courses and programs, and academic standards
  - f) establishment of campus-wide committees on academic and professional matters, including but not limited to the Academic Board and the Faculty Development Committee
  - g) academic awards, prizes, and scholarships
5. Govern in a manner, and to an extent, that is consistent with the provision of state and federal laws and with the regulations of the Trustees and Chancellor of the California State University.

#### B. Membership

1. The Faculty Senate shall be composed of the following voting members:
  - a) one representative for every five full-time Faculty members in each academic department, who shall represent that department's interests in the Senate
  - b) one Faculty-at-Large representative for every 15 faculty members
  - c) two elected representatives to the Academic Senate of the California State University (ASCSU)
  - d) two Lecturers-at-large, who shall represent all lecturers' interests in the Senate

2. The number of Senators representing each academic department shall be determined annually in the preceding February in accordance with the following rules:
  - a) Every department shall have *at least* one representative.
  - b) Departments will have an additional representative for each additional subset of five full-time faculty members [i.e. 1-9 members = 1 representative; 10-14 members = 2 representatives; 15-19 members = 3 representatives; 20-24 members = 4 representatives; and so on].
  - c) The census of full-time faculty members in each department shall be determined based on payroll information from that academic year. The number of faculty members classified as “full-time” by payroll shall count in the department census. In the event that Fall semester payroll data differs from Spring semester payroll data, the number of representatives shall be based on the payroll data from the semester with the most full-time faculty.
3. The Faculty Senate shall include the following non-voting members:
  - a) President (ex officio)
  - b) Provost (ex officio)
  - c) Captain of the Training Ship (ex officio)
  - d) Chief Engineer of the Training Ship (ex officio)
  - e) Associate Provost (ex officio)
  - f) Academic Deans, including Library Dean (ex officio)
  - g) Three student representatives, one from each of the following constituencies: the Corps of Cadets, Housing and Residential Life, and the ASCMA (appointed by their respective constituencies)
  - h) One member of Bargaining Unit 3 not represented above (eg. counselor or coach) (elected by all members of Bargaining Unit 3 eligible for the position)
4. In the event that a constituency group does not nominate any potential representatives, any member of the Faculty can stand for election to represent that constituency.

### C. Nominations, Elections, and Terms

1. The Executive Committee is responsible for holding elections in the last week of the month of February for senators with expiring terms, and for new senators added based on the annual census.
2. Eligibility to Serve / Vote
  - a) **Department representatives:** all faculty members in a department are eligible to serve as department representatives, although departments may create additional criteria (eg. requiring a mix of licensed and unlicensed representatives). They may be self-nominated or nominated

by any faculty in their department. Department representatives will be elected by a vote of the faculty in their respective departments.

- b) **Faculty-at-large representatives:** all faculty are eligible to serve. They may be self-nominated or nominated by any faculty member. Faculty-at-Large representatives will be elected by a vote of all faculty.
- c) **ASCSU representatives:** all faculty are eligible to serve. Individuals may be self-nominated or be nominated by any faculty member. Representatives to the Academic Senate of the California State University (ASCSU) will be elected by a vote of all faculty.
- d) **Lecturer-at-Large representatives:** all lecturers are eligible to serve. Lecturers may be self-nominated or be nominated by any lecturer. Lecturer-at-Large representatives will be elected by a vote of all full and part-time lecturers with annual or multi-year appointments. In the event that no lecturers stand for election, the ballot will be open to any member of the faculty.

### 3. Term Limits and Election Procedures

- a) Department and at-large representatives shall be elected for a term of two years.
- b) Representatives of the ASCSU shall be elected for a term of three years.
- c) Lecturer-at-Large representatives shall be elected for a term of two years.
- d) All terms are renewable.
- e) The term of office of an elected Senator shall begin on the first faculty work day of the academic year.
- f) A senator retains the seat for the duration of the term regardless of any subsequent change in the number of representatives from that constituency.
- g) In the event that a senator goes on leave, the Executive Committee shall hold a special election for an eligible alternate to serve during the absence.
- h) Should a senator be unable to complete the term, the Executive Committee shall hold a special election for an eligible alternate to complete the term.
- i) For all elections, ballots will be cast either in paper or electronically as specified by the executive committee.
- j) Senate terms shall be staggered; upon ratification of these by-laws, the senators from each constituency in C-2 above (with the exception of the ASCSU representatives) shall be divided as equally as possible into two classes. For the inaugural group of senators elected to terms of two years, the seats of the senators of the first class shall be vacated after a one-year term, and of the second class after a two-year term, so that (roughly) one-half of each constituency may be chosen every year.

## D. Procedures

### 1. Scheduling

- a) The Senate shall hold regularly scheduled monthly meetings on Thursdays during the academic year from 11:00 - 12:20. The calendar shall be published before the first faculty work day of the academic year.
- b) The Executive Committee shall have the authority to cancel or reschedule meetings in extenuating circumstances (eg. natural disaster, dangerous conditions on campus). The Senate may call additional meetings by a majority vote. The purpose of the meeting shall be explicitly stated in the notice of the meeting, which shall be distributed at least seven days prior to the meeting, and shall be the only order of business.

### 2. Decision-Making

- a) The Senate shall follow simplified Robert's Rules of Order.
- b) A Parliamentarian shall be appointed annually by the Senate Executive Committee before the first general meeting of the academic year. The Parliamentarian shall provide guidance on matters of parliamentary procedure. The Parliamentarian should have a strong working knowledge of Robert's Rules of Order and the Faculty Senate Constitution and By-Laws. If selected from outside the Senate membership, the Parliamentarian shall be a non-voting member of the Senate.
- c) All decision making shall occur in meeting sessions - Senate or Executive Committee. All decision making shall be conducted in official meetings of the full Senate or Executive Committee as prescribed above.
- d) The Senate shall vote on all policies and resolutions regarding academic matters (specified in Section 1.A.4 of this document).
- e) All senators present in a session shall publicly record a vote.
- f) The Chair of the Executive Committee shall not vote in matters of the Senate unless there is a tie vote that needs to be broken.

### 3. Attendance

- a) A quorum shall exist whenever more than 50% of the Senate's voting members are present. Once a quorum is established, a simple majority is required for passage of propositions or resolutions brought before the Senate.
- b) Senators are expected to attend each meeting, either in person or via remote electronic connection. After a Senator has two consecutive absences, the Senate office will notify that Senator's constituency and that constituency will decide upon the best course of action (which may include holding an election to replace the senator mid-term).

- c) Unless otherwise stated, meetings are open to all California State Maritime Academy employees and students. Non-senators may participate in proceedings only if the published agenda allows for their participation concerning that item of business, or during open-forum sessions on the agenda. The chair shall have discretion in recognizing non-senators and to control the time of their participation.
  - d) The Senate may vote to close a meeting to non-senators by a simple majority vote.
- 4. Agendas and Minutes
  - a) The agenda for each meeting should be publicly posted at least 72 hours in advance.
  - b) Each meeting shall begin with the approval of the minutes from the previous meeting.
  - c) Minutes of all Senate meetings shall be available campus-wide within a week of their approval. Copies of the minutes of each meeting shall be posted on the Senate web page.

## II. Executive Committee

### A. Powers and Responsibilities

1. Appoint representatives from relevant campus constituencies to serve on Standing Committees, as stipulated in the Standing Committee membership descriptions.
2. Create and specify the charges of Ad Hoc committees and Task Forces.
3. Oversee the functioning of the Senate and all Senate Committees, including but not limited to preparing an agenda for all meetings of the Senate and instructing the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
4. Conduct all Senate elections.
5. Store, manage, and disseminate Standing Committee Minutes and reports on a publicly-facing web page.
6. Compile Executive Summary (annual report based on written activity reports from committees).
7. Formulate recommendations and opinions on Senate matters and report them to the Senate or refer them to the appropriate committees.
8. Act for the Senate and its Standing Committees on matters that call for immediate action or attention. Such action shall be reported to the Senate as a specific agenda item at its next meeting.
9. Transact such business of the Senate as may be necessary between meetings.  
(Any action taken by the Executive Committee during a period when the Senate

cannot be convened (a) shall require a majority vote of the members of the Committee; (b) shall be reported to the Senate at its next meeting).

10. With consent of the Senate, shall select the faculty members of university committees appointed to advise the President.
11. Exercise discretionary power to assign allocated WTUs for Academic Senate committee work efforts, as provided by the President or designee.
12. Exercise such further powers and duties as may be conferred upon it by the Senate.
13. Allocate funds designated for Senate business, after which the budgeting of such funds shall be reported to the Senate at its next meeting.

#### B. Membership and Terms

1. The Executive Committee of the Senate shall consist of:
  - a) Chair
  - b) Vice Chair
  - c) Secretary
  - d) Two Members at Large
  - e) Two ASCSU Representatives
  - f) President (non-voting ex officio)
  - g) Provost (non-voting ex officio)
  - h) Student Representative (non-voting ex officio)
2. Executive Committee officers (Chair, Vice Chair and Secretary) and at-large members will serve one-year terms. Terms start the first faculty work day of the academic year.

#### C. Individual Duties

1. The Chair of the Senate or designee shall:
  - a) serve at all times as the direct liaison and spokesperson for the Faculty Senate to the President and all additional personnel designated by the President for that purpose
  - b) set the agenda and preside at all all Senate and Executive Committee meetings
  - c) establish and have publicized, to all Faculty Senate members, the times and places for Executive Committee meetings
  - d) meet regularly with the President, Provost and other campus administrators
  - e) oversee the writing of the Annual Report
  - f) ensure Faculty Senate representation on all search committees for academic administrative appointments
  - g) oversee the archiving of all Senate documents, including, but not limited to, (1) the Constitution and By-laws of the Senate, (2) policy statements

of the Senate, (3) minutes, and (4) resolutions passed by the Senate in conjunction with its role within the precepts of shared governance, as called for by current California state law

- h) carry out all other responsibilities appropriate to the office of the chair
2. The Vice-Chair of the Senate or designee shall:
    - a) serve as Chair in his/her absence and assume the role of the Senate Chair if/when that role is relinquished by the Chair
    - b) act as liaison between all ad hoc and standing committees of the Faculty Senate and the Senate Executive Committee, and report to the Executive Committee the current status of work assigned to those committees
    - c) manage the Senate elections
    - d) assist the Chair as necessary
  3. The Secretary of the Senate or designee shall:
    - a) Record all minutes of Senate and Executive Committee meetings and ensure they are posted to the Senate Archive.
    - b) ensure the agendas for all Senate and Executive committee meetings are posted 72 hours prior to meetings.
    - c) manage the publicly-facing Senate web-page
    - d) maintain a calendar of important Senate dates and deadlines to be disseminated to all faculty.
    - e) assist the Chair and Vice-Chair as necessary
  4. Two members at-large shall assist the other officers as necessary.
  5. Two ASCSU Representatives shall:
    - a) carry out such duties as may be delegated to them by the ASCSU and the Cal Maritime Faculty Senate
    - b) Create and maintain a campus-wide mechanism for soliciting faculty input on CSU rules, regulations, resolutions, and policies (including but not limited to web-based surveys and town hall meetings).

#### D. Nominations and Elections

1. Elections for Executive Committee members will be conducted annually by March 15 by all voting members of the incoming Faculty Senate.
2. All senators whose terms continue into the next academic year (including newly elected senators whose terms are scheduled to begin in the next academic year) are eligible for nomination and election.
3. Offices shall be filled, starting with the office of Chair and continuing with Vice Chair, Secretary, and two Members-at-Large, in successive order with nominations and election by secret ballot.
4. Nominations and voting shall be by secret ballot, either on paper or by electronic means.
5. Every senator shall have the opportunity to make nominations.

6. When there are more than two nominees and no one receives a majority of the votes cast, follow-on round(s) of voting will occur, as necessary, until one candidate receives a majority of the votes cast. Those receiving the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast.
7. If no member of the sitting Executive Committee is selected for Executive Committee membership for the upcoming term, (1) the outgoing Chair of the Senate shall serve as an ex-officio, non-voting member of the Executive Committee for the upcoming year, and (2) the Chair-Elect shall join the outgoing Executive Committee as a non-voting visitor for the remainder of that Committee's term.
8. When a vacancy, not caused by the expiration of a term of office, occurs on the Executive Committee a successor shall be elected, in a timely fashion, by the Senate membership under the supervision of the Secretary of the Executive Committee of the Senate. If the person to be replaced is an officer, the newly constituted Executive Committee, including the new member, shall elect one of its members to fill the office.

#### E. Procedures

1. A quorum consists of a simple majority of all voting members of the Executive Committee.
2. The Chair will not vote on matters before the Executive Committee except in the case of a tie.
3. Any member of the Executive Committee may be removed from office by a 2/3-majority vote of the members of the Senate during a duly authorized recall election. A recall election must be initiated by a signed petition of 25% of the members of the Senate, submitted to the Executive Committee and the Judicial Committee. The recall election, under the supervision of the Judicial Committee, must be held within 10 instructional days of the receipt of a valid petition.

#### F. Institutional Support

1. The Executive Committee will be provided with photocopying and secretarial support; access to computer infrastructure; allocated WTU's for Academic Senate committee work efforts; and an annual budget to defray costs of Academic Senate administrative efforts. This Academic Support Coordinator's position description includes the following:
  - a. Attend Executive Committee and General Academic Senate meetings and take notes to assist Senate Secretary in preparation of minutes;
  - b. Collect & distribute Academic Integrity Committee (AIC) case documentation

- c. Schedule AIC hearings; Prepare & distribute AIC decision memos
  - d. Update Academic Senate web pages including posting of approved minutes
2. The University Archivist or designee shall maintain permanent records of all Senate and Executive Committee meeting minutes, correspondences, and written communications on the Faculty Senate archive.

### III. Standing Committees

**Standing Committees** are ongoing committees with charges related to campus issues of interest to faculty. Standing committees meet on a regularly scheduled basis and are staffed by faculty and relevant campus constituents. To the extent that it is possible, committee membership should be diverse. All members must be up-to-date in their HR-mandated training regarding prejudice and discrimination. All standing committees must follow these guidelines; however, they may establish additional policies and procedures with Senate approval:

#### A. General Rules for All Standing Committees

##### 1. Policies

- a) All Standing Committees shall create and publicly post their own policies.
- b) All Standing Committees shall follow the procedures outlined in the current Senate Policy governing each Standing Committee.
- c) Changes to Standing Committee Policy must be approved by a Senate vote.
- d) Standing Committee Policies shall be posted to the same website as the Senate By-Laws.

##### 2. Membership

- a) Membership shall accord with the current Senate Policy governing each Standing Committee.
- b) Standing Committees shall be composed of members of the Faculty and relevant campus constituencies. Standing Committee policies must include a description of individual committee membership.
- c) In the event that a Standing Committee Policy does not specify term limits, the default shall be that members are elected for two-year renewable terms.

##### 3. Leadership

- a) Standing Committee Chairs shall call and set the agenda for regularly scheduled meetings of the committee, prepare and deliver brief summary reports of work efforts to the Faculty Senate at all Senate meetings, and post updated memberships (and terms) to the committee websites.
- b) The Chairs of all Senate committees shall be elected by that committee's members by April 15 of each year (unless otherwise specified). In the

event a committee fails to regularly perform their duties, the Senate Executive Committee can appoint a new chair.

4. Elections and Recalls

- a) Standing Committee chairs shall determine by April 1 the faculty replacement needs for the following academic year and notify the Executive Committee Vice-Chair, who will notify the constituents (i.e. Academic Departments, Schools, Faculty as a whole etc.) to conduct necessary elections or, where relevant, appoint ex officio members. Elections/appointments of standing committee members shall take place by the end of the first week of April.
- b) Committee chairs, or members of committees, may be removed from service by the Executive Committee (in a simple majority vote) for failure to perform duties as described or for chronic absences. In the event a Chair is recalled, the Senate Executive Committee will appoint an alternate. In the event that a committee member is recalled, the Senate Executive Committee will appoint a replacement until a new representative is selected according to that Committee's policy.

5. Procedures

- a) **QUORUM:** A quorum shall exist when a simple majority of total voting committee members are present at the meeting, either in person or via remote electronic connection.
- b) **VOTING:** Unless otherwise specified in approved policies or procedures, once a quorum is established, a simple majority is required for passage of propositions or resolutions brought before the committee.
- c) **RESOLUTIONS:** All Standing Committees shall draft resolutions where appropriate to their charge.
- d) **AGENDAS:** Meeting agendas must be publicly posted no later than 72 hours before the meeting occurs.
- e) **MINUTES:** Committees must take minutes at meetings and submit them to the Senate after approval. [Note: the RTP committee will maintain confidentiality consistent with Campus RTP policy and the Collective Bargaining Agreement.]
- f) **REPORTING:** Senate Committees shall report regularly to the Senate/Senate Executive Committee. The Chair of each Standing Committee is responsible for providing a brief written committee progress report to the Senate Executive Committee before each monthly Senate Meeting.

B. List of Standing Committees

- 1. Curriculum Committee
- 2. General Education Committee

3. Faculty Development Committee
4. Retention, Tenure, and Promotion Committee
5. Judicial Committee
6. Professional Leave Committee
7. Administrator Review Committee
8. Academic Integrity Committee
9. Budget Oversight Committee
10. Sea Training Oversight Committee
11. International Experience Oversight Committee

#### IV. Ad-Hoc Committees

**Ad-Hoc Committees** may be appointed by the Senate with narrow and specific charges, designed to be continued over time, but renewed each year. Ad-Hoc committees may be formed whenever the executive committee of the Senate recognizes the necessity for committee process to fulfill its obligations. Note that there may be ad hoc committees formed by administration or other campus constituencies that are not Ad-Hoc Senate committees. All Ad-Hoc Senate committees must follow these guidelines; however, they may establish additional policies and procedures with the approval of the Senate:

##### A. General Rules for all Ad-Hoc Senate committees

1. **MEMBERSHIP:** Ad-hoc committees can include members that are not in the senate and, where relevant, members that are not Faculty.
2. **LEADERSHIP:** Ad-hoc committee chairs will be appointed by the Executive Committee.
3. **QUORUM:** [same as rules for Standing Committees]
4. **VOTING:** [same as rules for Standing Committees]
5. **ELECTIONS/APPOINTMENTS:** All ad hoc committee chairs shall determine by April 1 the faculty replacement needs for the following academic year and notify the Executive Committee Vice-Chair, who will coordinate necessary elections or appointments.
6. **RESOLUTIONS:** All Ad-Hoc Committees shall draft resolutions where appropriate to their charge. Ad-Hoc Committee Resolutions shall be forwarded directly to the Executive Committee.
7. **DOCUMENTATION:** Ad-Hoc committees shall keep minutes and forward them to the Executive Committee after they are approved by the ad hoc committee, to be posted on the Senate web page. A current list of Ad-Hoc Senate committees and members shall be kept on the Senate web page.

## B. Procedures for Forming and Dissolving Ad-Hoc Senate Committees

1. An Ad-Hoc Senate committee may be formed by the executive committee or if the Faculty Senate votes to approve a request made by a senator at a meeting. Ad hoc committees should have a charge or purpose and a membership definition. An ad hoc committee may dissolve naturally if it has an ending function or date described in its charge. The chair may also dissolve the committee by notifying the Executive Committee Vice-Chair during the April 1 membership replacement process.

## V. Senate Task Forces

**Task Forces** may be appointed by the Senate with specific charges, and are meant to be dissolved after the deliverables have been achieved. Senate Task Forces shall be formed whenever the Executive Committee of the Senate recognizes the necessity for one-time duties that may pertain multiple stakeholders. All Senate Task forces must follow these guidelines:

### A. General Rules for all Senate Task Forces

1. **MEMBERSHIP:** Task Force Members shall be appointed by the Executive Committee. Ad-hoc committees can include members that are not in the senate and, where relevant, members that are not Faculty.
2. **DOCUMENTATION:** Task forces shall submit a brief report to the Executive Committee that describes how the deliverables were met.

### B. Procedures for Forming and Dissolving Senate Task Forces

1. Upon consensus of the need for the creation of a task force, the Executive Committee will establish the desired membership depending on the specific purpose to be accomplished and send out a call for volunteers. The Executive Committee will select the members of the task force among the volunteers.
2. In addition to faculty, Senate task forces may include other campus constituencies.
3. Charges, timelines and deliverables will be established by the Executive Committee.
4. Task forces will be dissolved upon submission of final report