



**Academic Senate
Title 5 Charge:**

The Academic Senate is an organization whose primary function is to make recommendations to the Administration and Board of Trustees with respect to academic and professional matters including:

1. Curriculum, establishing prerequisites and placing courses within disciplines;
2. Degree and Certificate requirements;
3. Grading Policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for Institutional Planning and budget development as mutually agreed; and
11. Other Academic and Professional matters as mutually agreed upon.

Academic Senate Program Review Committee

Functions:

1. Annually review and recommend to Academic Senate changes to the AHC Program Review Resource Guide (PRG).
2. Annually review and recommend to Academic Senate changes to Program Review Board Policy 7930 and related Administrative Procedures.
3. Review the Program Review Inventory report of annual updates and program reviews each semester which lists each program/discipline, a link to its most recent program review and annual update, and the date of its next program review. Provide a copy to Academic Senate.
4. Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.

Membership:

3 full-time faculty members appointed by the Academic Senate Exec. , the Vice-President of Academic Affairs, and the Curriculum Specialist. Members are expected to be actively involved in accomplishing the functions described above through regular attendance and participation

Length of Membership:

Members serve two-year terms.

Chair:

Appointed for a two year term by the Academic Senate Executive Committee. The chair is responsible for the creation of agenda (see below) and minutes (see below). Further the chair will provide committee leadership to insure functions described above are carried out on a timely basis.

Meetings:

Meeting are held as needed as mutually agreed by the committee.

Agenda:

The chair is responsible for preparing, distributing, and posting the agenda.

Minutes:

The chair is responsible for preparing, distributing, and posting the minutes.