



## New Delegate Information

Fall Plenary Session  
November 16 - 18, 2023

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# Mission, Vision, and Values Statements

## MISSION STATEMENT

As the official voice of California community college faculty in academic and professional matters, the Academic Senate for California Community Colleges (ASCCC) is committed to equity, student learning and student success. The Academic Senate for California Community Colleges acts to:

- Empower faculty to engage in local and statewide dialogue and take action for continued improvement of teaching, learning, and faculty participation in governance
- Lead and advocate proactively for the development of policies, processes, and practices
- Include diverse faculty, perspectives, and experiences that represent our student populations
- Develop faculty as local and statewide leaders through personal and professional development
- Engage faculty and system partners through collegial consultation

## VISION STATEMENT

Faculty leading change, serving students, and embracing inclusion.

## VALUES STATEMENT

### Leadership

The Academic Senate champions and models the effective leadership role of faculty at their colleges and at the state level, promotes the inclusion of leaders from various backgrounds and experiences in order to represent all faculty, and fosters faculty participation in governance to effect change and promote student success. The Academic Senate facilitates and supports the development of faculty leaders. The Academic Senate is respectful and reflective in its work and relationships and expects accountability from its leaders. In all its activities, the Academic Senate adheres to the highest professional ethics and standards.

### Empowerment

The Academic Senate empowers faculty from diverse backgrounds and experiences in order to promote inclusiveness and equity through its publications, resources, activities, policies, and presentations. The Academic Senate collaborates with other statewide organizations, and with administrators, trustees, students, classified professionals, and others, to develop and maintain effective relationships. The Academic Senate believes that collaboration with others and faculty engagement improve professional decisions made locally and at the state level.

### Voice

The Academic Senate asserts faculty primacy in academic and professional matters as established in statute and regulation and incorporates diverse perspectives as a means of reaching reasoned and beneficial results. The Academic Senate is the official voice of the California community college faculty in statewide consultation and decision making regarding academic and professional matters and, through leadership and empowerment, endeavors to make each local academic senate the voice of the faculty in college and district consultation and decision making. The Academic Senate values thoughtful discourse and deliberation and centers its work on student success.

# Senate Delegate Roles and Responsibilities

## DEFINITIONS AND ROLE OF THE DELEGATE

A Senate Delegate is a faculty member selected by a local academic senate to represent that local academic senate in a voting capacity at the plenary session of the Academic Senate for California Community Colleges. This delegate may be a local academic senate president, vice president, or any faculty member designated by the local academic senate.

A Senate Delegate has the responsibility to operate in a truly representative capacity. In order for a delegate to fulfill this representative responsibility, the delegates must keep well informed of their local academic senate's positions on issues, as well as informed on the issues at the state level. The California Education Code (Title 5, Sec. 53200) defines the academic senate as an "organization whose primary function is, as the representative of the faculty, to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters." The Senate Delegate, therefore, represents the local academic senate's recommendations on academic and professional matters at the system wide level, giving direction through the resolution process to the Executive Committee of the Academic Senate for California Community Colleges.

Serving in a representative capacity, the Senate Delegate has numerous responsibilities that occur before, during, and after each plenary session.

### Before the Session:

1. Become familiar with the structure, purpose, and history of the ASCCC. You may visit the [ASCCC website](#), and select "About Us" for information.
2. Attend Area meetings to gain early information on statewide issues that will be addressed at the plenary session.
3. Review pre-session materials and encourage faculty with subject matter expertise/responsibility to attend.
4. Discuss the issues with the local academic senate to identify faculty positions. Such positions may take the form of resolutions to be presented at the plenary session.
5. Study, distribute, and discuss pre-session resolutions with the local academic senate to receive direction prior to the Area meeting.
6. Attend the Area meeting representing the positions of your local academic senate and carrying forward local academic senate resolutions for the plenary session.

### During the Plenary Session:

1. Review documents in the session packet, e.g., pre-session resolutions, papers, etc.
2. Network with colleagues attending the plenary session for additional information and perspectives on issues.
3. Attend breakouts and divide up your college delegation among breakouts you cannot attend.
4. Participate in Area meeting/resolution writing sessions.
5. Write and sponsor resolutions based on discussion/issues in breakouts.
6. Sponsor and carry resolutions sent by your local academic senate to the session.
7. Represent the position of your local academic senate during the resolution debate and voting session at the conclusion of the plenary session.

### After the Plenary Session:

1. Report the results of the plenary session back to your local academic senate.
2. Distribute appropriate information among the campus community.
3. Maintain contact with your Area Representative contact and with other senate presidents in your area to remain current on state-wide issues and brainstorm local issues.
4. Continue to inform the local academic senate in preparation for next plenary session.

## **TIPS FOR THE DELEGATE**

At the plenary session it is important to focus your energies and become as informed on the issues as possible. The following is a list of tips for effective delegates:

1. Spread your team around. If more than one member from your college attends the plenary session, review the schedule of breakouts and prioritize the issues and challenges that your district has struggled to solve. Schedule time to network during the plenary session.
2. Get to know your colleagues. From discussions with other senators, you may learn of academic senates that are working on similar issues and challenges that your college/district has struggled to solve.
3. Use your state representative. Your representatives on the Executive Committee and the Area Representative are ready to help you. A conversation with any one of them may provide you with needed information.
4. Attend the New Delegates and First Time Attendees breakout session. This session is provided at every plenary session to review the process of the plenary session and to address questions delegates may have.
5. In order to be an effective delegate, it is important to maintain contact with your statewide ASCCC representatives and with your local area colleagues, and to participate in Area meetings twice a year.

## **AREA REPRESENTATION**

There are four existing Areas that represent the traditional grouping of the local academic senates. This four Area grouping has been the formal basis for local academic senate representation to the Executive Committee of the Academic Senate for California Community Colleges. One representative is elected from each of the Areas of the state. There are also two representatives from the North, two from the South, and two At-Large.

Area A is made up of thirty colleges and one district, Area B has twenty-nine colleges and five districts, Area C has twenty-six colleges and one district, and Area D has thirty-three colleges and two districts. It is the responsibility of the Executive Committee members to maintain contact with the local academic senates. The local academic senates may contact their nearest Executive Committee member, the ASCCC Office or any Executive Committee member with special expertise.

There are fourteen elected Executive Committee members to serve over a hundred college and district senates. The number of colleges, in addition to geographical considerations, presents the Executive Committee with a strong serious level of responsibilities and challenge to effectively serve the constituents of the local academic senates throughout the state.

Area meetings are held prior to the fall and spring plenary sessions and are necessary to discuss and develop resolutions as needed regarding the issues that will be voted on at the session. The local academic senate president, as well as other interested local academic senate members may also attend Area meetings. The local academic senate delegate represents the positions and perspectives of their local academic senate at these meetings, as well as engaging in information gathering to take back to the local academic senate for direction before session.

## **RESOLUTION PROCESS**

As a delegate you may write, propose, second, and vote on resolutions presented at the plenary sessions of the ASCCC. Please refer to the Resolution procedures in this packet for the description of the resolution process as written in the plenary session rules.

Through the resolutions process, Delegates drive the work of the Academic Senate for California Community Colleges. The Executive Committee is responsible for the implementation of all adopted resolutions. After each plenary session, the Executive Committee assigns adopted resolutions to the ASCCC's various committees for

implementation. Each year, the committees develop work plans and generate regular reports on the status of all assigned resolutions. The status of any resolution can be found on the ASCCC's website ([www.asccc.org](http://www.asccc.org)) by:

1. Searching the adopted resolutions database for resolutions of interest. To access the resolutions database, go to the ASCCC homepage and click on the tab titled "ADOPTED RESOLUTIONS". Click on an individual resolution title to access the resolution's status along with the entire text of the resolution and information about which committee was assigned the resolution; or
2. Accessing the most current committee activities, reports and meeting minutes through each individual committee's webpage on the Senate website. To access committee information, click on the tab titled "COMMUNITIES" on the ASCCC homepage. A dropdown menu will appear, then click on "Committees"

For assistance or additional information, please contact the Senate Office at [info@asccc.org](mailto:info@asccc.org) or call (916) 445-4753.

## Resolution Procedures

The Academic Senate for California Community Colleges meets biannually in plenary session to adopt resolutions which become the bases for future ASCCC policies and which drive the work of its standing and ad hoc committees.

### NOTICE OF CHANGE TO PROCESS

Due to the continuing COVID-19 pandemic, the 2022 Spring Plenary Session will be held as a hybrid event. As a result, the ASCCC will be conducting Resolutions voting online using the software company Poll Everywhere.

### GENERAL RESOLUTION PROCESS OVERVIEW

1. Pre-Session resolutions are developed by the executive Committee (through its committees) and submitted to the Pre-Session Area meetings for review.
2. Amendments and new pre-session resolutions are generated in the Area meetings.
3. Members of the ASCCC meet during the plenary session in topic-based breakouts and give thoughtful consideration to the need for new resolutions and amendments.
4. At a published time in the plenary program, members meet during an identified breakout to discuss submitted resolutions and amendments and to identify potential conflicts or issues.
5. Each resolution or amendment must be submitted to the Resolutions Chair before the posted deadline each day. There are also Area meetings at the plenary session for discussing, writing, and amending resolutions.
6. New resolutions submitted on the second day of plenary session are held to the next plenary session unless the resolution is deemed urgent by the Resolutions Committee. The Executive Committee will review the ruling of the Resolutions Committee and may confirm or overturn that decision.
7. The resolutions and amendments are debated and voted upon in the general sessions on the last day of the plenary session.

## GENERAL RESOLUTION WRITING

All resolutions must be properly constructed using the following criteria:

1. Must be proposed by:
  - a. One of the standing and ad hoc committees and task forces of the ASCCC through the Executive Committee, or by a member of the Executive Committee;
  - b. A local academic senate;
  - c. Attendees at the Area meetings of the ASCCC; or
  - d. Any registered faculty attendee at the plenary session and signed by four delegates as seconders.
2. Must be submitted in editable electronic format, and if submitted at plenary session, must be accompanied by the resolution signature form with the resolution title, the maker of the motion (the contact) and the signatures of four delegates who are seconding the motion.
  - a. Must be limited to four “whereas” sections and four “resolved” sections.
  - b. Must limit actions to those within the scope and purview of the Academic Senate for California Community Colleges, and must state in the “resolved” portion the ASCCC action. The Executive Committee determines the appropriate process for conveying recommendations to the Board of Governors, local academic senate, or other groups and individuals and, as necessary, assigns resolution responsibilities to ASCCC committees or personnel for implementation.
  - c. May only urge or recommend policies and actions to local academic senates, the Board of Governors, the Chancellor, or other groups and individuals. An ASCCC resolution cannot dictate that policies or actions be taken by other entities.
  - d. Must list propositions by number and year. Refer to legislation in a resolution by date, so that if the legislation is amended, the ASCCC can revise its position if necessary. However, with both legislation and propositions, the resolution should focus on the principles and concepts therein, both in whereas and resolved statements.
  - e. Assertions of fact in whereas statements should be supported by evidence, with sources cited. When a resolution is adopted by the body, it adopts not only the resolved statements as positions, but also the whereas statements as statements of evidence in support of the resolved statements. Assertions of fact in whereas statements that are not supported by cited sources are simply opinions, may be erroneous, and may result in such whereas statements being amended or deleted.
3. Assistance in writing resolutions is available from all Executive Committee members, Area Representatives, committee chairs, or members of the Resolutions Committee.
4. Resolutions that require substantial resources in time or funds will be carried out by the Executive Committee only if the resources are available.
5. Except in rare instances, resolutions that attempt to address local problems cannot be considered. Rather, the issue must have statewide impact and should be framed in such a way to address the larger issue or principle.

## RESOLUTIONS PRIOR TO AREA MEETINGS

1. Prior to the Area meetings in the fall and spring, the Executive Committee meets to review resolutions developed by the standing and ad hoc committees of the ASCCC. In addition, individual Executive Committee members may develop resolutions prior to Area meetings based on their experiences working with other groups and organizations around the state.
2. The Executive Committee reviews all such resolutions prior to the Area meetings and determines which of these resolutions to forward to the Area meetings where they are discussed and reviewed. Resolutions not forwarded by the Executive Committee may be shared at Area meetings or plenary session by interested faculty willing to follow the steps listed in the “Resolutions at Area Meetings” and “Resolution and Amendment Writing at the Plenary” sections below.

## RESOLUTIONS AT AREA MEETINGS

1. Area meetings of the ASCCC are scheduled two to three weeks prior to the plenary session. Resolutions adopted and moved forward by the Executive Committee are reviewed at Area meetings along with:
  - a. Resolutions drafted and brought forward to the Area meeting by faculty in that Area.
  - b. Resolutions adopted by local academic senates in the Area.
  - c. Resolutions developed during the Area meetings by those in attendance.

In addition, amendments to the resolutions forwarded to the Area meetings by the Executive Committee may be introduced.

1. The Resolutions Committee of the ASCCC reviews all pre-session and Area resolutions and amendments and combines, re-words, appends, or renders moot these resolutions and amendments as necessary. At this time the Resolutions Committee will update the resolution Consent Calendar based on the criteria stated in the “Resolution Consent Calendar” section of this handbook.
2. After review by the Resolutions Committee and the President, all resolutions and amendments are provided to local academic senates in preparation for the plenary session. Copies of the resolutions and amendments are available to all plenary session attendees upon registration.

## AMENDMENT WRITING AT THE PLENARY SESSION

All new resolutions must be submitted by Thursday during the Plenary Session. During the plenary session, Delegates may submit amendments on the Thursday of plenary session. Urgent resolutions may be submitted the Friday of plenary session. A definition of an Urgent Resolution is included under section **Urgent Resolutions and Appeal Process for Resolutions Declared Non-Urgent**.

### Member Senate Responsibility – Notification of Delegates to ASCCC

In order to conduct the online election, we will need each member Senate to verify that we have the college’s correct delegate for voting. The Senate President listed in the [Senate Directory](#) for each campus will need to complete [Delegate Change Form](#). The college will not be able to vote in the online election unless this form is submitted.

### Resolutions to Pursue Title 5 Changes

Resolutions directing the Executive Committee or the President to pursue changes in Title 5 can be both appropriate and necessary. However, because changes to Title 5 are significant actions that can have wide-ranging impact across the state, such resolutions should be considered very carefully. While no rule of the ASCCC prohibits a resolution calling for an immediate decision on a proposed Title 5 change, in most cases a better strategy might be to begin with a resolution directing the ASCCC to explore the change, through research, plenary breakouts, or other appropriate means. Such a process would allow for broader and more contemplative discussion of the issue and for better communication with and input from local s. A follow-up resolution at a future plenary session could then call for the Title 5 change after the issue has been fully vetted at both the state and local level.

In many cases, a resolution directing that the ASCCC take a particular position on an issue without mandating a specific Title 5 change may also be both appropriate and effective. With an adopted position, the ASCCC advocates have the flexibility to address the issue by various means and in various venues without being restricted to pursuing a specific Title 5 change.

In the event that the proposed Title 5 change addresses an exigent issue and cannot wait to move through a longer process, the resolution contact should make that case in the whereas statements of the resolution.

## **Disciplines List Procedure**

Every year at the Spring plenary session, resolutions regarding the disciplines list are presented. Because the ASCCC must consult with the CEOs, CIOs and bargaining agents in the development of the disciplines list, it is not possible to amend resolutions involving changes to the current disciplines list at the Spring plenary session. Resolutions in support of proposed changes to the disciplines list must either be voted up or down as presented. Resolutions in support of proposed changes to the disciplines list may not be amended and must be either voted up or down as presented. Such resolutions may be withdrawn by the proposer of the discipline list revision on Thursday or Friday at the plenary session in accordance with the process for withdrawing resolutions. If withdrawn, the discipline list revision proposal would need to be submitted through the full Discipline List Revision process in order to be considered in the future.

## **Special Resolutions**

There are two types of special resolutions that may come before the body. One is a resolution to name a retired faculty member as a senator emeritus, and the other is a resolution of recognition for past Executive Committee members and other dignitaries, according to ASCCC criteria and policies. For more information on faculty emeritus, see the Executive committee policy #40.01.

## **Resolution Consent Calendar**

The resolutions packet will contain a Consent Calendar as allowed by Robert's Rules of Order:

1. Each resolutions packet will include a Consent Calendar. Resolutions are placed on the Consent Calendar if they: 1) are believed to be non-controversial; 2) do not propose reversing an existing ASCCC position; and 3) do not compete with any other proposed resolutions. Resolutions that meet these criteria and any subsequent clarifying amendments are included on the Consent Calendar. If an amendment is submitted that proposes to substantially change a resolution on the Consent Calendar, that resolution will be removed from the Consent Calendar.
2. Resolutions may be pulled from the Consent Calendar by the following processes:
  - a. Any faculty attendee at an Area meeting of the ASCCC can request to have a resolution removed from the Consent Calendar by alerting the Resolutions Committee Chair or the Executive Director.
  - b. Any registered attendee can pull a resolution from the Consent Calendar at any time before the start of the Saturday general session by alerting the Resolutions Committee Chair or the Executive Director.
  - c. A final opportunity to pull a resolution from the Consent Calendar will be provided on Saturday of the plenary session when the President calls the general session to order.
    - i. At that time, the President will announce those items still remaining on the Consent Calendar and ask if anyone is interested in removing any of the remaining resolutions.
    - ii. Any registered attendee may request to pull a resolution from the Consent Calendar by indicating the number of the resolution at the parliamentary microphone.
    - iii. No justification is needed for this request and it does not require a "second" or any vote to remove a resolution.
    - iv. Upon seeing no attendees at the parliamentary microphone, the President will ask if the delegates are ready to approve those resolutions remaining on the Consent Calendar.
    - v. If there is no objection, the resolutions on the Consent Calendar are adopted.

**Note:** Reasons for removing a resolution from the Consent Calendar may include moving of a substantial amendment, a desire to debate the resolution, a desire to divide the motion, a desire to vote against the resolution, or even a desire to move for the adoption by the body by acclamation.

## **Resolution and Amendment Presentation**

In deliberating a resolution or any amendment(s) to it by the attendees, the resolution or amendment:

1. Will be presented in the order decided by the Resolutions Committee, except as provided in Robert's Rules of Order Newly Revised for changing the agenda.
2. Is read by the Chair and may be introduced by the maker or a seconder of the resolution or amendment, or a designee, at the pro microphone.

## **Resolution and Amendment Debate**

1. Quorum will be established via Poll Everywhere at the beginning of the Saturday voting.
2. Debate on each resolution, including its amendments, the motions and inquiries is limited to a total of 15 minutes.
3. The Chair will recognize pro and con arguments alternately. When there is no speaker on the side of the motion that is to be heard next, debate on that motion is closed.
4. Online speakers must use the chatroom to queue up. Delegates need to enter the following in the chatroom, "Pro, Name, College", or "Con, Name, College". In-person attendees may queue up under the Pro, Con, or Parliamentary mics.
  - a. A timekeeper will be assigned.
  - b. Each speaker will be limited to three minutes in making his or her argument.
  - c. Attendees are asked not speak again until all others desirous of speaking have expressed their opinions, including members of the Executive Committee.
  - d. Debate the merits of the resolution and refrain from personal attacks.
5. Any attendee at the plenary session may participate in the debate.
6. The chair will recognize those who have parliamentary questions/motions by name and they will be instructed to unmute and make a motion (only delegates) or ask a clarifying question (all attendees). Attendees will need to enter the following in the chatroom, "PM, Name, College.

## **Resolution and Amendment Voting**

Voting will be done live through Poll Everywhere. Attendees will use their smartphones to vote live on each resolution or motion. If a delegate does not have a smartphone they should request ASCCC staff for an alternate webpage. Results of each vote will be confirmed by the Chair and recorded by the Resolutions Chair.

1. Only delegates may vote (except as provided in e).
2. Voting will be at the direction of the president (or designee) who serves as Chair.
3. The parliamentary chat feature may be used by all registered attendees in order to seek clarification or guidance, but only delegates may make motions. For example, only a delegate may appeal decisions made by the Chair, move to extend debate, or conduct any other business that requires a vote of the assembled delegates.
4. The Chair or any delegate may call for a division of the house. Division of the house shall be a standing vote.
5. All motions are adopted by majority vote of the body, except:
  - a. Resolutions that propose reversing existing ASCCC positions, which requires an affirmative vote of two-thirds of delegates voting.
  - b. Parliamentary motions as identified in Robert's Rules of Order Newly Revised that require a two-thirds vote in the affirmative or negative of the delegates voting, depending on the motion.

## **Referred Resolutions**

1. Resolutions can be referred to the Executive Committee for the following reasons:
  - a. More information or clarity is needed
  - b. More time to debate the issue on local campuses is needed
  - c. May be worthy of consideration for adoption but is written in a manner to make it unclear as to the intent.
2. The maker of the motion to refer the resolution must be clear about the reason for referral and the instructions to be taken by the Executive Committee upon referral. A motion to refer must include a date by which the resolution is to be returned to the body upon completion of the referral instructions by the Executive Committee.
3. A resolution cannot be referred to direct the Executive Committee to accomplish what the resolution seeks to do.

## **Participation of Executive Committee Members in Resolution Development and Debate**

1. To the extent possible, resolutions should be moved by local college delegates and/or attendees rather than Executive Committee members.
  - a. When a resolution originates at an Area meeting, the contact should be listed as the resolution contact after the text of the resolution.
  - b. When a resolution originates in an ASCCC committee, a non-Executive Committee member with primary responsibility for the subject should be the maker of the motion and identified as the resolution contact. Ideally, that individual should be planning to attend the plenary session to ensure that there is a contact available to answer questions and clarify the intent of the resolution.
  - c. For a resolution jointly developed at plenary session by an Executive Committee member and local college attendee, the local college attendee should be identified as the maker of the motion on the resolutions form and as the resolution contact in the resolutions packet.
2. During the debate on the floor, members of the Executive Committee should make every effort to encourage the attendees to speak.
3. Executive Committee members have the additional responsibility of ensuring that debates are held in a professional, courteous manner that allows the ASCCC to reach closure on each issue expeditiously.

## **Resolution Tabulation and Recording**

1. The Chair announces the outcome of the vote.
2. The chair of the Resolutions Committee shall record the results of the vote.
3. The chair of the Resolutions Committee shall:
  - a. List the contact of the motion and college affiliation; the person recorded as contact shall be the person listed as such on the printed resolution/amendment signature form.
  - b. List the disposition of the vote as follows: M/S/C: Moved, Seconded, Carried; M/S/F: Moved, Seconded, Failed; M/S/P: Moved, Seconded, postponed; M/S/U: Moved, Seconded, Unanimous M/S/R: Moved, Seconded, Referred; M/S/A: Moved, Seconded, Acclamation. (Note: in the final packet, resolutions passed by acclamation will be noted with the word “acclamation” rather than an acronym).
  - c. Record any minority reports if so directed by the majority of the voting members of the general session.

## **Urgent Resolutions and Appeal Process for Resolutions Declared Non-Urgent**

1. The contact of a resolution submitted on the second day of the plenary session indicates on the signature form supplied whether the resolution is urgent. Only urgent resolutions will be entertained at this plenary session.
2. The contact of the resolution, or the contact's designee, should address the criteria for determining an urgent resolution. (See B.1. under "Resolution Writing" at the plenary session.) The Resolutions Committee will carefully consider presentations on behalf of urgency before voting.
3. The Resolutions Committee acts on the status of resolutions and declares them urgent or non-urgent, and the Executive Committee will affirm or overturn that action.
4. If the contact of the resolution wishes to appeal the decision of the Executive Committee, these procedures shall be followed:
  - a. Within ten minutes of the opening of the resolution voting session, the contact of the resolution, or the contact's designee, will approach the parliamentary microphone and say, "I wish to appeal the urgency decision of the Executive Committee."
  - b. The Chair then recognizes the contact of the resolution, or contact's designee, for no more than a three-minute statement at the pro microphone supporting the urgency of the resolution and seeking a "yes" vote to overturn the decision of the executive Committee.
  - c. The Chair next recognizes the chair of the Resolutions Committee who makes a statement of no more than three minutes at the con microphone that presents the reasons for declaring the motion non-urgent and urges a "no" vote to overturn the decision of the executive Committee.
  - d. Without further debate, the Chair calls for a vote on the motion, explaining, "If you vote 'yes' the resolution in question will be declared urgent. If you vote 'no' the resolution will remain non-urgent."
  - e. If the motion passes to overrule the decision of the executive Committee, the resolution in question becomes "urgent" and is brought before the body for a vote at a time appropriate according to the category of the resolution.

## **Withdrawing a Resolution**

It is the policy of the ASCCC that a contact of a resolution or the contact's designee may ask that a resolution be withdrawn at the plenary session by filling out a resolution form and submitting it to the Resolutions Committee Chair by 5:00 p.m. on the second day of plenary. Any four seconders are required to confirm the contact's motion to withdraw a resolution. The original resolution and the motion to withdraw will be included in the Saturday resolution packet to be voted upon by the delegates. The resolution may be deemed successfully withdrawn only after a majority vote of the assembled delegates in support of the motion to withdraw.

## **Resolution Categories**

- |  |                                    |
|--|------------------------------------|
| 1. Academic Senate                           | 12. Faculty Development            |
| 2. Accreditation                             | 13. General Concerns               |
| 3. Diversity and Equity                      | 14. Grading                        |
| 4. Articulation and Transfer                 | 15. Intersegmental Issues          |
| 5. Budget and Finance                        | 16. Library and Learning Resources |
| 6. State and Legislative Issues              | 17. Local Senates                  |
| 7. Consultation with the Chancellor's Office | 18. Matriculation                  |
| 8. Counseling                                | 19. Professional Standards         |
| 9. Curriculum                                | 20. Students                       |
| 10. Disciplines List                         | 21. Career Technical Education     |
| 11. Technology                               | 22. Financial Aid                  |

Approved by ASCCC Executive Committee: 9/10/16

# Resolution Writing and General Advice

## RESOLUTION WRITING

Since the resolution process guides the work of the Senate, care should be taken in developing the resolutions. The following are some guidelines for Senate resolutions, as well as recommendations for proper resolution writing. When in doubt, consult with the Resolution Chair or Executive Director.

1. Four is the Limit: Resolutions cannot contain more than four “whereas” or “resolved” statements (this is a requirement per the published resolutions process for session).
2. Homework: The Senate has hundreds of resolutions, and they are accessible for review on its web site, [www.asccc.org](http://www.asccc.org). It is possible that a resolution already exists for the position you wish to take. Please review the existing resolutions first so that duplication can be avoided.
3. An Introduction: Consider using the first “whereas” as an introduction, outlining the situation in general or providing background and indicating the people or groups involved before justifying your resolutions in the other “whereas” statements.
4. Acronyms: Write out the names of groups or organizations in your first reference to them in your resolution. The full name may be followed by a parenthetical abbreviation, which you may then use for future references. It is unnecessary to not an acronym if the group or organizations is not referenced again in the resolution.
5. Make the Point: Be as direct and to the point as possible. Cleverness that makes a resolution less clear will likely cause that resolution to be defeated, amended, or referred.
6. Avoid Lumping: Limit yourself to one reason in support of or in defense of your resolution per “whereas” statement. Lumping too much into one statement causes confusion and is likely to provoke calls for revision.
7. Professionalism Preferred: Avoid personal attacks or insults of any person or group, even subtle ones. No matter how justified the statement or how offensive the target, such attacks will almost inevitably draw opposition from some members of the voting body.
8. Only Senate Action: Remember that Senate resolutions can only direct the ASCCC to take action. The ASCCC does not have the authority to direct or require action from any other group or individual, including local senates. Your resolution can do such things as request or recommend actions from others, or it can endorse or support a position, but it can only direct action from the Senate itself.
9. Reality Check: If your resolution directs an action by the Senate, be certain that the action is possible for the Senate to accomplish. Specifically, remember that the Senate cannot absolutely ensure or prevent the actions of any other body. Some qualifying or alternative terms, such as “work with [other body] to ensure” rather than “ensure,” or “oppose” rather than “prevent,” may help to produce a more realistic resolution.
10. Word Choice: Judiciously use words such as “any,” “every,” “all,” “never,” “none,” or other qualifiers that make sweeping generalizations.
11. Models: You may benefit from reading some past examples of resolutions for ideas about structuring and phrasing your resolution.
12. Resolution Title: Be sure that the title of the resolution accurately reflects the content of the resolution.
13. Citing Legislation: In the body of the resolution, cite the dates last name of the bill’s author and the year passed or the date of the most recent version of the proposed stated legislation or regulations included in the resolution. In the title of the resolution, indicate the position on the bill and the topic of the bill. Place the author’s last name followed by a comma and the year or date in parentheses behind the title or number of the legislation and include a hyperlink to the language in the legislation in a footnote. For example, AB 1602 (2016, Committee on Budget); AB 620 (Block, 2011); AB 705 (Irwin, as of April 4, 2017).
14. Facts: Resolutions are best received when the focus is on facts versus rhetoric.
15. Electronic Copy: Resolutions and amendments are submitted at session electronically.
16. Amendments: Amendments are made to the original resolution (the main motion).
17. Senate Papers: All of the ASCCC adopted papers contain recommendations to local academic senates as well as to the state senate. These recommendations are considered to be directions to the field and are comparable

to resolutions. Review the recommendations in Senate papers related to your topic to see if your issue has already been addressed.

### Advice on Wording for Resolutions

The wording of an ASCCC resolution is an important matter that can sometimes prove tricky or confusing. A resolution with controversial, unclear, or offensive wording can lead to prolonged debate on the session floor and can ultimately cause a resolution to be delayed and rejected, even when its ideas are worth approving. In order to help resolution writers avoid such frustrating experiences, the Resolutions Committee offers the following advice in order to help you avoid wording and issues that have raised objections in the past:

1. **Recommend:** If using the word “recommend” within your resolution, be very clear and cautious about what you are recommending and to whom. Make certain that any recommendation is directed to a specific body with authority over the issue in question, and make certain that the ASCCC has standing to make such a recommendation.
2. **Ensure:** If using this term, be certain that the Senate has the power to fulfill the goal of your resolution. The Senate may not have the power to ensure many outcomes, especially on its own. In many cases, better phrasing might ask the Senate to work in cooperation with another group to ensure or to accomplish the outcome.

**Assert or Affirm:** “Assert” and “affirm” imply that the Senate is taking a specific position on an issue, and these terms have often been used in resolutions relating to matters on which the Senate has not yet researched and developed a clear position. Be cautious about what stand you ask the Senate as a statewide body to take without proper discussion and foundation.

It may also be the case that the Senate has taken a contrary position to one you now expect to affirm. Please take some time to review the resolutions listed on the ASCCC website to see if a prior position on your issue has been determined. After such a review, you then can decide if you want the Senate to take a new position on the issue because evidence or recent developments now indicate a need to reconsider. It is not necessary or recommended to affirm a previously stated position that remains valid.

1. **Reaffirm:** If you ask the Senate to reassert a position, make certain that it is indeed a position that has been established previously and not an interpretation of or extrapolation from a previous Senate statement or document. In addition, make certain that such a reaffirmation is indeed necessary rather than repetitious. In general, reaffirming previous positions is discouraged due to the conflict that will arise if the body votes not to reaffirm.
2. **Require:** As with “ensure,” make certain that the Senate has the authority to require the action in question. In many cases, the Senate may not have the power to fulfill the action requested.
3. **Support:** Directions to support local academic senates, other organizations, documents, students, and more, are acceptable as desired actions of the Senate. It is worth noting that the ASCCC does not have the where-withal to financially support individuals or organizations, but resolutions may direct the Senate to support funding from the state or other source for colleges, programs, students, etc.
4. **Work with:** When directing the Senate to work with another official body, be certain that the body in question has appropriate involvement in or authority regarding the issue at hand. Often, the action “work with” is followed by another direction to accomplish something. Consider which is more important to the intent of your resolution: that the Senate work with another group or that the action is accomplished? Then word your resolution in the manner that best emphasizes the goal you most wish to accomplish.
5. **Verbs:** At past Plenary Sessions, the following verbs sometimes have raised fewer issues and received less negative response than those listed above. As such, you might consider whether calling for one of these actions would make your resolution more likely to be well-received by the delegates

- Urge
- Research
- Develop (a position, materials, a paper, etc.)
- Distribute
- Oppose
- Publish
- Survey
- Encourage
- Conclude
- Adopt
- Request
- Express
- Form
- Collect
- Communicate
- Recognize

## ANNUAL INSTITUTES

The Academic Senate for California Community Colleges holds annual institutes on a variety of topics of interest. All dates for the following institutes have been determined for the coming year and are provided below. It is important to note that each Institute is limited to a small number of participants each year, so it is advisable to register early online at [www.asccc.org](http://www.asccc.org). Additional information regarding the program and details of each event is also available on our website.

ASCCC recognizes that many local academic senates may not be able to send faculty to the annual institutes. Therefore, the Executive Committee has budgeted funds to award faculty scholarships to attend all institutes and plenary sessions. The scholarships are limited, so complete an online registration for the Institute of interest early, notating your request for scholarship and email your description of assistance to [events@asccc.org](mailto:events@asccc.org). Institute registration and information can be found online at [www.asccc.org](http://www.asccc.org). For more information about scholarship rules or questions, email [events@asccc.org](mailto:events@asccc.org).

### 2023-24 INSTITUTES

#### Spring Plenary Session

April 18-20, 2024 | San Jose Marriott

#### Faculty Leadership Institute

June 20-22, 2024 | The Westin Rancho Mirage Golf Resort & Spa

#### Curriculum Institute

July 10-13, 2024 | Pasadena Convention Center

# Member Senate and Map

## NORTH

### AREA A

American River College  
 Bakersfield College  
 Butte College  
 Calbright College  
 Cerro Coso College  
 Clovis College  
 Columbia College  
 Cosumnes River College  
 Feather River College  
 Folsom Lake College  
 Fresno City College  
 Lake Tahoe College  
 Lassen College  
 Los Rios CC District  
 Madera College  
 Merced College  
 Modesto Junior College  
 Porterville College  
 Redwoods, College of the  
 Reedley College  
 Sacramento City College  
 San Joaquin Delta College  
 Sequoias, College of the  
 Shasta College  
 Sierra College  
 Siskiyou, College of the  
 Taft College  
 West Hills College Coalinga  
 West Hills College Lemoore  
 Woodland College  
 Yuba College

### AREA B

Alameda, College of  
 Berkeley City College  
 Cabrillo College  
 Cañada College  
 Chabot College  
 Contra Costa College  
 Contra Costa CC District  
 De Anza College  
 Diablo Valley College  
 Evergreen Valley College  
 Foothill College  
 Foothill - De Anza CC District  
 Gavilan College  
 Hartnell College  
 Laney College  
 Las Positas College  
 Los Medanos College  
 Marin, College of  
 Mendocino College  
 Merritt College  
 Mission College  
 Monterey Peninsula College  
 Napa Valley College  
 Ohlone College  
 Peralta CC District  
 San Francisco, City College of  
 San Jose City College  
 San Mateo, College of  
 San Mateo CC District  
 Santa Rosa Junior College  
 Skyline College  
 Solano College  
 West Valley College  
 West Valley - Mission CC District

## SOUTH

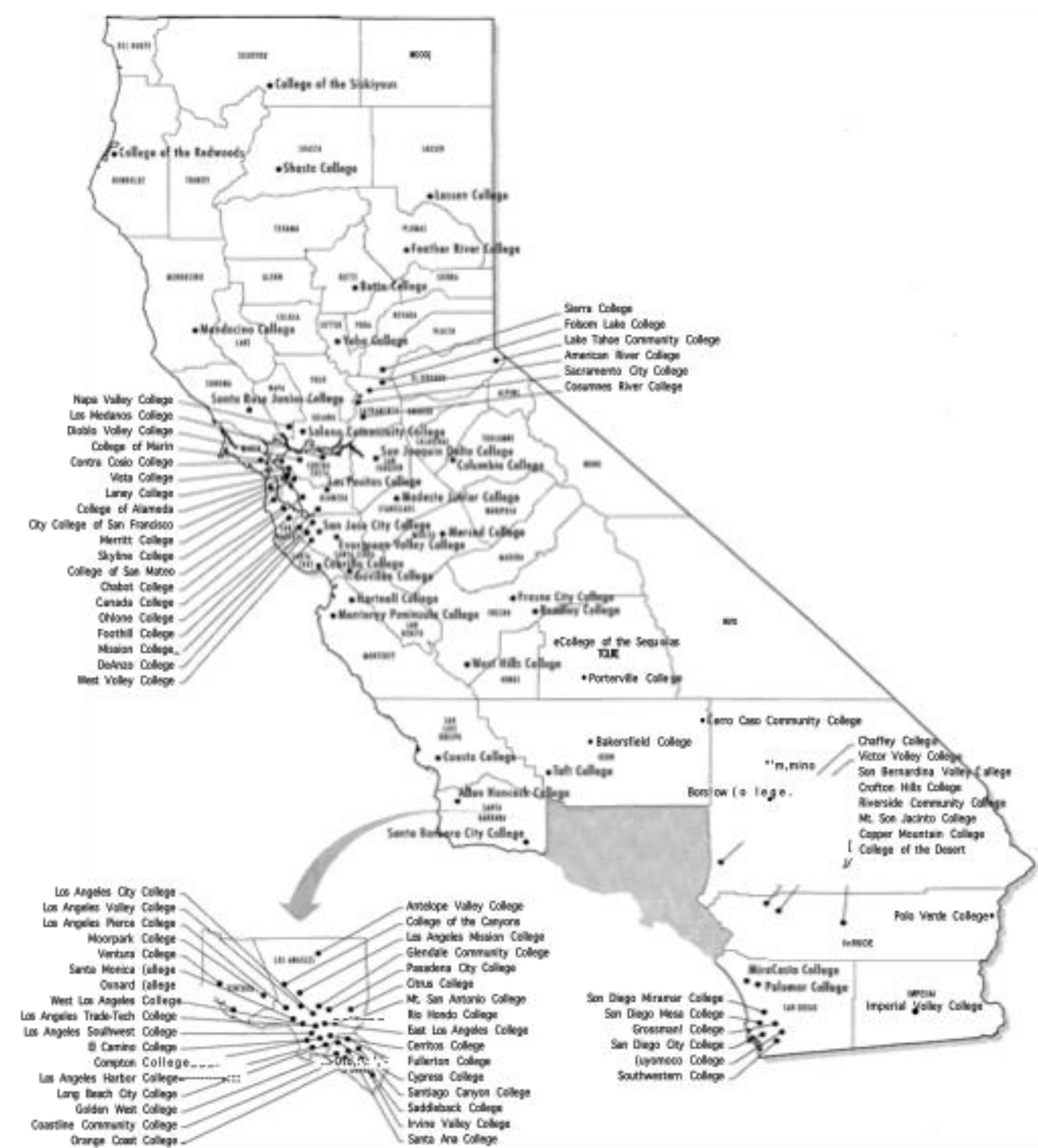
### AREA C

Allan Hancock College  
 Antelope Valley College  
 Canyons, College of the  
 Cerritos College  
 Citrus College  
 Compton College  
 Cuesta College  
 East Los Angeles College  
 El Camino College  
 Glendale College  
 Los Angeles City College  
 Los Angeles CC District  
 Los Angeles Harbor College  
 Los Angeles Mission College  
 Los Angeles Pierce College  
 Los Angeles Southwest College  
 Los Angeles Trade-Technical College  
 Los Angeles Valley College  
 Moorpark College  
 Mt. San Antonio College  
 Oxnard College  
 Pasadena City College  
 Rio Hondo College  
 Santa Barbara City College  
 Santa Monica College  
 Ventura College  
 West Los Angeles College

### AREA D

Barstow College  
 Chaffey College  
 Coastline College  
 Copper Mountain College  
 Crafton Hills College  
 Cuyamaca College  
 Cypress College  
 Desert, College of the  
 Fullerton College  
 Golden West College  
 Grossmont College  
 Imperial Valley College  
 Irvine Valley College  
 Long Beach City College  
 MiraCosta College  
 Moreno Valley College  
 Mt. San Jacinto College  
 Norco College  
 Orange Coast College  
 Palo Verde College  
 Palomar College  
 Rancho Santiago CC District  
 Riverside City College  
 Riverside CC District  
 Saddleback College  
 San Bernardino Valley College  
 San Diego City College  
 San Diego Continuing Education  
 San Diego Mesa College  
 San Diego Miramar College  
 Santa Ana College  
 Santiago Canyon College  
 North Orange County School of Continuing Education  
 Southwestern College

CALIFORNIA COMMUNITY COLLEGE MAP





## ASCCC Organizational Chart



### Krystinne Mica Executive Director

The Executive Director carries out a variety of responsibilities in these key areas: chief administrator for the 501 (c)6 nonprofit organization; policy advisor to the Senate officers, Executive Committee members, committees, and others; and chief of staff. Other duties include facilitating and coordinating the agendas and activities of the Executive Committee and plenary session, advocacy for the roles of the Senate and for resources necessary for it to excel in its shared-governance responsibilities granted to the Senate under Education Code, Title 5, and Board of Governors. The Executive Director works in a highly sensitive and political environment, as well as in an environment in which the faculty leadership and members change regularly.



### Tonya Davis Director of Administration

Provides operational oversight and direction to the Academic Senate Office, including events management, staffing, and human resource management.



### Kayla Vue Event Planner

Executes plans to implement all meetings and events developed by ASCCC.



### Miguel Rother C-ID Program Manager

Manages the C-ID grant operated by the Academic Senate.



### Megan Trader Programs Coordinator

Provides day-to-day support to the C-ID grant and OER Initiative; other duties as assigned.



### Alice Hammar Director of Finance

Provides oversight and direction for the Academic Senate's finance and advises the Executive Director on financial related issues.



### Brando Jimenez Accounting Clerk

Responsible for day-to-day accounting duties.



### Selena Silva Program Manager

Manages the OER and GP grants.



### Amy Liao Administrative Assistant

Supports the OER grants; other duties as assigned.



### Katie Nash Visual Designer

Responsible for the creation of materials, both print and digital for the Academic Senate.



### Kyoko Hatano Administrative Assistant

Works with Directors and Executive Director on management of websites and databases.



### Gina Lam Research Associate

Provides research analysis and support for projects.



### Patricia Carrillo Executive Assistant

Responsible for coordinating all Executive Committee meetings, travel, materials, and other arrangements; other additional duties as assigned.



### Emily Nicol Communications Coordinator

Supports the Executive Director in executing and monitoring communications, creating public relations and marketing materials, social media posts, newsletters and provides administrative support to the Open Educational Resources Initiative (OERI).