II. ASSEMBLIES

Five Constituent Assemblies

- Students
- Faculty
- Classified Staff
- Professional Staff
- Administrators

Each assembly holds meetings, open to all members of that constituency, on a regular or periodic basis, as they may deem appropriate, or they may otherwise communicate among themselves to find a common voice.

In the case of students, the Student Government Association (SGA) serves as a Student Assembly, and SGA officers represent students at the Acuerdo Board. Other constituencies may find similar arrangements.

- Personnel on special arrangements, such as people on grant funds, or with consultant (03) contracts, may be placed in an assembly by the Acuerdo.
- "Confidential employees" are included in classified staff assembly.
- Adjunct faculty and part-time employees have the right to representation at every level of governance, including in the deliberations of each assembly.

Agendas

- Officers of an assembly will set the agenda for assembly meetings in advance of scheduled meetings, and share evolving agendas with the constituency.
- Members of an assembly may request items be placed on the agenda.
- Assemblies may pass non-binding resolutions of opinion on issues germane to each constituency which may be directed to
  - Any other constituencies
  - The Acuerdo Board
  - President of RCC
  - To the public
- Assemblies may pass motions to instruct their representative to the Acuerdo Board or committees on proposals or issues before the college community.
- Since the membership of a given assembly may correspond to the membership of a particular union, it is important to distinguish between the purposes of the two groups.
Election and Duties of Officers

- Elected from each constituency: not fewer than three and not more than five.
- Leadership of constituent assemblies shall be determined by majority vote of the assembly. Offices may possibly include:
  - One individual as President of the Assembly, or two as Co- Presidents
  - One as vice President
  - One as recording secretary
  - One as business secretary
  - One as representative to Board of Trustees.
- Each Assembly has one vote at the Acuerdo Board; the assembly president or his/her designee (most often another officer) may represent the assembly to exercise that vote.
- Officers will represent the interests of their constituencies.
- Officers may meet separately by constituency and act as steering committees for their assembly to consider the interests of their constituencies as appropriate.

General Policies

- Time and place of each meeting announced widely at least one week in advance as set by the previous meeting of the assembly.
- Identification of assembly members is according to official college records and in agreement with definitions in existing contracts between RCC and officially recognized bargaining units.
- The assembly president and vice or co-president are Acuerdo representatives and attend Acuerdo Board meetings.
- Officers of each assembly make committee assignments:
  - Directly
  - By means of election
  - By any such method deemed fair by the majority of Assembly members present.
- Terms of service for officers and committee assignments are one full academic year.

As needed, and at least annually, each assembly should establish its operating conditions:

- Clarify their definition of a quorum and all other rules for internal governance.

  Since 2007 the Faculty Assembly has stated 35% of active full-time faculty must be present to define a quorum and hold a meeting. Once a meeting is convened, all faculty may vote. Each full and part-time member present has a full vote.

- Elect officers.
- Times and places of meetings are set for a full academic year.
- These rules cannot contradict this document.
III. COMMITTEES
The standing committees of Acuerdo are as follows:

*Academic Policy*
Formulates recommendations for Acuerdo on all aspects of academic policy not in the purview of the Curriculum Committee. Formulates policy recommendations on grading systems, graduation, and general questions of curriculum evaluation (excluding questions related to individual cases or specific courses, programs, or degrees).

*Academic Technology*
The Academic Technology Committee will
- Identify and interpret academic technology issues, trends and opportunities on campus and improve communication among the appropriate parties (Administration, Faculty, Students and IT/AT divisions).
- Promote and support the availability and use of technology as a tool for teaching and learning that supports the mission and goals of RCC
- Recommend policies, procedures, and resources necessary to establish and maintain improvements in academic technology use at RCC
- Serve as a liaison to faculty, staff, and students regarding the effective use of technology.

*Advising and Retention*
Develops coherent policies and systems for all academic advising undertaken by faculty. Develops procedures and evaluation models to assist the advisory process.

*Curriculum*
Reviews new course and program proposals. Monitors revisions, deletions and addenda to existing curricular offerings. Formulates policy recommendations on curriculum development and evaluation within individual courses, programs, and degrees.

The following process will determine any changes to the *core curriculum*:
- Proposals for change are brought to the Faculty Assembly.
- After Faculty Assembly discussion, the Curriculum Committee will formalize the language and work out details.
- Final faculty approval lies with the Faculty Assembly.
- It is then brought to the Acuerdo Board.

*Facilities and Sites*
Assists President in determining how to maximally utilize present facilities. Aids in the planning of new College facilities.
Fiscal Affairs

Graduation
Selects location, time, and guest speaker for graduation. Disseminates information about graduation and related activities.

Library
The Library Committee will give advice on how the library should be optimally run in order to support the curriculum in the following areas: providing information resources for student use, print, audiovisual, and online; providing instruction in the use of these resources, in particular, and participating in information literacy generally; providing an engaging environment conducive for student study; building an archive of conventional and online resources documenting the history of the college and curricular and student achievement; lending audiovisual and computer equipment for classroom use.

Professional Development
The Professional Development Committee supports the mission and the strategic goals of the College by funding opportunities for faculty and professional staff that lead to student success. Recognizing that learning is a lifelong process, the Committee evaluates proposals submitted by faculty and professional staff that will enhance their own growth as educators, while connecting these projects to more effective teaching and learning. The Committee establishes deadlines for all proposals, and within the confines of their budget selects those that will most benefit student success. The Committee provides a mechanism for sharing the knowledge with those who will most benefit within the college community.

Scholarships and Honors
Presents information about current scholarships available at RCC. Establishes criteria to be used when selecting students for scholarships. Recommends policies and procedures for administering candidate selection for various scholarships. Reviews and makes recommendations on all activities honoring students.

Student Affairs
Formulates policy recommendations concerning student activities, student rights and responsibilities. Recommends judicial procedures for resolving serious offenses; assists judicial officer with disciplinary matters related to evaluation in individual cases.
Agendas

- Committees consider proposals referred to them by individual employees, departments, offices, assemblies, the Acuerdo Board, or the President.
- All approved motions resulting from proposals that have been considered will be directed to the Acuerdo Board.
- Committee options
  - Report a proposal as recommended
  - Recommend with modifications
  - Reject
  - Recommend proposal be referred back to its originators for alteration, expansion or deletions
  - Revise proposals, with majority consent, before submitting them to the Acuerdo Board and the President.
- Originator(s) of the proposal may speak before the committee considering the proposal and should be notified at least forty-eight (48) hours prior to its consideration in committee.
- Those who oppose the proposal shall also be notified in a similar manner and invited to present their case to the committee.
- Committees must consider and report a decision on all proposals within one (1) month of written receipt of the proposal. All proposals must be reported out of committee before the last Acuerdo Board meeting of the academic year.

- Committees meet as soon as they are appointed and activated by the Acuerdo Board.
- Each fall the previous year’s chair should convene a first meeting. At that time a chair for the current year should be elected.
- All standing and ad hoc committees guarantee the right of all five constituencies to representation by at least one member, if so desired by that constituency.
- Adjunct faculty and part-time employees have the right to representation at every level of governance, including at least one member on each college-wide standing and/or ad hoc committee.
- Each committee will set its own goals for composition as appropriate for the work of that committee. Factors to consider include: involving members of the various assemblies, expertise and positions represented, representation from specific offices, departments or divisions.
- Administrators may be asked to serve as ex-officio members on those committees directly concerned with their areas.
- Committees select their own chair and set their own quorums and other rules except when specifically stated or forbidden elsewhere in this document or in Acuerdo’s written procedures for committees.