

ASCMC SENATE OPERATING PROCEDURES

APPROVED APRIL 30, 2007

- I. Senate Standing Committees
 - A. The Academic Affairs Committee
 1. The Academic Affairs Committee shall handle all issues dealing with Student Senate input in the academic matters of the college.
 2. The Chair shall serve on the Faculty Curriculum Committee.
 3. The Academic Affairs Committee shall implement the Teaching Review Board (TRB) as follows:
 - a. At the beginning of each semester, ASCMC shall request a list of professors who will be considered for tenure during the coming year and who have signed a waiver indicating a willingness to have their teaching reviewed by ASCMC.
 - b. Upon receipt of this list, the ASCMC Vice President shall appoint a three person TRB for each of the CMC professors on the list. Each member of the TRB shall be subject to Student Senate confirmation. The ASCMC Vice President shall have primary responsibility of ensuring a full TRB for each listed professor.
 - c. The Academic Committee Chair shall oversee the TRB(s) work. The role shall be limited to maintaining deadlines and resolving guideline conflicts in consultation with the ASCMC Vice President. In no case should the confidentiality requirement be violated in this role.
 - d. No TRB member may have taken or be currently taking a class from the reviewed professor.
 - e. The TRB shall gather information about the professor being reviewed by interviewing students who have taken at least one course from the professor. The interviewed students shall be randomly selected from the classes that the professor has taught. If the professor has taught both introductory and advanced courses, the TRB shall ensure that students from both types of courses are interviewed. The TRB shall interview not fewer than twenty students, unless the professor has taught fewer than twenty students while at CMC.
 - f. The Academic Affairs Committee shall have the responsibility of drafting the required questions. Open questioning and free response will be permitted after these questions have been asked.
 - g. The TRB's proceedings shall be recorded for future reference in its decision-making process.
 - h. Interview transcripts shall be considered confidential, and may be viewed only by members of the TRB and the ASCMC Vice President. Violation of this confidentiality may be considered grounds for disciplinary action as deemed appropriate by the College Judiciary Board. The ASCMC Vice President shall destroy interview transcripts one (1) year after a TRB produced its summary report.
 - i. After interviews have been held, the TRB shall write a summary report indicating its findings about the professor. This report shall make no

attempt to judge the professor's teaching or service qualifications, nor shall it recommend approval or disapproval of the professor's tenure. This report shall only summarize the collected information. This report shall also be considered confidential, and may only be viewed by the members of the TRB, the ASCMC Vice President, and the ASCMC President. A copy of this report shall be submitted to the ASCMC President and Vice President at least one week prior to the final deadline. The ASCMC President and Vice President may not make any changes or exert undue influence upon the content of this report.

- j. A copy of the final report, signed by all three members of the TRB and the ASCMC President and Vice President shall be submitted to the Dean of the Faculty Office prior to the final deadline.
- k. A copy of the report, with all identifying information (that which would violate confidentiality) removed, may be made available to future TRBs after the tenure process is completed.

B. The Administrative Affairs Committee

- 1. The Administrative Affairs Committee shall handle all matters dealing with parliamentary analysis within the Student Senate, and with the general administrative tasks assigned to it by the ASCMC Vice President. The President Pro-Tempore of the Student Senate shall be an automatic member of the Administrative Affairs Committee.
- 2. The Chair of the Administrative Affairs Committee shall serve as President Pro Tempore in the absence of the President Pro-Tempore. If the Chair wishes to fill the position full time, the Vice President shall appoint a new Chair at the next meeting.
- 3. The Administrative Affairs Committee Chair will consult the ASCMC Constitution, and Operating Procedures each month and provide the President Pro-Tempore of the Student Senate with a written summary of all upcoming constitutionally-mandated activities.
- 4. The Administrative Affairs Committee shall be in charge of producing the Summer Home Directory. Said directory shall be published online by the Webmaster.
 - a. The Home Directory shall be published prior to the week of finals during the Spring Semesters.
 - b. The CMC Development Office shall compile the Home directories according to procedures set by them, and shall present the directory to the Chair. The Chair shall then prepare it in a readable form and keep the document as small as possible. The Chair shall then present the directory to the ASCMC Vice President for approval.
 - c. The Chair shall then publish the directory online at the ASCMC website, in accordance to the procedures outlined in ASCMC General Operating Procedures II.C. The ASCMC Vice President shall email the link to the directory to all Regular Members, as well as the appropriate members of the CMC Administration, including but not limited to: CMC President's

Office, Dean of Students, Dean of Faculty, Story House, Registrar, Admissions Office.

- d. Additionally, the Home Directories must be published in PDF format, using the following guidelines:
 - i. Users must not be able to print the PDF document.
 - ii. Users must not be able to highlight or copy any part of the document to another format for printing.
 - iii. Users must be instructed to refrain from sharing the document with non-CMC Faculty, Staff, or Students.

C. Entertainment Committee

1. The Entertainment Committee shall work with the Associate Dean for Student Activities to bring bands, comedians, and other externally-based entertainment to the Claremont Colleges.
2. The committee shall be composed of willing senators, as well as the ASCMC President, SAC Chair, DAC Chair, and SLC Chair.
3. The committee shall assist Senate in reviewing requests to the Entertainment Fund and shall sponsor those it deems appropriate and/or deserving.
4. Final decisions in all financial matters shall remain with the ASCMC President and Chief Financial Officer of the Corporation, as stipulated in the ASCMC Constitution.

D. The Committee on Computing and Technology

1. The Committee on Computing and Technology shall handle all issues dealing with Student Senate input on the matters of Academic and Administrative Computing at CMC.
2. The Chair of the committee shall be designated Chief Technology Officer of ASCMC.
3. The Chair of the committee may not concurrently work for the technology department of the college, unless it is determined by the President Pro-Tempore that his/her job responsibilities do not compromise their duties and objectivity as that befitting an Officer of ASCMC.
4. From time to time, the Chair shall update the Board of Directors and advise them in matters relating to computing and technology at the College.
5. The Chair shall be the official liaison between ASCMC and members of the CMC Administration on matters relating to Academic and Administrative Computing, including, but not limited to: President's Office, Dean of Students, Dean of Faculty, Registrar, and Information Technology Services (ITS).
 - a. The Chair shall serve as a member, and act as the official ASCMC representative, on any faculty or trustee committees pertaining to Academic and Administrative Computing at CMC, including but not limited to: Committee for Academic Computing and Administrative Computing Committee.

- b. The Chair shall meet with members of Information Technology Services (ITS), Dean of Faculty and Dean of Students twice a semester to discuss IT implementations at CMC.
- c. Following Spring Break, the Chair shall recommend four senators to the RTA selection committee designated by Student Technology Services (STS) in order to assist STS in the hiring of Resident Technology Assistants for the following academic year. Any Senator wishing to sit on this committee cannot be currently working, or have in the past worked for ITS, or intend to do so in the following academic year.

II. Temporary Committees

- A. The ASCMC Vice President has the power to form temporary committees to deal with issues at his/her discretion.

III. Faculty and Trustee Committees

- A. The Vice President shall solicit applications from all Regular Members to fill the seats on the committees outlined below. The Vice President shall then present the list of nominations to the Student Senate for review, before submitting the list to DOS for final approval.
- B. The Student Senate shall be in charge of filling the following seats on the Faculty and Trustee Committees when seats become vacated, as outlined above.
- C. With the exception of the ASCMC President and Vice President, no member may hold more than two seats.
- D. Those who serve on the committees need not be Senators.
- E. The Vice President or the Administrative Affairs Committee Chair shall always consult with the Dean of Students Office Manager to ensure that the following list is accurate.
- F. All appointments, with the exception of mid-year vacancies, are from July 1 – June 30 of each year.
- G. Faculty Committees:
 - 1. Academic Computing Committee: one seat, an additional one seat is held *ex-officio* by Chief Technology Officer
 - 2. Admission and Financial Aid Committee: two seats
 - 3. Athenaeum Advisory Committee: three seats, an additional two seats are held *ex-officio* by the President and Vice President
 - 4. Curriculum Committee: one seat, an additional one seat is held *ex-officio* by Senate Academic Affairs Chair
 - 5. Environmental Concerns Committee: four seats
 - 6. Off-Campus Study Committee: three seats
 - 7. Diversity Committee: two seats

H. Trustee Committees:

1. Academic Affairs and Research: two seats
2. College Advancement: two seats
3. Student and Alumni Affairs: four seats, an additional two seats are held *ex-officio* by President & Vice President
4. Finance: zero seats, two seats filled *ex-officio* by President & CFO
5. Building and Grounds: two seats

I. Special and Staff Committees

1. Athletic Advisory Committee: two seats
2. Food Service Committee: three seats
3. Student Housing Advisory Committee: five seats ,an additional one seat is held *ex-officio* by the Dorm Affairs Committee Chair
4. Administrative Computing Committee: zero seats an additional one seat is held *ex-officio* by Chief Technology Officer