

Academic Senate Vice President Duties

Basic Duties of the Vice President are outlined [Academic Senate's Bylaws](#). Additional duties subject to change based on annual tasks and time afforded by re-assigned time allocation.

College-Level Meetings

- Bi-weekly Academic Senate (AS) meetings: 2nd and 4th Thursdays (1-3pm)
 - In-person meeting required with very limited room for exception
 - During meetings, collect presentation materials that have not already been posted to Senate website and post to the Senate website
 - During meetings, keep time for agenda items. Post reminders in chat. Work with president to make the best use of Senate meeting time.
- Bi-weekly AS planning meetings: 1st and 3rd Thursdays (2-3pm)
 - Bring potential agenda items based on conversations with faculty from across the college as well as other college community members
 - Offer feedback on current list of agenda items
 - Review draft agenda for any mistakes or need for revisions.
- Serve on Program Review Operational Workgroup
- Check-in meetings with College President and Vice President of Instruction (VPI)
 - Check-in with College President approximately once a month
 - Check-in with VPI at least once a month, depending on topics
- Officially serve or actively visit/participate in some Participatory Governance Bodies that impact Senate's 10+1 work, such as any Academic Senate sub-committee, the Instructional Planning Council, the Equity and Antiracism Planning Council, the District Antiracism Council, or any other body that the Vice President is aware of that is relevant to the work of Academic Senate. The particular bodies to visit and engage with would be based on the individual's primary interests and availability.
 - Share with the body any related ongoing or past work done by AS
 - Share during AS planning meetings any potential agenda items based on the body's work
 - Share during Senate meetings any items that might be of interest.
- Participate in college-wide events, especially those that offer an opportunity to connect with and learn about concerns from fellow faculty members, such as Flex Day events, Townhalls, award ceremonies, etc.
- Summer or off-term meetings, as needed

District- and State-Level Meetings

- Monthly District Academic Senate (DAS) meetings
 - Has been 2nd Mondays, 2:15-4:30pm. But there is a possibility that the time might change next year (2023-24). It would likely still be on a Monday afternoon.
 - Contribute to a DAS workgroup, when needed and relevant
- Participate in ASCCC Fall and Spring Plenaries (can attend virtually)

General Tasks

- Serve on the Academic Senate Awards Committee
 - Work with the Treasurer to organize the three annual state Academic Senate (ASCCC) awards. Organize means look for ASCCC's updated call for nominations, decide on deadline dates for our college, announce to Cañada faculty, encourage applicants, and have applications confirmed in time for a Cañada AS meeting, during which the Senate would vote on which applicant to forward.
 - Work with the Treasurer to organize the end-of-year AS awards for Outstanding Staff, Part-time Faculty, and Full-time Faculty awards.
- Updating of Information Related to Senate's work on 10+1
 - Update list of full-time faculty each Fall
 - Work with PRIE to update list of faculty participation on college governance bodies and other committees
- Serve on Reassigned Time application review groups, when needed
- Serve on local Cañada Senate workgroups, as needed
- Periodic check-ins with AS President on any challenges and progress of VP duties.