

Bylaws and Standing Rules

History	
ADOPTED	09/05
REVISED	10/20/09
REVISED	04/29/14
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SAC Bylaws

1. NAME

- a. Mathematics Subject Area Committee (referred to as Math SAC, or simply SAC, in this document).

2. AUTHORITATIVE DOCUMENT

- a. [S701: Subject Area Committees\[1\]](#) (referred to as S701 in this document) from the Academic Standards and Practices Handbook defines the membership, purpose, and responsibilities of a Subject Area Committee.

3. OBJECTIVES AND RESPONSIBILITIES

- a. As defined in [Bylaws and Standing Rules#S701](#), the SAC is a faculty committee that makes recommendations regarding the instruction of, and curriculum in, PCC mathematics courses as well as such issues as high school/college and community college /baccalaureate college articulation, grant applications when requested, student petitions to waive graduation requirements (only when requested by appropriate administrative personnel), and course and program analysis.
- b. **Additional SAC responsibilities**
 - i. Make recommendations about student placement into mathematics courses.
 - ii. Communicate changes in our mathematics curriculum to PCC centers, contracting colleges, PACTEC high schools, and other organizations offering PCC mathematics courses.
 - iii. Make decisions about SAC approved curricular materials and course pilots.
 - iv. Organize community events such as MathFest and the AMATYC Student Math League Exam.
 - v. Work with PCC's Dual Credit Program to ensure participating schools align with PCC's mathematics curriculum and standards.
- c. **Bylaws**
 - i. SAC members will abide by the SAC approved bylaws.
 - ii. Changes to the bylaws will only be adopted with a 75% majority vote at a scheduled SAC meeting.

4. ORGANIZATION

a. Membership

- i. The membership of the SAC is defined by S701. Voting members of the SAC are defined to be all mathematics faculty who teach at least one MTH course per academic year for PCC, including part-time, full-time temporary, full-time probationary, and full-time continuous appointment instructors. Part-time instructors are encouraged but not required to attend SAC meetings.

b. Elections for SAC Chair(s), Archivist(s), and Recorders

- i. A call for volunteers will occur at the April SAC day meeting.
- ii. Official nominations and elections will occur at the May SAC meeting.
- iii. All offices will begin their term on September 1 following the elections.
- iv. If there are insufficient volunteers/nominees, continuous-track full-time faculty will be chosen using a random number generator. The following full-time SAC members are excluded from being elected to any office using the randomization methodology noted above: current SAC Recorders, SAC Archivists, SAC Chairs, and any SAC member with at least 1 course release during the coming academic year.

c. SAC Chair(s)

- i. SAC chair(s) will be faculty member(s) elected by and from the voting members of the SAC.
- ii. SAC chair(s) will generally rotate among Cascade, Rock Creek, Southeast, and Sylvania campuses using a SAC-approved methodology. Any full-time faculty with one credit of service (as defined below) and probationary continuous-track full time faculty are excluded from being elected using the randomization methodology noted above.
 1. One credit is understood to mean a single faculty member being SAC chair for a full year. One year as a SAC co-chair is equivalent to a half-credit of service per SAC co-chair.
 2. No faculty member is obligated to do more than one credit as SAC chair during their time as a full-time faculty member.
- iii. The term of office will be one academic year, with voluntary re-election opportunity each year.
- iv. Communication during summer term between current SAC chair(s) and the SAC chair(s)-elect is encouraged.
- v. **Responsibilities**
 1. Work with SAC administrative liaison to set official meetings and agendas.
 2. Oversee the SAC Spaces site.
 3. Monitor accessibility and format of MTH Course Content Outcome Guides (CCOG) in the CCOG management software.
 4. Conduct meetings per the bylaws to the best of their abilities.
 5. Attend to the charges outlined in [Bylaws and Standing Rules#S701](#).
 6. Share the minutes for meetings with SAC members for approval and then send to the office of the Dean of Academic Affairs for publication.
 7. Forward all curricular recommendations to the office of the Dean of Academic affairs.
 8. Provide an annual overview of SAC Bylaws and Oregon Ethics Laws pertaining to conflict-of-interest.

- a. For more details about duties regarding ethics and conflict of interest, see the memorandum of understanding.
- 9. Be readily accessible to all SAC members.
- 10. Delegate responsibilities to other SAC members as needed.
- 11. Attend and represent the SAC at appropriate college meetings.
- 12. Maintain and update the SAC chair duties, quorum, and SAC chair rotation documents.

d. SAC Recorders

- i. The recorders will be faculty members elected by and from the voting members of the SAC.
- ii. There will be two recorders elected per year.
- iii. The term of office will be one year with voluntary re-election opportunity each year and cannot be obligated to serve for more than 1 academic year.
- iv. Assuming funds are not available to pay for the work, part-time faculty who wish to volunteer their time can hold this position.

v. **Responsibilities**

- 1. Provide for the taking of the official minutes of SAC meetings. The intent of the minutes is to record motions and key discussion points.
 - a. Recorders will share responsibility for taking minutes and attendance. The format and detail contained in the minutes will be determined by the recorders and/or the SAC.
 - b. If one of the recorders participates in the discussion or presents an agenda item, the other recorder will take the minutes.
 - c. Update each agenda on the SAC Spaces page within 7 calendar days to include the minutes from that SAC meeting.
 - d. Notify the SAC chair(s) when the minutes are posted.
- 2. Distribute a list of subcommittees and task forces formed including proposed members within one week of the meeting.

e. SAC Archivist(s)

- i. The archivist(s) will be faculty member(s) elected by and from the voting SAC members.
- ii. The term of office will be one year with voluntary re-election opportunity each year and cannot be obligated to serve for more than 1 academic year.
- iii. Assuming funds are not available to pay for the work, part-time faculty who wish to volunteer their time can hold this position.

iv. **Responsibilities**

- 1. Moderate the SAC Group listserv.
- 2. Maintain an up-to-date list of SAC approved textbooks and student-purchased materials.
- 3. Maintain an up-to-date list of eligible voting members of the SAC
- 4. Delegate above responsibilities to other SAC members as needed.
- 5. Assist in the administration of the SAC Spaces page.

f. Administrative Liaisons

- i. Duties of the administrative liaison are defined in S701.

5. CONDUCT AND TYPE OF MATH SUBCOMMITTEES

a. Types of Math subcommittees

- i. Motion Subcommittees will be formed to make changes to curriculum, CCOG and textbooks, etc. Motion Subcommittees will be established according to the curriculum revision calendar and re-formed as needed. Motion subcommittees will bring motions to the SAC.
- ii. Task Force Subcommittees will be formed to investigate or work on a particular topic, e.g. technology, placement testing, the MTH Competency Exam, creating materials, etc. Task Force Subcommittees may bring motions to the SAC depending on the outcomes of the topic explored.

b. Formation and conduct of Math Subcommittees

- i. A motion may be made to cap membership of a subcommittee. If the subcommittee was established or re-formed during a SAC meeting, the motion must be made during that meeting. Otherwise, the motion must be made within one week of the announcement of the subcommittee to the SAC. Unless the motion states otherwise, the cap will be seven. If the motion is seconded and approved, the subcommittee will be referred to as a capped subcommittee. Membership will be determined as follows:
 - 1. SAC chair(s) will ask candidates to declare themselves. If there are no more candidates than the cap, then membership shall consist of all candidates.
 - 2. If there are more candidates than the cap, the SAC chair(s) will hold an election as follows:
 - a. The SAC chair(s) will email the SAC to announce that a capped subcommittee is being formed. Candidates will have two business days to submit written statements to the SAC chair(s) advocating their membership. This may include candidates who did not originally declare themselves.
 - b. After two business days, the SAC chair(s) will distribute each candidate's statement along with a link to an election survey to the SAC via email. Voting will end at least two full business days later, at a time determined to be appropriate by the SAC chair(s).
 - c. Each SAC member may cast up to one vote for each candidate and may vote for up to as many candidates as is the cap. SAC chair(s) and co-recorders will have full access to the results.
 - d. Membership will be determined firstly by including the candidates with the most approval votes from each campus. Members will be added in descending order from the remaining candidates until the cap has been reached. In cases of ties at either stage, the SAC chair(s) and co-recorders will use a fair lottery to break the ties. The SAC chair(s) will announce the membership to the SAC via email.
 - 3. Members will decide upon a subcommittee chair.
 - 4. The chair will appoint a recorder to record minutes from meetings. The recorder will share these minutes with the SAC promptly.
 - 5. The chair of a capped subcommittee may invite any SAC member to become a subcommittee member after consulting with the subcommittee.
- ii. A subcommittee will publish (via SAC Calendar) its meeting times and locations at least one week in advance. SAC members who have not joined the subcommittee may attend any meeting. The chair of a capped subcommittee may request that nonmembers of the committee refrain from participating until the agenda has been completed.

- iii. A subcommittee voting member is defined as a SAC member who attends at least 50% of published meetings. In the case of a capped subcommittee, only elected and invited members may vote.
- iv. Voting procedures are determined by the subcommittee.
- v. Subcommittee chair responsibilities
 1. Take attendance at meetings and tabulate votes.
 2. Notify subcommittee and SAC members of meeting times and locations.
 3. Distribute relevant documents to committee members and SAC members.
 4. CCOG subcommittee chair(s) will initiate the approval process for new and revised CCOGs in the CCOG management software and attend any relevant Curriculum Committee meetings.
 5. Provide the SAC with periodic progress updates. In the case of capped subcommittee, this responsibility is especially important.
 6. Delegate responsibilities to other committee members as needed.
 7. Complete a summary report to be used to facilitate program review.
 8. In the case of a capped subcommittee, accept input from general SAC members and communicate that input to the subcommittee.

c. Procedures for reporting to the SAC

- i. Announcement of a subcommittee's intent to request a SAC vote together with a copy of the proposal, recommendation, summary report or other supporting material will be made available at least calendar 5 days prior to a scheduled SAC vote.
- ii. SAC members should provide input to a subcommittee prior to the SAC meeting to allow the subcommittee time to consider a modification of the proposal prior to the meeting.
- iii. At the SAC meeting, the subcommittee will summarize the proposal and indicate any modifications made after the SAC review.
- iv. Individuals or subcommittees bringing a motion to the SAC are required to present the full text of the motion at the time the motion is being made.
- v. Changes may be made to approved items after the SAC meeting if such changes are noted in the motion.

6. CONDUCT OF SAC MEETINGS

a. Meeting Schedule

- i. Meetings will be held at least once per term during fall, winter, and spring terms.
 1. The meeting locations should generally rotate among the Cascade, Rock Creek, Southeast, and Sylvania campuses. Meetings may also be held at other PCC locations.

- b. Announcement of the meeting time, location, and a draft agenda will be distributed by the SAC chair(s) at least calendar 5 days prior to the meeting via the SAC Spaces site.

c. Agendas for meetings

- i. The SAC chair(s) will solicit SAC members for agenda items at least 10 calendar days prior to the meeting and prepare a draft for approval at the meeting.
- ii. The SAC chair will determine which agenda items should be communicated as general announcements, as well as those which should be placed on the consent agenda (see Consent Agenda Procedures below). The consent agenda items will be prepared as a numbered list and will be posted on the SAC Spaces site as part of the Announcements.
- iii. Subcommittees with reports, decisions, or recommendations to be considered for SAC vote at the meeting have the responsibility to distribute pertinent materials to SAC members for review at least calendar 5 days prior to the meeting.

d. Consent Agenda Procedures

- i. A consent agenda may be presented by the SAC chair(s) at the beginning of a meeting.
- ii. Relevant documentation for consent agenda items should be made available to the SAC at least calendar 5 days before the SAC meeting.
- iii. Items may be removed from the consent agenda and moved to an appropriate place on the agenda on the request of any single member of the SAC.
- iv. Items not removed will be adopted upon the passing of the agenda.
- v. The co-recorders will include the full text of all approved motions from the consent agenda in the official meeting minutes.

- e. Meetings will be conducted in accordance with the [Democratic Rules of Order](#).

- i. The SAC chair(s) will be "Informal chairs", as described in the [Democratic Rules of order](#).

- ii. During lengthy discussions, the SAC chair will ask to hear from the silent and neutral, as well as those in favor and against the current topic, at their discretion.

- f. Each fall, a quorum for that academic year will be established by the SAC chair(s), calculated as a majority of current full-time faculty. The SAC chair(s) will present a list of full-time faculty counted toward the quorum. The quorum will be approved by the SAC as the first business item at the first SAC meeting of the academic year. A quorum will not be considered to be met unless there are faculty members in attendance from at least three campuses.

7. VOTING PROTOCOL:

- a. Voting Rights are defined in section 4.a.i.

b. Voting Procedure

- i. Items that require SAC approval prior to the next scheduled meeting should be forwarded to the SAC Chair(s) for consideration for an email vote. In this case, SAC chair(s) will determine whether an email vote is appropriate.
- ii. Routine voting items (e.g. CCOG changes) are strongly encouraged to be on the consent agenda. The consent agenda should be displayed during the entire agenda approval process.
- iii. All other voting items will have a discussion period at the SAC meeting. After discussion, a face-to-face vote or an email vote will occur.
 1. If the SAC chair(s) determine that a continued discussion over email is appropriate, they may request consent from the SAC to move the discussion and vote to email.
 2. Face-to-face votes will use voting clickers unless otherwise specified by the SAC chair.

iv. Email voting

- 1. A quorum is not required for email voting.
- 2. Once a motion is made and seconded, email discussion will be opened by the SAC chair(s) and will take place for the next three business days.
- 3. After discussion closes, email voting will take place over the next two business days. There will be no discussion during the voting period. All email votes must be submitted during the voting period or they will not be counted. Votes will be overseen by at least one of the SAC recorders.
- 4. SAC chair(s) will share the results of the vote with the SAC via email and at the next SAC meeting in the announcements.

See [subcommittee formation and rules](#) for voting procedures in SAC subcommittees.

[1] www.pcc.edu/resources/academic/standards-practices/S701.html

Memoranda of Understanding

Quorum

Quorum calculations (see [Bylaws and Standing Rules#Quorum](#)) are based on the number of full-time faculty. Any full-time faculty for whom the SAC is the primary SAC will be included in this calculation. Job shares that are equivalent to one full-time position will be counted as one full-time faculty.

Textbook and Curricular Material

Approved curricular materials for a particular course will be used for all sections across the district. Exceptions to this policy require SAC approval. Pilots of curricular material must include a proposal with a specified time limit and a follow-up report to be shared with the SAC.

Motions Coming from a SAC member(s)

The SAC strongly encourages members who wish to make a motion at a future SAC meeting that relates to the duties of SAC subcommittee(s) to contact the relevant subcommittee(s) before the meeting.

Voting

Math SAC members should demonstrate high levels of professionalism and ethical behavior when voting in the Math SAC and within sub-committees.

The SAC recommends voting members abstain from voting on a particular issue if they do not feel adequately informed about the issue at hand. For example, a member of a subcommittee tasked with recommending curricular materials should consider abstaining if they did not make the time to seriously assess the materials under consideration for adoption. A voting member should consider abstaining on motions before the SAC or a subcommittee if they did not participate in or follow the relevant discussions.

Ethics and Conflict of Interest

A "conflict of interest" means any action or any decision or recommendation by a public official acting in an official capacity that would or could result in a private financial benefit or an avoidance of a financial detriment by the public official or the public official's relative or any business with which the public official or a relative of the public official is associated. [Oregon Ethics Law/Rules Refresher, Nov. 6, 2013]

Neutrality of a Subcommittee Chair

The members of the committee should decide whether or not the chair should remain neutral and may consult the SAC Liaison. In some cases, it may be useful to designate a chair and a meeting facilitator. The former is elected for advocacy and leadership, and the latter is chosen for presiding. The goal is to ensure that the process is fair, balanced, focused and timely.

SAC Meeting

The SAC chair(s) should do their best to limit the number of items on the agenda to allow for rich discussions. As much SAC business as possible should be put under announcements, consent agenda, or sent out as a summary to the SAC as an email.

The agenda should be based on requests for time from subcommittee chairs and time sensitive discussions/decisions should be prioritized on the agenda and notice given that other items may be moved to next meeting if needed. In situations where time constraints are present, the SAC chair may choose to end the current discussion to balance time for the meeting's agenda. The SAC chair may ask if the current committee chair / speaker has received sufficient information and feedback. If all members with opinions have not spoken, the SAC chair may or may not select more members to speak. A Call to Order may always be made by members.

If needed and if possible, SAC Chair can give additional time if SAC members voice that their opinion has not yet been shared. SAC Chair(s), with the subcommittee chair if applicable, determine if additional discussion is warranted per the [Democratic Rules of Order](#). If additional time is needed, SAC chair facilitates a discussion for what hasn't been expressed.

SAC members shall strive to have dialogue during SAC meetings instead of debate. In debate, two sides oppose each other and attempt to prove each other wrong. In dialogue, two or more sides work together toward common understanding.