

Sample Resolution Form

RESOLUTION FORM FOR USE BY LOCAL SENATES

Subject: _____

*Mover: _____

Division/Department: _____

*Second: _____

Division/Department: _____

Whereas,

The

; and

Whereas,

The

; and

Whereas,

The

; and

Whereas,

The

; and

Resolved, That the Academic Senate for [Name of your college]

College

; and

Resolved, That the Academic Senate for [Name of your college]

College

; and

*A mover and seconder must be a senator, officer, or member of the executive committee of [name of your college] Academic Senate).

Resolution Annotated

Sample Resolution, Annotated

<p>First “whereas” sets the context for the current issue law, historical perspective, past Academic Senate actions, etc.</p>	<p>Alignment of the Title 5 Definition of Distance Education with the Federal Definition of Distance Education 7.07 F14</p> <p>Whereas, The Code of Federal Regulations Title 34, Education §600.2 includes a definition of distance education which includes a requirement that regular and effective contact is initiated by the instructor;</p> <p>Whereas, California Code of Regulations Title 5 §55204 contains a definition of distance education which includes a requirement for “regular effective contact between instructor and students” and establishes that “Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.”; and</p>	<p>Specific actions requested here must follow logically from the explanation of the problem in the “Whereas” sections; in some cases, each “whereas” may be given a corresponding “Resolved.”</p>
<p>“Resolved” statements (up to 3) detail the action in response, usually from the broadest statement outside of the organization (if applicable) to directives to the Academic Senate or its officers for response internal to our organization, or for the body to reaffirm previous statements, resolutions, commitments.</p>	<p>Whereas, The Accrediting Commission for Community and Junior Colleges (ACCJC) relies only on the federal definitions of distance education for their standards and policies, and while California community colleges may be in compliance with the Title 5 requirements, they may not be in compliance with the federal regulations and ACCJC requirements;</p> <p>Resolved, That the Academic Senate for California Community Colleges work with the Chancellor’s Office to align the definition of distance education in Title 5 §55204 with the federal definition of distance education stated in Title 34, Education §600.2; and</p> <p>Resolved, That the Academic Senate for California Community Colleges provide assistance to local senates and curriculum committees to ensure that colleges are in compliance with all state, accreditation, and federal distance education requirements.</p>	<p>Second “whereas” (and third and fourth, if needed), lay out the specifics of the issue and the consequences, particularly if left unaddressed.</p>
	<p>Note language that “requests” or that “urges” action to be taken by entities other than our own Academic Senate. Resolved clauses may request action taken “as soon as feasible,” or “at the Fall 2015 plenary session.”</p>	<p>Be sure to use specific evidence and cite your sources. In the case of Title 5 or Ed. Code, cite the specific section. In the case of external reports or other forms of evidence either provide them in an appendix or provide a link to the information.</p>