

Proposal to Amend the Bylaws and Create a College Academic Council to Act for College Assembly

Summary:

To create a College Academic Council [CAC] which would act in the name of College Assembly on most curricular and degree matters and to which the Dean could turn for advice on important issues facing the College. College Assembly members would still have the right to call the Assembly into session or ask for mail ballot. The CAC could also call the College Assembly into session if needed, or could ask for a mail ballot of College Assembly members on an issue. But for most typical business, the CAC would act for the Assembly. Since the powers of the CAC would include discussions with the Dean on the budget, the Committee on the Budget [CBUD] would no longer be needed. The CAC will be composed of thirteen voting members, plus the Dean as a non-voting Chair.

Changes in By-Laws to Effect the Creation of a College Academic Council

[New] Article II. College Academic Council

A. The College Academic Council (CAC) will act in the name of College Assembly. It will meet at least four times a semester, normally in September, October, November, December, February, March, April, and May and more frequently as the business of the College justifies.

B. Membership of the CAC will be as follows:

Two faculty members from each division of the College—Humanities, Natural Sciences, and Social Sciences—elected by the faculty in the regular elections in the spring semester to standing committees. These elected faculty may not be Chairs or Directors.

Three Department Chairs or Program Directors, one from each division, chosen by the Chairs and Directors in the previous spring semester.

Three students, two undergraduate, one graduate, chosen by the student members of the College Assembly in a mail ballot.

One representative of the Unclassified staff in the College, chosen by the Unclassified Staff in a mail ballot at the regular College elections in the spring semester.

Elected CAC faculty and chair members and the Unclassified staff representative will serve three year terms. Student members will serve one year terms, and may serve up to three terms. After the initial elections, elected faculty members will rotate so that two new members will be elected each year, from two of the three divisions each year. New Chair and Director members will be elected, one new member from one division each year. Faculty members who resign will have their replacements elected by a mail ballot. Chairs who resign will have replacements chosen to fill out their terms by the Chair and Directors of the appropriate division at the next Brownbag of the divisions. Student members who resign will have replacements chosen by the student members of College Assembly in a mail ballot. The Unclassified staff representative, should he or she resign, will be replaced by a mail ballot. Faculty, Chair, and staff representatives must wait three years before becoming eligible to serve on the CAC.

Members of CAC who do not attend two consecutive meetings may be declared no longer members of the Council by decision of the Council. The Dean will direct that they be replaced according to the procedures above.

The Dean of the College will serve as the non-voting Chair of the CAC. The Dean may designate an Associate Dean to serve in his or her place.

One of the College staff will be designated by the Dean to serve as the Secretary of the CAC. He or she will serve as the elections officer for the CAC and will notify members of the College Assembly or the Unclassified staff of elections, take nominations, and oversee all ballots.

C. Activities of the College Academic Council.

1. Curriculum. The CAC will consider all curricular and degree changes proposed by the Committee on Undergraduate Studies and Advising and the Committee on Graduate Studies. CAC approval is necessary for such changes to be official unless the CAC refers the issue to College Assembly or a mail ballot. Actions by CAC will be announced to the College Assembly members via email within seven business days after a decision by CAC. After discussion by CAC, changes in College general education requirements and changes in College wide degree requirements must go to College Assembly and then put to a mail ballot in order to be approved.
2. Consultation on the Budget. At least once each semester, the Dean of the College will review the state of the College budget with the CAC. The CAC may also request information about the budget from the Dean.
3. Petitions to the CAC. The CAC may consider petitions from departments, programs, and individual and groups of College staff, students, and faculty members for the CAC to discuss issues with the Dean of the College.
4. Request for Reconsideration by College Assembly. College Assembly members have twenty business days after an action by the CAC to request reconsideration by means of a petition signed by ten members of the Assembly. Forms for such petitions shall be available from the College office. Reconsideration may take one of the following forms:
 - a. Request that the CAC reconsider its action at its next meeting.
 - b. Request that the action be voted upon in a mail ballot of College Assembly members.
 - c. Request that a meeting of College Assembly be called to consider the issue.
5. Requests for Information by CAC. The CAC has the right to request that Chairs and Directors or other representatives of departments and programs attend its meetings to discuss issues with the CAC.
6. CAC and College Assembly. The CAC may request that College Assembly meet to discuss an issue or that a mail ballot of College Assembly consider an issue. Notice via email of at least ten business days must be given before the College Assembly will meet or before the mail ballot is sent out.
7. Meetings of CAC. Meetings of the CAC will be open to all members of the College Assembly. Any member of the Assembly may request to address the CAC. The Dean or the designated Chair may limit the time allowed to speak if necessary to conduct orderly business.

8. Agenda. The Agenda of the CAC will be sent out at least five business days in advance to all members of the College Assembly via electronic mail.
9. Minutes. Minutes of the CAC will be sent to the College Assembly members within seven business days after the CAC meets.
10. Six elected members of the CAC, plus the Dean or his designate as Chair, need to be present to constitute a quorum to do official business.

[Change] Article II becomes Article III.

- A. [New Wording] The College Assembly will meet whenever ten members of the Assembly request such a meeting by means of a signed petition. Forms for such petitions shall be available from the College office. The Assembly may also be called to meet at the request of the CAC. Notice via email of at least ten business days must be given before the College Assembly will meet. The Dean, in consultation with the CAC, will determine the date for the meeting of College Assembly, but in any case it must take place within at least 30 days of the submission of a petition for a meeting. [Strike old wording]

Delete Article II. B.

[Change] Article II. C. becomes Article II. B.

[Change] Article II. D. becomes Article II. C.

[Change] Article III becomes Article IV

[Change] Article IV becomes Article V

[Change] Article V becomes Article VI

[Delete old Article V. B. 5. on the Committee on the Budget]

[Change] old Article V. B. 6. becomes VI. B. 5.

[Change] old Article V. B. 7. Becomes VI. B. 6.

[Change] old Article V. B. 8. Becomes VI. B. 7.

[Change] old Article V. B. 9. Becomes VI. B. 8.

[Change] old Article V. B. 10. Becomes VI. B. 9.

[Delete old Article VI. B. 5.]

[Change] old Article VI. B. 6. becomes VII. B. 5.

[Change] old Article VII becomes Article VIII

[Change] old Article VII. B. 2.: replace “the Director of the College Graduate Division” with “the Associate Dean of the College serving as the liaison to the Committee on Graduate Studies will ensure that the College staff.....”

[Change] old Article VII. B. 5. replace “the Director of the College Graduate Division” with “the Associate Dean of the College serving as the liaison to the Committee on Graduate Studies.”

[Change] old Article VII. C. 6. replace “the Director of the College Graduate Division” with “the Associate Dean of the College serving as the liaison to the Committee on Graduate Studies.”

[Change] old Article VIII becomes Article IX.

[Change] old Article IX becomes Article X.

[Change] old Article IX. A. B. And C. Replace “Assembly” with “College Academic Council”.