

Faculty Senate Committee on Rules
Response to Charge One
January 26, 2016

FACULTY SENATE CHARGE ONE

Charge: Rules should conduct a thorough review of the Bylaws for clarity of the roles and responsibilities of councils. This review should include the possibility of changing CGEIP to a council, rather than a committee.

Rationale: Seems like a logical follow-up in light of the recent change of PEC to EPPC, which included a change from committee to council.

RULES PROCESS FOR CHARGE ONE

Findings and conclusions:

1. We asked four recent chairs of CGEIP (Becky Swearingen, Josh Smith, Eric Sheffield, Mike Foster) for comments on changing CGEIP from a committee to a council. All agreed that the change makes sense and could see no negative consequences. The transition will be greatly simplified by keeping the same acronym.
2. Faculty units responsible for review and rejection/approval of curricular proposals include College Councils, Graduate Council, CGEIP, EPPC, the Executive Committee of the Faculty Senate, and the Faculty Senate. The Executive Committee differs from the other units in that it lacks the power to reject curricular proposals. It may, however, send a proposal to the full Senate which does have the power to reject a proposal.
3. Ultimate faculty authority to decide the disposition of a curricular proposal resides with the full Senate. The Senate extends to College Councils, Graduate Council, CGEIP, and EPPC the right to reject or approve certain types of curricular proposals, but the Senate will review those decisions at the will of the Chair of the Senate, or if the decisions are challenged/appealed. Certain types of curricular proposals must be approved by the full Senate, as stipulated in Article VI Section 9.
4. The sole function of College Councils is to review and approve/reject undergraduate curricular proposals. There are no standing committees within College Councils.
5. The primary function of CGEIP is to review and approve/reject intercollegiate curricular proposals and curricular proposals affecting general education. CGEIP also conducts periodic reviews of the general education program. In addition, CGEIP “oversees the relationships of the general education program with other parts of the curriculum structures on campus”, the meaning of which is unclear. There are no standing committees within CGEIP.
6. An important function of EPPC is to review and approve/reject curricular proposals affecting educator preparation programs. In addition, EPPC develops policies for educator preparation

programs, monitors and reviews these programs, prepares accreditation reports, and reviews student appeals. There are eight standing committees within EPPC, three of which participate in the curricular process and five of which do not.

7. The primary function of Graduate Council is to review and act upon graduate level curricular proposals, and this function is carried out by the Graduate Curriculum Screening Committee. There are four other standing committees that have non-curricular charges: Graduate Faculty Membership Committee, Graduate Scholarship Committee, Graduate Council Grievance Committee, and Graduate Recruiting Committee.
8. The Executive Committee of the Faculty Senate is a standing committee of the Senate that deals with many matters besides curricular proposals. Although the Executive Committee grants final faculty approval to all curricular proposals, in most cases the recommendation of one of the councils is accepted pro forma. The Executive Committee is never involved in evaluating a proposal, nor does it have the power to reject a proposal.
9. There are seven other standing committees of the Faculty Senate, none of which is involved in the curricular process:
 - (a) Committee on Faculty Concerns
 - (b) Committee on Academic Relations
 - (c) Committee on University Budget and Priorities
 - (d) Committee on Rules
 - (e) Committee on Judicial Review
 - (f) Committee on Citizenship and Service Learning
 - (g) Committee on Honorary Degrees
10. Conclusions: College Councils, Graduate Council, CGEIP and EPPC play fundamentally the same role in the curricular process within their respective jurisdictions: they review curricular proposals and either “approve” or “reject” them. (We use quotes here because these decisions are really just recommendations to the Senate and can always be reversed by the Senate.) Furthermore, there are no other units within the Senate that participate in this process. Thus, by changing CGEIP to a Council of the Senate it becomes possible to define “Council” in terms of the curricular process.

Summary of Proposed Changes:

1. Replace all occurrences of "Committee on General Education and Interdisciplinary Programs" with "Council on General Education and Interdisciplinary Programs"
2. Add a new section to the bylaws (ART I SEC 10 Councils of the Senate) that defines a "council" in terms of its role in the curricular process.

PROPOSED BYLAWS CHANGES FOR CHARGE ONE

Original Language (comments in italics)

COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS
(referenced numerous times throughout the bylaws)

**Proposed Changes
(additions bold, omissions stricken, comments italicized)**

~~COMMITTEE~~ **COUNCIL** ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS
(Search for all references to CGEIP as a committee and replace “committee” with “council”)

ART I FACULTY SENATE

SEC 10 Councils of the Faculty Senate *(new section)*

A Definition and Duties of Councils

Councils of the Faculty Senate are elected bodies that are an integral part of the Senate. Councils are empowered by the Senate to review curricular proposals and either reject them or recommend their approval to the Senate. Some Councils have secondary functions outside of the curricular process. The Councils of the Faculty Senate include the College Councils (one for each discipline-based undergraduate college), Graduate Council, the Council on General Education and Interdisciplinary Programs (CGEIP), and the Educator Preparation Provider Council (EPPC). The establishment, operation, and specific duties of these Councils are described in Articles II-V of the Bylaws.

B Council Responsibilities

Councils of the Faculty Senate shall be responsive to the will of the Senate. Councils shall discharge responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges designated by the Faculty Senate or its Executive Committee. Faculty Senate Councils may initiate special charges only with the approval of the Executive Committee of the Faculty Senate. [text modified from Section 9 Part D, lines 936-939]

Final Language

COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS
(Search for all references to CGEIP as a committee and replace “committee” with “council”)

ART I FACULTY SENATE

SEC 10 Councils of the Faculty Senate

A Definition and Duties of Councils

Councils of the Faculty Senate are elected bodies that are an integral part of the Senate. Councils are empowered by the Senate to review curricular proposals and either reject them or recommend their approval to the Senate. Some Councils have secondary functions outside of the curricular process. The Councils of the Faculty Senate include the College Councils (one for each discipline-based undergraduate college), Graduate Council, the Council on General Education and Interdisciplinary Programs (CGEIP), and the Educator Preparation Provider Council (EPPC). The establishment, operation, and specific duties of these Councils are described in Articles II-V of the Bylaws.

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Councils of the Faculty Senate shall be responsive to the will of the Senate. Councils shall discharge responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges designated by the Faculty Senate or its Executive Committee. Faculty Senate Councils may initiate special charges only with the approval of the Executive Committee of the Faculty Senate.

Faculty Senate Committee on Rules
Response to Charge Two
January 26, 2016

FACULTY SENATE CHARGE TWO

Charge: Rules should consider clarifying Section Headings in The Bylaws to make them more consistent, especially those relating to councils.

Rationale: Section headings in Article II (college councils) contain the word “council” without an adjective. This is confusing because there are now three different categories of councils within FS (college councils, graduate council, EPPC) and because Sections 10 and 11 of Article II apply to more than just college councils.

RULES PROCESS FOR CHARGE TWO

Findings and conclusions: The problem seems to be unique to ART II; elsewhere in the bylaws councils are always identified (e.g., graduate council, EPPC, CGEIP). ART II contains two spurious statements about student members of Graduate Council (lines 989 and 1086), and SEC 10 discusses challenges to both college council and graduate council actions. This reflects the fact that Graduate Council was considered to be a college council when the current bylaws were adopted in 1987, and hence was described in Article II. At that time there were no other councils, so using the word "council" without an adjective was unproblematic. It would appear that when the bylaws for Graduate Council were excised from ART II, the remaining text was not appropriately edited. One consequence of this history is that the protocol for challenging all council actions remains (awkwardly) at the end of ART II.

Summary of Proposed Changes:

1. Within Sections 1-9 of ART II, replace "council" with "college council" in every instance where it is clear that this is the intent.
2. Make no changes to Sections 10 and 11 which address challenges and appeals of Council actions. These two sections will be addressed in our response to charge three.

PROPOSED BYLAWS CHANGES FOR CHARGE TWO

Original Language (comments in italics)

ART II COLLEGE COUNCILS

SEC 1 Establishment of Councils (*line 948*)

SEC 2 Purpose of Councils (*line 953*)

SEC 3 Powers of Councils (*line 958*)

SEC 4 Membership of Councils (*line 963*)

A (*initial text omitted*). Both the academic dean of the college and the student representative shall be *ex officio* members of the council without vote.

SEC 5 Election of Members to Councils (*line 978*)

E Vacancy (*line 1014*)

- (1) If the duly-elected departmental unit representative on a council is subsequently elected as Chair or Chair-Elect of the Faculty Senate, the academic department to which the Chair or Chair-Elect belongs shall elect a new member to the affected council for a one-year term.
- (2) If for any reason a permanent vacancy (one semester or more) occurs on a council, its chair shall immediately notify the appropriate administrator for the academic department without representation which shall elect a replacement by the election process provided above. If the vacancy is a student position, the replacement will be selected as provided above.
- (3) A council member who serves during a leave or an unexpired term shall be considered as having served an elected term for the purpose of eligibility for reelection.

F Newly-elected council members shall take office at the first session following their elections.

SEC 6 Election of Council Chair (*line 1030*)

A Within seven (7) school days after the annual election of council members, each college council shall meet to elect a chair. The appropriate academic dean shall call the session and preside until the voting members have elected a chair from among the ranked faculty of each respective council, who shall serve a one-year term, and may be reelected for one immediately succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.

B In case a vacancy occurs in the office of chair of a council, the appropriate dean shall call for the election of a new chair at the next council session.

SEC 7 Duties of Council Chair *(line 1041)*

- A The chair of a council shall preside at all sessions of the council and shall supervise the functioning of the council.
- B The minutes of each council session shall be recorded and distributed by the secretary in the office of the appropriate dean.
- C At the first council meeting of the academic year, the chair shall provide a copy of the council's current rules to each council member.
- D After the council's last meeting of an academic year, but before the end of the spring semester, the chair shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the Faculty.

SEC 8 Sessions of Councils *(line 1055)*

- A In addition to the organizational session, each council shall meet during the first or second month of the fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined by the chair.
- B The time, the date, and the place of all sessions of each council shall be announced on the Faculty Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made through the Faculty Senate office. The chairs of the councils shall forward to the Faculty Senate office a request for publication of the announcements.
- C The chair of each council shall direct the distribution of the agenda together with all proposals for council consideration in writing to each council member, to all department heads of the university, and to all academic deans of the university and will ensure that they are received at least five (5) school days before each council session. Proposals for council consideration which have not been previously distributed as agenda may be considered at council sessions with an approving vote of two-thirds of the entire council membership.
- D The chair of each council shall submit the agenda of all council sessions to the chair of the Faculty Senate at least five (5) school days before the council session.
- E The chair of each council shall place a copy of the minutes of each session of that council in a permanent file in the Faculty Senate office within one week after the council session. The minutes of each college council session shall be available to all interested parties.
- F Any member of a council may receive a roll call or ballot vote on any matter by so requesting.
- G Any non-member attending a session of a council may speak with the consent of the chair of the group involved. These persons shall have no vote.

H In case of the necessary absence of an elected representative from a council session, the absent member may choose a member of the respective academic department to serve. In case of the necessary absence of a student representative from a graduate council session, the President of the Graduate Student Council may appoint a substitute from the graduate student council. Both faculty and student substitutions shall be cleared with the chair of the appropriate council prior to the applicable session. Each substitute shall have a vote.

SEC 9 Duties of Councils (*line 1092*)

- A A Council shall approve a curricular proposal, reject and return a proposal to the department that submitted it, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating unit(s) upon specific request to the council chair before final disposition by the council.

- D All matters approved by a council, amended or not amended, shall be forwarded to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.

Proposed Changes
(additions bold, omissions stricken, comments italicized)

ART II COLLEGE COUNCILS

SEC 1 Establishment of **College** Councils (*line 948*)

SEC 2 Purpose of **College** Councils (*line 953*)

SEC 3 Powers of **College** Councils (*line 958*)

SEC 4 Membership of **College** Councils (*line 963*)

A (*initial text omitted*). Both the academic dean of the college and the student representative shall be *ex officio* members of the **college** council without vote.

SEC 5 Election of Members to **College** Councils (*line 978*)

E Vacancy (*line 1014*)

(1) If the duly-elected departmental unit representative on a **college** council is subsequently elected as Chair or Chair-Elect of the Faculty Senate, the academic department to which the Chair or Chair-Elect belongs shall elect a new member to the affected **college** council for a one-year term.

(2) If for any reason a permanent vacancy (one semester or more) occurs on a **college** council, its chair shall immediately notify the appropriate administrator for the academic department without representation which shall elect a replacement by the election process provided above. If the vacancy is a student position, the replacement will be selected as provided above.

(3) A **college** council member who serves during a leave or an unexpired term shall be considered as having served an elected term for the purpose of eligibility for reelection.

F Newly-elected **college** council members shall take office at the first session following their elections.

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A Within seven (7) school days after the annual election of **college** council members, each college council shall meet to elect a chair. The appropriate academic dean shall call the session and preside until the voting members have elected a chair from among the ranked faculty of each respective **college** council, who shall serve a one-year term, and may be reelected for one immediately succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.

B In case a vacancy occurs in the office of chair of a **college** council, the appropriate dean shall call for the election of a new chair at the next **college** council session.

SEC 7 Duties of College Council Chair (*line 1041*)

- A The chair of a **college** council shall preside at all sessions of the council and shall supervise the functioning of the council.
- B The minutes of each **college** council session shall be recorded and distributed by the secretary in the office of the appropriate dean.
- C At the first **college** council meeting of the academic year, the chair shall provide a copy of the council's current rules to each council member.
- D After the **college** council's last meeting of an academic year, but before the end of the spring semester, the chair shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the Faculty.

SEC 8 Sessions of College Councils (*line 1055*)

- A In addition to the organizational session, each **college** council shall meet during the first or second month of the fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined by the chair.
- B The time, the date, and the place of all sessions of each **college** council shall be announced on the Faculty Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made through the Faculty Senate office. The chairs of the **college** councils shall forward to the Faculty Senate office a request for publication of the announcements.
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- D The chair of each **college** council shall submit the agenda of all **college** council sessions to the chair of the Faculty Senate at least five (5) school days before the **college** council session.
- E The chair of each **college** council shall place a copy of the minutes of each session of that council in a permanent file in the Faculty Senate office within one week after the **college** council session. The minutes of each college council session shall be available to all interested parties.
- F Any member of a **college** council may receive a roll call or ballot vote on any matter by so requesting.
- G Any non-member attending a session of a **college** council may speak with the consent of the chair of the group involved. These persons shall have no vote.

H In case of the necessary absence of an elected representative from a **college** council session, the absent member may choose a member of the respective academic department to serve. In case of the necessary absence of a student representative from a graduate council session, the President of the Graduate Student Council may appoint a substitute from the graduate student council. Both faculty and student substitutions shall be cleared with the chair of the appropriate council prior to the applicable session. Each substitute shall have a vote.

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A A **College** Council shall approve a curricular proposal, reject and return a proposal to the department that submitted it, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating unit(s) upon specific request to the **college** council chair before final disposition by the **college** council.

D All matters approved by a **college** council, amended or not amended, shall be forwarded to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.

Final Language**ART II COLLEGE COUNCILS**

SEC 1 Establishment of College Councils (*line 948*)

SEC 2 Purpose of College Councils (*line 953*)

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(2) If for any reason a permanent vacancy (one semester or more) occurs on a college council, its chair shall immediately notify the appropriate administrator for the academic department without representation which shall elect a replacement by the election process provided above. If the vacancy is a student position, the replacement will be selected as provided above.

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- C At the first college council meeting of the academic year, the chair shall provide a copy of the council's current rules to each council member.
- D After the college council's last meeting of an academic year, but before the end of the spring semester, the chair shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the Faculty.

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- B The time, the date, and the place of all sessions of each college council shall be announced on the Faculty Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made through the Faculty Senate office. The chairs of the college councils shall forward to the Faculty Senate office a request for publication of the announcements.
- C The chair of each college council shall direct the distribution of the agenda together with all proposals for council consideration in writing to each college council member, to all department heads of the university, and to all academic deans of the university and will ensure that they are received at least five (5) school days before each college council session. Proposals for college council consideration which have not been previously distributed as agenda may be considered at council sessions with an approving vote of two-thirds of the entire college council membership.
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- E The chair of each college council shall place a copy of the minutes of each session of that council in a permanent file in the Faculty Senate office within one week after the college council session. The minutes of each college council session shall be available to all interested parties.
- F Any member of a college council may receive a roll call or ballot vote on any matter by so requesting.
- G Any non-member attending a session of a college council may speak with the consent of the chair of the group involved. These persons shall have no vote.
- H In case of the necessary absence of an elected representative from a college council session, the absent member may choose a member of the respective academic department to serve. In case of the necessary absence of a student representative from a graduate council session, the President of the Graduate Student Council may appoint a substitute from the graduate student council. Both faculty and student substitutions shall be cleared with the chair of the appropriate council prior to the applicable session. Each substitute shall have a vote.

SEC 9 Duties of College Councils (*line 1092*)

- A A College Council shall approve a curricular proposal, reject and return a proposal to the department that submitted it, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating unit(s) upon specific request to the college council chair before final disposition by the college council.

- D All matters approved by a college council, amended or not amended, shall be forwarded to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.

Faculty Senate Committee on Rules
Response to Charge Six
January 26, 2016

FACULTY SENATE CHARGE SIX

Charge: Rules Committee should look into the process currently outlined in the Bylaws relating to what steps to follow in case the senate chair elect or the secretary of the faculty resigns from the position with particular attention paid to the timing of the resignation.

Rationale: I do not believe much thought had been put into this procedure since no one probably assumed such a situation was likely to arise. In addition, there seems to be an implicit assumption in the Bylaws that the senate chair elect or the secretary of the faculty would choose to resign during the semester. What if the resignation takes place in May like it did this last time? We have essentially not had a chair elect for the last four months. Are we ok with simply going to an election in September with no nominating committee to think about likely candidates for the job? We need to definitely give this some thought.

RULES PROCESS FOR CHARGE SIX

Findings and conclusions:

1. Article I, Section 4J identifies the session during which a replacement Chair-Elect or Secretary will be elected, but it does not identify a process.
2. Article I, Section 4 provides no guidance for identifying interim officers to serve until replacements can be elected. The scenarios in which interim officers are likely to be needed are limited to vacancies in the Chair-Elect and the Secretary of the Faculty that occur over the summer.

Summary of Proposed Changes:

3. Describe a process for electing a replacement Chair-Elect or Secretary of the Faculty.
4. Describe a process for identifying an interim Chair-elect or Secretary of the Faculty when the vacancy occurs over the summer.

PROPOSED BYLAWS CHANGES FOR CHARGE SIX

Original Language (comments in italics)

ART I FACULTY SENATE

SEC 4 Election of Officers – Faculty Senate (*line 327*)

- J In case a vacancy occurs in the office of Chair-Elect or Secretary of the Faculty, the Faculty Senate shall elect a new Chair-Elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of the pending election shall be made as a part of the agenda for the session.

Proposed Changes

(additions bold, omissions stricken, comments italicized)

ART I FACULTY SENATE

SEC 4 Election of Officers – Faculty Senate (*line 327*)

- J In case a vacancy occurs in the office of Chair-Elect or Secretary of the Faculty, the Faculty Senate shall elect a new Chair-Elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of the pending election shall be made as a part of the agenda for the session. **The nominations and election will be held immediately following the approval of the minutes and announcements. Nominees must meet the criteria as established in Article I, Sec 4, Part A of these Bylaws. Any Senator may nominate a candidate or self-nominate. Nominees must accept the nomination and be seconded by a Senator. Once all nominees have been identified they will participate in a Candidate Forum to be held immediately following the nominating process. Following the Candidate Forum a vote shall be conducted following the criteria established in Article I, Sec 4, Parts F-G of these Bylaws. The newly elected officer shall immediately begin service in the elected office.**

If such a vacancy occurs after the agenda is set for the final spring-semester session of the Faculty Senate and before the Monday preceding the first day of fall semester classes, the Chair of the Faculty Senate shall ask the immediate Past Chair to serve in the capacity of the vacated office on an interim basis and only until a new officer is elected during the first Senate session of the fall semester. If the immediate Past Chair is unable or unwilling to serve, then the Chair will ask the Chair-Elect or Secretary of the Faculty Senate (depending on the vacated office) to serve in the capacity of the vacated office on an interim basis and only until a new officer is elected during the first Senate session of the fall semester. The Chair of the Faculty Senate shall notify all Senators of the interim appointment.

Final Language

ART I FACULTY SENATE

SEC 4 Election of Officers – Faculty Senate

J In case a vacancy occurs in the office of Chair-Elect or Secretary of the Faculty, the Faculty Senate shall elect a new Chair-Elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of the pending election shall be made as a part of the agenda for the session. The nominations and election will be held immediately following the approval of the minutes and announcements. Nominees must meet the criteria as established in Article I, Sec 4, Part A of these Bylaws. Any Senator may nominate a candidate or self-nominate. Nominees must accept the nomination and be seconded by a Senator. Once all nominees have been identified they will participate in a Candidate Forum to be held immediately following the nominating process. Following the Candidate Forum a vote shall be conducted following the criteria established in Article I, Sec 4, Parts F-G of these Bylaws. The newly elected officer shall immediately begin service in the elected office.

If such a vacancy occurs after the agenda is set for the final spring-semester session of the Faculty Senate and before the Monday preceding the first day of fall semester classes, the Chair of the Faculty Senate shall ask the immediate Past Chair to serve in the capacity of the vacated office on an interim basis and only until a new officer is elected during the first Senate session of the fall semester. If the immediate Past Chair is unable or unwilling to serve, then the Chair will ask the Chair-Elect or Secretary of the Faculty Senate (depending on the vacated office) to serve in the capacity of the vacated office on an interim basis and only until a new officer is elected during the first Senate session of the fall semester. The Chair of the Faculty Senate shall notify all Senators of the interim appointment.

Faculty Senate Committee on Rules
Response to Charge Seven
January 26, 2016

FACULTY SENATE CHARGE SEVEN

Charge: Investigate the history of changes to the Bylaws that address the review of curricular proposals by College Deans, and then propose changes to the Bylaws so that the most recently adopted policy is reflected consistently.

Rationale: ART II SEC 9D and ART VI SEC 3B indicate that College Deans review undergrad curricular proposals before they are considered by College Council, but this is contradicted by ART VI SEC 4C & 5A plus common practice as reflected in the paper curricular forms. This has most probably happened due to the Bylaws not being uniformly revised when changes have been made to policies. I have been advised by the Judicial Review Committee that the Bylaws should reflect the most recently adopted version of policies.

RULES PROCESS FOR CHARGE SEVEN

Findings and conclusions: All language in ART VI referring to the review of curricular proposals by College Deans (SEC 3B, SEC 4C, and SEC 5) was approved by Faculty Senate on April 15, 2010, and these are the most recent changes to the bylaws addressing the review by College Deans. The proposal that Rules brought to Senate in March 2010 was in response to their charge 11 for that year, for which the rationale was as follows:

"Rationale of the Charge: The curricular process hasn't caught up to the cost center model yet, so there is no college-level budgetary oversight of new programs and courses. Budget and Priorities still oversees interdisciplinary and General Education proposals, but they no longer offer input on proposals made within academic colleges, which are expected to fund such proposals. Of course, as an ex-officio member of College Council, the Dean has the right to participate in discussions of any curricular proposals within the college and also has the right to consult with faculty and department heads in preparation of those proposals."

For proposals that are reviewed by College Council, it is clear from the extensive new language in SEC 5 that the intent was for the Dean's review to occur after that of College Council. Unfortunately, the phrase "after review/comment by the college dean" that was appended to SEC 3B has the unintended effect of suggesting that the Dean reviews before College Council, when in fact this phrase was added to ensure that the Dean will review a proposal before it is forwarded to EPPC, CGEIP, or Graduate Council.

Thus, in light of the ruling issued by the Judicial Review Committee, current policy requires that College Deans review curricular proposals after they have been reviewed by College Council, and any statements in the *Bylaws* that contradict this must be modified or deleted. Because this

will require changes to the language in ART II SEC 9, this is an opportune time to remove redundancy between ART II SEC 9 and ART VI and thereby increase clarity.

Summary of Proposed Changes:

1. Eliminate from ART II the redundant description of the role of College Councils in the curricular process and replace with a reference to ART VI SEC 4.
2. Revise ART VI SEC 3B to clarify that the College Dean reviews curricular proposals after they are reviewed by College Council but before they are reviewed by EPPC, CGEIP, or Graduate Council.

PROPOSED BYLAWS CHANGES FOR CHARGE SEVEN

Original Language

[NOTE: The language shown below includes changes that have been proposed by Rules in response to charges one and two. If any of these proposed changes are rejected by Faculty Senate then the original language will be reinstated. This will not affect the changes being proposed in this report.]

ART II COLLEGE COUNCILS

SEC 9 Duties of College Councils (line 1092)

- A A college council shall approve a curricular proposal, reject and return a proposal to the department that submitted it, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating unit(s) upon specific request to the college council chair before final disposition by the college council.
- B Proposed general education courses with the GEP prefix shall be sent to the Committee on General Education and Intercollegiate Programs.
- C Proposed graduate courses (600-level and above) or programs shall be sent to the graduate council.
- D All matters approved by a college council, amended or not amended, shall be forwarded to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments (line 1838)

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner, after review/comment by the college dean:
 - (1) Course and program proposals for BS and MS in Education and Educational Specialist Degrees to the Chair, Educator Preparation Provider Council.
 - (2) Courses and program proposals for general education, special academic programs, and other multi-college courses and programs to the chair, Council on General Education and Intercollegiate Programs.
 - (3) Course proposals (600 level and above) and graduate degree program proposals to the chair, Graduate Council.
 - (4) All other course and program proposals, including one-time-only, experimental, and intersession proposals, to the chair, college council of the college in which the academic department serves. Chairs of special academic programs shall forward proposals of this kind to the Council on General Education and Intercollegiate Programs.

Proposed Changes
(additions bold, omissions stricken, comments italicized)

ART II COLLEGE COUNCILS

SEC 9 Duties of College Councils (*line 1092*)

- A A college council shall **receive, review, and act upon curricular proposals as described in ART VI SEC 4.**~~approve a curricular proposal, reject and return a proposal to the department that submitted it, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating unit(s) upon specific request to the college council chair before final disposition by the college council.~~
- ~~B Proposed general education courses with the GEP prefix shall be sent to the Committee on General Education and Intercollegiate Programs.~~
- ~~C Proposed graduate courses (600 level and above) or programs shall be sent to the graduate council.~~
- ~~D All matters approved by a college council, amended or not amended, shall be forwarded to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.~~

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments (*line 1838*)

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner, ~~after review/comment by the college dean:~~
- (1) **After review/comment by the college dean as described in SEC 5 below,** ~~C~~course and program proposals for BS and MS in Education and Educational Specialist Degrees **shall be forwarded** to the Chair, Educator Preparation Provider Council.
 - (2) **After review/comment by the college dean as described in SEC 5 below,** ~~C~~courses and program proposals for general education, special academic programs, and other multi-college courses and programs **shall be forwarded** to the ~~e~~Chair, Council on General Education and Intercollegiate Programs.
 - (3) **After review/comment by the college dean as described in SEC 5 below,** ~~C~~graduate course proposals (600 level and above) and graduate degree program proposals **shall be forwarded** to the ~~e~~Chair, Graduate Council.
 - (4) All other course and program proposals, including one-time-only, experimental, and intersession proposals, **shall be forwarded** to the ~~e~~Chair, **of the** college council of the college in which the academic department serves. ~~Chairs of special academic programs shall forward proposals of this kind to the Council on General Education and Intercollegiate Programs. [last sentence is redundant with B(2)]~~

Final Language

ART II COLLEGE COUNCILS

SEC 9 Duties of College Councils

A college council shall receive, review, and act upon curricular proposals as described in ART VI SEC 4.

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (1) After review/comment by the college dean as described in SEC 5 below, course and program proposals for BS and MS in Education and Educational Specialist Degrees shall be forwarded to the Chair, Educator Preparation Provider Council.
 - (2) After review/comment by the college dean as described in SEC 5 below, courses and program proposals for general education, special academic programs, and other multi-college courses and programs shall be forwarded to the Chair, Council on General Education and Intercollegiate Programs.
 - (3) After review/comment by the college dean as described in SEC 5 below, graduate course proposals (600 level and above) and graduate degree program proposals shall be forwarded to the Chair, Graduate Council.
 - (4) All other course and program proposals, including one-time-only, experimental, and intersession proposals, shall be forwarded to the Chair of the college council of the college in which the academic department serves.

Faculty Senate Committee on Rules
Response to Charge Eight
January 26, 2016

FACULTY SENATE CHARGE EIGHT

Charge: Investigate the history of changes to the Bylaws that address whether or not curricular proposals for general education courses are to be reviewed by a College Council, and then propose changes to the Bylaws so that the most recently adopted policy is reflected consistently. If it is determined that general education course proposals should be reviewed by a College Council, then Rules should consider clarification of the duties of the College Council with respect to such proposals.

Rationale: ART VI SEC 3B(2) indicates that proposals for general education courses should be transmitted by the Department of origination directly to CGEIP, whereas ART II SEC 9B implies that such proposals should be reviewed by a College Council. It has been common practice for College Councils to review such proposals, as is reflected in the routing instructions on the paper curricular forms. This has most probably happened due to the Bylaws not being uniformly revised when changes have been made to policies. I have been advised by the Judicial Review Committee that the Bylaws should reflect the most recently adopted version of policies. Furthermore, the Bylaws are silent on whether College Councils should evaluate such proposals with respect to general education objectives, or merely for suitability as courses offered through their college.

RULES PROCESS FOR CHARGE EIGHT

History of the bylaws:

- (1) The “Constitution and Bylaws of the Faculty” was first adopted on 16 April 1987. Prior to that the Senate was governed by an entirely different document entitled “Constitution of the Faculty”.
- (2) ART VI (originally ART V) SEC 3B(2) dates from the original 1987 document, but the wording in ART II SEC 9B, ART IV SEC 3, and ART IV SEC 10 (originally SEC 9) does not. Wording throughout the 1987 bylaws clearly and consistently indicates that each curricular proposal will be reviewed by only one council/committee. Thus, for example, general education proposals would go straight from the department of origination to the Committee on Intercollegiate Programs (now CGEIP) and then on to Senate.
- (3) ART II SEC 9B was added to the *Bylaws* in April 1995 (SA 14-94/95). ART IV SEC 3 and ART IV SEC 10 (originally SEC 9) were modified in January 1995 (SA 2-94/95) to indicate that rejected proposals are returned to the college council of origin (originally the department of origin). The rationale provided for these changes was to make the *Bylaws* consistent with recent changes in the routing of curricular proposals.

- (4) Copies of the paper curricular forms are bound into the back of the 1994/95 Proceedings of the Faculty Senate, the earliest volume in which these appear. The forms are dated 1993 and indicate that all courses numbered 1-599 must go through a college council, with the exception of interdisciplinary and multi-college proposals.

Conclusions: The practice of requiring that all undergraduate course proposals be reviewed by a college council was initiated at least as early as 1993 and has been enshrined in the paper curricular forms ever since. Changes to the *Bylaws* enacted in 1995 reflect this new policy, and since these are the most recent changes bearing on the role of college councils they establish current policy. The language in ART VI SEC 3B(2) is obsolete and should have been changed in 1995. Furthermore, college councils must now forward recommended general education proposals to CGEIP and recommended Professional Education courses to EPPC, but this change in routing was never incorporated into ART II SEC 9D or ART VI SEC 4C.

Further finding: CGEIP often lacks the expertise for assessing whether proposed course content satisfies General Education learning objectives. The College Council in the college of origin is more likely to possess the necessary expertise, so it is important that college councils include such assessments as part of their review. In a recent case in point, the CNAS College Council declined a request to evaluate AST 112 for alignment with the Life Sciences learning objectives, arguing that only CGEIP is so charged.

Summary of Proposed Changes:

5. Update ART VI SEC 3B to reflect the current policy that all general education course proposals be reviewed by one or more college councils.
6. Update ART VI SEC 4C to reflect the proper routing of proposals that have been recommended by a college council.
7. Add language to ART VI SEC 4 charging college councils to assess the content of proposed general education courses for alignment with general education learning objectives.

PROPOSED BYLAWS CHANGES FOR CHARGE EIGHT

Original Language (comments in italics)

[NOTE: The language shown below includes changes that have been proposed by Rules in response to charges one, two, and seven. If any of these proposed changes are rejected by Faculty Senate then the original language will be reinstated. This will not affect the changes being proposed in this report.]

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments (*line 1838*)

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (2) After review/comment by the college dean as described in SEC 5 below, courses and program proposals for general education, special academic programs, and other multi-college courses and programs shall be forwarded to the chair, Council on General Education and Intercollegiate Programs.

SEC 4 Responsibility of College Councils (*line 1863*)

- A Shall receive, deliberate on, and expedite curricular proposals from the academic departments within a college.
- B Shall approve a departmental proposal, reject and return a proposal to the originating department, or amend and approve the proposal. A curricular proposal which has been amended may be tabled or withdrawn by motion of the representative of the academic department in which the proposal originated, without second or vote.
- C All matters approved by a college council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. After the expiration of the review/comment period, the matters shall be returned to the College Council Chair, who will forward them to the Secretary of the Faculty for disposition as hereinafter stipulated.

Proposed Changes
(additions bold, omissions stricken, comments italicized)

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments (*line 1838*)

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (2) After review/comment by the college dean as described in SEC 5 below, ~~courses and~~ **course and program proposals for** general education, **course and program proposals for** special academic programs, and **proposals for** other multi-college courses and programs shall be forwarded to the chair, Council on General Education and Intercollegiate Programs.

SEC 4 Responsibility of College Councils (*line 1863*)

- A ~~A~~ **College Council** shall receive, deliberate on, and expedite curricular proposals from the academic departments within a college.
- B Proposed general education courses shall be evaluated for alignment with general education learning objectives in addition to other criteria that may be applied to courses offered by the college.**
- ~~C~~ **A College Council** shall approve a departmental proposal, reject and return a proposal to the originating department, or amend and approve the proposal. A curricular proposal which has been amended may be tabled or withdrawn by motion of the representative of the academic department in which the proposal originated, without second or vote.
- ~~D~~ ~~All matters~~ **Curricular proposals** approved by a ~~e~~College ~~e~~Council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. After **review and comment by the College Dean, or after** the expiration of the review/comment period, the ~~matters~~ **proposals** shall be returned to the College Council Chair, who will forward them **as follows**:
- (1) **All course and program proposals for BS and MS in Education and Education Specialist degrees to the Chair of the Education Preparation Provider Council.**
[language copied from ART VI SEC 3B(1)]
 - (2) **All proposals affecting general education to the Chair of the Council on General Education and Interdisciplinary Programs.**
 - (3) **All other proposals** to the Secretary of the Faculty for disposition as hereinafter stipulated.

Final Language

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (2) After review/comment by the college dean as described in SEC 5 below, program proposals for general education, course and program proposals for special academic programs, and proposals for other multi-college courses and programs shall be forwarded to the chair, Council on General Education and Intercollegiate Programs.

SEC 4 Responsibility of College Councils

- A A College Council shall receive, deliberate on, and expedite curricular proposals from the academic departments within a college.
- B Proposed general education courses shall be evaluated for alignment with general education learning objectives in addition to other criteria that may be applied to courses offered by the college.
- C A College Council shall approve a departmental proposal, reject and return a proposal to the originating department, or amend and approve the proposal. A curricular proposal which has been amended may be tabled or withdrawn by motion of the representative of the academic department in which the proposal originated, without second or vote.
- D Curricular proposals approved by a College Council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. After review and comment by the College Dean, or after the expiration of the review/comment period, the proposals shall be returned to the College Council Chair, who will forward them as follows:
- (1) All course and program proposals for BS and MS in Education and Education Specialist degrees to the Chair of the Education Preparation Provider Council.
 - (2) All proposals affecting general education to the Chair of the Council on General Education and Interdisciplinary Programs.
 - (3) All other proposals to the Secretary of the Faculty for disposition as hereinafter stipulated.

Faculty Senate Committee on Rules
Response to Charge Nine
January 26, 2016

FACULTY SENATE CHARGE NINE

Charge: Update the Bylaws to reflect changes that were made to Article VI Sections 8 & 9 last year, clarifying that councils and CGEIP merely recommend approval of curricular proposals to Faculty Senate.

Rationale: It is well-known that councils simply make recommendations to Faculty Senate with the Senate (or FSEC acting on its behalf) being empowered to give final faculty-level approval to any curricular processes. However, there are several places in the Bylaws where the language suggests that Councils can indeed approve curricular proposals. I have been advised by the Judicial Review Committee that the Bylaws should reflect the most recent version of policies, and in this case the precedent is clear since ART VI was revised just last year to clarify the role of councils.

RULES PROCESS FOR CHARGE NINE

Findings and conclusions: No research required. Articles II-VI were scanned for language suggesting that Councils or CGEIP have the power to grant final approval of curricular proposals. The entire document was also searched for the strings "approv" and "Approv" to ensure that no instances of inappropriate language were overlooked.

Summary of Proposed Changes:

1. Change all relevant text in Articles II-VI to clarify that College Councils, EPPC, CGEIP, and Graduate Council recommend curricular proposals to the Faculty Senate for approval.

PROPOSED BYLAWS CHANGES FOR CHARGE NINE

Original Language (comments in italics)

[NOTE: The language shown below includes changes that have been proposed by Rules in response to charges one, two, seven, and eight. If any of these proposed changes are rejected by Faculty Senate then the original language will be reinstated. This will not affect the changes being proposed in this report.]

ART II COLLEGE COUNCILS

SEC 3 Powers of College Councils (*line 958*)

Each discipline-based undergraduate college council is empowered to approve a departmental proposal, reject and return a proposal to the originating academic department, or amend and approve the proposal.

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 3 Responsibilities of the Educator Preparation Provider Council (*line 1194*)

D Reviews, to approve or reject, proposals for substantive changes to educator preparation programs and courses as described in Article VI of the *Bylaws*.

SEC 9 Duties of the Educator Preparation Provider Council (*line 1373*)

A The EPPC shall approve a curricular proposal, reject and return a curricular proposal to the originating body, or amend and approve the curricular proposal. *[further text omitted]* All matters approved by the EPPC, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate matters approved by the EPPC, amended or not amended, shall be forwarded to the Graduate Council.

SEC 11 Committees of the Educator Preparation Provider Council

B The following standing committees will be established and the duties of each are as follows: (*line 1397*)

- 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC for approval by the deadlines published in the Faculty Senate session schedule/planning calendar. *[further text omitted]*

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 3 Powers of Council on General Education and Intercollegiate Programs (*line 1529*)

This council is empowered to approve proposals, reject and return proposals to the college council(s) that submitted it/them, or amend and approve the proposals.

SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs (*line 1534*)

- A Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. Approval of a course proposal indicates its acceptance into the general education curriculum.
- B Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. Approved changes will be forwarded to the Faculty Senate for review and disposition.

SEC 10 Duties of Council on General Education and Intercollegiate Programs (*line 1635*)

The council shall approve a curricular proposal, reject and return a proposal to the college council(s) that submitted it/them, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating units before final disposition by the council upon specific request to the council chair. All matters approved by the council, amended or not amended, shall be forwarded to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.

ART V GRADUATE COUNCIL

SEC 3 Powers of the Graduate Council (*line 1663*)

The Graduate Council is empowered, for courses numbered 600 or higher, to approve an academic department proposal, reject and return a proposal to the originating academic department, or amend and approve the proposal. It must approve all members of the graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the Graduate College.

ART VI CURRICULAR PROCESS

SEC 4 Responsibility of College Councils (*line 1863*)

- C A college council shall approve a departmental proposal, reject and return a proposal to the originating department, or amend and approve the proposal. *[further text omitted]*
- D Curricular proposals approved by a college council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. *[further text omitted]*

SEC 5 Responsibility of Academic Deans (*line 1879*)

- B Proposals for graduate level (600-level and above) courses and programs approved by academic departments shall be submitted to the Dean of the College for review/comment. (*further text omitted*)
- C Proposals for interdisciplinary courses and programs approved at the academic department level shall be submitted to the Dean of each college in which a course for that program is housed for review/comment. (*further text omitted*)

SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs (*line 1909*)

- B Shall approve a proposal, reject and return a proposal to the originating academic department or special academic program, or amend and approve the proposal. (*further text omitted*)
- C All matters approved by the graduate council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

SEC 7 Responsibility of Secretary of the Faculty (*line 1924*)

- A Shall receive approved curricular proposals from college councils, graduate council, Educator Preparation Provider Council, Council on General Education and Intercollegiate Programs, and the Faculty Senate.

SEC 9 Responsibility of Faculty Senate (*line 1945*)

- B (*initial text omitted*) If the appeal of a proposal approval is upheld by Faculty Senate, then the curricular proposal is rejected and the curricular process ends. (*further text omitted*) If the appeal of a proposal approval is denied by Faculty Senate, then the curricular proposal moves forward as otherwise described.

Proposed Changes
(additions bold, omissions stricken, comments italicized)

ART II COLLEGE COUNCILS

SEC 3 Powers of College Councils (*line 958*)

Each discipline-based undergraduate college council is empowered to ~~approve~~ **recommend the approval of** a departmental **curricular** proposal, reject and return a proposal to the originating academic department, or amend and ~~approve~~ **recommend approval of** the proposal.

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 3 Responsibilities of the Educator Preparation Provider Council (*line 1194*)

D **The EPPC R**reviews, ~~to approve or reject~~, proposals for substantive changes to educator preparation programs and courses as described in Article VI of the *Bylaws*. **A reviewed proposal is either rejected or recommended to the Senate for approval.**

SEC 9 Duties of the Educator Preparation Provider Council (*line 1373*)

A The EPPC shall ~~approve~~ **recommend approval of** a curricular proposal, reject and return a curricular proposal to the originating body, or amend and ~~approve~~ **recommend approval of** the curricular proposal. [*further text omitted*] All ~~matters approved~~ **curricular proposals recommended** by the EPPC, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate ~~matters approved~~ **curricular proposals recommended** by the EPPC, amended or not amended, shall be forwarded to the Graduate Council.

SEC 11 Committees of the Educator Preparation Provider Council

B The following standing committees will be established and the duties of each are as follows: (*line 1397*)

- 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC ~~for~~ **and shall recommend rejection or** approval by the deadlines published in the Faculty Senate session schedule/planning calendar. [*further text omitted*]

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 3 Powers of Council on General Education and Intercollegiate Programs (*line 1529*)

This council is empowered to ~~approve~~ **recommend the approval of curricular** proposals, reject and return proposals to the college council(s) that submitted it/them, or amend and ~~approve~~ **recommend approval of** the proposals.

SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs (line 1534)

- A Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. ~~Approval of a course proposal indicates its acceptance into the general education curriculum.~~ **A recommendation for the approval of a course proposal will be forwarded to the Faculty Senate for review and disposition as described in ART VI SEC 7-9.**
- B Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. ~~Approved~~ **A recommendation to approve** changes will be forwarded to the Faculty Senate for review and disposition **as described in ART VI SEC 7-9.**

SEC 10 Duties of Council on General Education and Intercollegiate Programs (line 1635)

The council shall ~~approve~~ **recommend the approval of** a curricular proposal, reject and return a proposal to the college council(s) that submitted it~~them~~, or amend and ~~approve~~ **recommend approval of** the proposal. *[further text omitted]* ~~All matters approved~~ **curricular proposals recommended for approval** by the council, amended or not amended, shall be forwarded to the Secretary of the Faculty ~~for information and for disposition as hereinafter stipulated~~ **described in ART VI SEC 7-9.**

ART V GRADUATE COUNCIL

SEC 3 Powers of the Graduate Council (line 1663)

The Graduate Council is empowered, for courses numbered 600 or higher, to ~~approve~~ **recommend approval of** an academic department proposal, reject and return a proposal to the originating academic department, or amend and ~~approve~~ **recommend approval of** the proposal. It must approve all members of the graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the Graduate College.

ART VI CURRICULAR PROCESS

SEC 4 Responsibility of College Councils (line 1863)

- C A college council shall ~~approve~~ **recommend the approval of** a departmental proposal, reject and return a proposal to the originating department, or amend and ~~approve~~ **recommend approval of** the proposal. *[further text omitted]*
- D Curricular proposals ~~approved~~ **recommended for approval** by a college council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. *[further text omitted]*

SEC 5 Responsibility of Academic Deans (line 1879)

- B Proposals for graduate level (600-level and above) courses and programs ~~approved~~ **prepared** by academic departments shall be submitted to the Dean of the College for review/comment. *(further*

text omitted)

- C Proposals for interdisciplinary courses and programs ~~approved at the~~ **prepared by** academic departments ~~level~~ shall be submitted to the Dean of each college in which a course for that program is housed for review/comment. (*further text omitted*)

SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs (*line 1909*)

- B Shall ~~approve~~ **recommend the approval of** a proposal, reject and return a proposal to the originating academic department or special academic program, or amend and ~~approve~~ **recommend approval of** the proposal. (*further text omitted*)
- C All ~~matters approved~~ **proposals recommended for approval** by the graduate council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

SEC 7 Responsibility of Secretary of the Faculty (*line 1924*)

- A Shall receive ~~approved~~ curricular proposals from college councils, graduate council, Educator Preparation Provider Council, **and** Council on General Education and Intercollegiate Programs **that have been recommended for approval**, and **approved curricular proposals from** the Faculty Senate.

SEC 9 Responsibility of Faculty Senate (*line 1945*)

- B (*initial text omitted*) If the appeal of **a recommendation to approve** a proposal ~~approval~~ is upheld by Faculty Senate, then the curricular proposal is rejected and the curricular process ends. (*further text omitted*) If the appeal of **a recommendation to approve** a proposal ~~approval~~ is denied by Faculty Senate, then the curricular proposal moves forward as otherwise described.

Final Language

ART II COLLEGE COUNCILS

SEC 3 Powers of College Councils

Each discipline-based undergraduate college council is empowered to recommend the approval of a departmental curricular proposal, reject and return a proposal to the originating academic department, or amend and recommend approval of the proposal.

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 3 Responsibilities of the Educator Preparation Provider Council

- D The EPPC reviews proposals for substantive changes to educator preparation programs and courses as described in Article VI of the *Bylaws*. A reviewed proposal is either rejected or recommended to the Senate for approval.

SEC 9 Duties of the Educator Preparation Provider Council

- A The EPPC shall recommend approval of a curricular proposal, reject and return a curricular proposal to the originating body, or amend and recommend approval of the curricular proposal. *[further text omitted]* All curricular proposals recommended by the EPPC, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular proposals recommended by the EPPC, amended or not amended, shall be forwarded to the Graduate Council.

SEC 11 Committees of the Educator Preparation Provider Council

- B The following standing committees will be established and the duties of each are as follows:
- 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC and shall recommend rejection or approval by the deadlines published in the Faculty Senate session schedule/planning calendar. *[further text omitted]*

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 3 Powers of Council on General Education and Intercollegiate Programs

This council is empowered to recommend the approval of curricular proposals, reject and return proposals to the college council(s) that submitted it/them, or amend and recommend approval of the proposals.

SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs

- A Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. A recommendation for the approval of a course proposal will be forwarded to the Faculty Senate for review and disposition as described in ART VI SEC 7-9.
- B Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. A recommendation to approve changes will be forwarded to the Faculty Senate for review and disposition as described in ART VI SEC 7-9.

SEC 10 Duties of Council on General Education and Intercollegiate Programs

The council shall recommend the approval of a curricular proposal, reject and return a proposal to the college council(s) that submitted it, or amend and recommend approval of the proposal. *[further text omitted]* All curricular proposals recommended for approval by the council, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as described in ART VI SEC 7-9.

ART V GRADUATE COUNCIL

SEC 3 Powers of the Graduate Council

The Graduate Council is empowered, for courses numbered 600 or higher, to recommend approval of an academic department proposal, reject and return a proposal to the originating academic department, or amend and recommend approval of the proposal. It must approve all members of the graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the Graduate College.

ART VI CURRICULAR PROCESS

SEC 4 Responsibility of College Councils

- C A college council shall recommend the approval of a departmental proposal, reject and return a proposal to the originating department, or amend and recommend approval of the proposal. *[further text omitted]*
- D Curricular proposals recommended for approval by a college council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. *[further text omitted]*

SEC 5 Responsibility of Academic Deans

- B Proposals for graduate level (600-level and above) courses and programs prepared by academic departments shall be submitted to the Dean of the College for review/comment. *(further text omitted)*
- C Proposals for interdisciplinary courses and programs prepared by academic departments shall be submitted to the Dean of each college in which a course for that program is housed for review/comment. *(further text omitted)*

SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs

- B Shall recommend the approval of a proposal, reject and return a proposal to the originating academic department or special academic program, or amend and recommend approval of the proposal. *(further text omitted)*
- C All proposals recommended for approval by the graduate council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

SEC 7 Responsibility of Secretary of the Faculty

- A Shall receive curricular proposals from college councils, graduate council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs that have been recommended for approval, and approved curricular proposals from the Faculty Senate.

SEC 9 Responsibility of Faculty Senate

- B *(initial text omitted)* If the appeal of a recommendation to approve a proposal is upheld by Faculty Senate, then the curricular proposal is rejected and the curricular process ends. *(further text omitted)* If the appeal of a recommendation to approve a proposal is denied by Faculty Senate, then the curricular proposal moves forward as otherwise described.

Faculty Senate Committee on Rules
Response to Charges Ten and Eleven
January 26, 2016

FACULTY SENATE CHARGE TEN

Charge: Consider changes to ART VI SEC 3B that would require College Councils to review and act upon curricular proposals affecting BSEd Degrees.

Rationale: The common practice has been for College Councils to review all undergrad proposals including those affecting BSEd Degrees. This practice is reflected in the curricular forms in paper format which have been in use for decades. However, the only place in the Bylaws which refers to this practice (ART VI Section 3B(1)) suggests that proposals for BS and MS in Education and Educational Specialist Degrees should go directly from Department Heads to the Chair of EPPC. This needs to be clarified so that the common practice is enshrined by the Bylaws.

RULES PROCESS FOR CHARGE TEN

Findings and conclusions: BSEd degree programs that reside outside of COE include discipline-specific courses, so it seems appropriate that proposals affecting such programs be reviewed by the college council of the home college, as has been common practice. Indeed, it seems unlikely that members of EPPC would possess the necessary expertise to evaluate the selection of discipline-specific courses.

FACULTY SENATE CHARGE ELEVEN

Charge: Clarify the Bylaws to indicate that EPPC will review course proposals for Professional Education courses only.

Rationale: The common practice has been for College Councils to forward course proposals to EPPC only for Professional Education courses (as defined in the undergraduate catalog). However, this distinction is not made in either ART III or ART VI, and ART VI Section 3B(1) suggests that proposals for all courses required for BSEd degrees should go to EPPC. This needs to be clarified so that the common practice is enshrined by the Bylaws.

RULES PROCESS FOR CHARGE ELEVEN

Findings and Conclusions: BSEd and MEd degree programs include subject-area courses that are also components of BA/BS/MS/minor degree programs in their home departments. It seems

appropriate that Departments desiring to modify courses that are integral to their non-education degree programs should be able to do so without endorsement from EPPC, and this has been common practice. Furthermore, the BSEd degree programs that utilize such courses are usually housed in the same Department and/or College as the courses, ensuring that the impact of such course changes on BSEd degree programs will be considered at both the Departmental and College Council level. The Education Preparation Provider (EPP) has established clear criteria for designation as a Professional Education course, and both these criteria and a list of current Professional Education courses are posted on the EPP web pages. The EPP criteria seem to exclude courses that are required for non-education degree programs and hence appear appropriate for identifying courses that should be reviewed by EPPC.

Summary of Proposed Changes (charges ten and eleven combined):

8. Departments forward all curricular proposals affecting BSEd degree programs and BSEd courses to their college council.
9. College councils forward to EPPC recommended proposals for BSEd degree programs and Professional Education courses.
10. Add a reference to the EPP web site where a list of Professional Education courses is maintained.

PROPOSED BYLAWS CHANGES FOR CHARGES TEN AND ELEVEN**Original Language**

[NOTE: The language shown below includes changes that have been proposed by Rules in response to charges one, seven, eight, and nine. If any of these proposed changes are rejected by Faculty Senate then the original language will be reinstated. This will not affect the changes being proposed in this report.]

ART VI CURRICULAR PROCESS**SEC 3 Responsibility of Academic Departments (*line 1838*)**

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (1) After review/comment by the college dean as described in SEC 5 below, course and program proposals for BS and MS in Education and Educational Specialist Degrees shall be forwarded to the Chair, Educator Preparation Provider Council.
 - (4) All other course and program proposals, including one-time-only, experimental, and intersession proposals, shall be forwarded to the chair of the college council of the college in which the academic department serves.

SEC 4 Responsibility of College Councils (*line 1863*)

- D Curricular proposals recommended for approval by a college council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. After review and comment by the College Dean, or after the expiration of the review/comment period, the proposals shall be returned to the College Council Chair, who will forward them as follows:
- (4) All course and program proposals for BS and MS in Education and Education Specialist degrees to the Chair of the Education Preparation Provider Council.
 - (3) All other proposals to the Secretary of the Faculty for disposition as hereinafter stipulated.

Proposed Changes
(additions bold, omissions stricken)

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments (*line 1838*)

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (1) After review/comment by the college dean as described in SEC 5 below, course and program proposals for ~~BS and MS~~ in Education and Educational Specialist Degrees shall be forwarded to the Chair, Educator Preparation Provider Council.
 - (4) All other course and program proposals, including one-time-only, experimental, and intersession proposals, shall be forwarded to the chair of the college council of the college in which the academic department serves.

SEC 4 Responsibility of College Councils (*line 1863*)

- D Curricular proposals recommended for approval by a college council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. After review and comment by the College Dean, or after the expiration of the review/comment period, the proposals shall be returned to the College Council Chair, who will forward them as follows:
- (1) ~~All course and p~~Program proposals for BS and MS in Education and Education Specialist degrees, **and proposals for Professional Education courses**, to the Chair of the Education Preparation Provider Council. **Criteria for designation as a Professional Education course and a list of current Professional Education courses can be found on the EPP web site.**
 - (3) All other proposals to the Secretary of the Faculty for disposition as hereinafter stipulated.

Final Language

ART VI CURRICULAR PROCESS

SEC 3 Responsibility of Academic Departments

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (1) After review/comment by the college dean as described in SEC 5 below, course and program proposals for MS in Education and Educational Specialist Degrees shall be forwarded to the Chair, Educator Preparation Provider Council.
 - (4) All other course and program proposals, including one-time-only, experimental, and intersession proposals, shall be forwarded to the chair of the college council of the college in which the academic department serves.

SEC 4 Responsibility of College Councils

- D Curricular proposals recommended for approval by a college council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated below. After review and comment by the College Dean, or after the expiration of the review/comment period, the proposals shall be returned to the College Council Chair, who will forward them as follows:
- (1) Program proposals for BS and MS in Education and Education Specialist degrees, and proposals for Professional Education courses, to the Chair of the Education Preparation Provider Council. Criteria for designation as a Professional Education course and a list of current Professional Education courses can be found on the EPP web site.
 - (3) All other proposals to the Secretary of the Faculty for disposition as hereinafter stipulated.

Faculty Senate Rules Committee
Response to Charge Twelve
January 26, 2016

FACULTY SENATE CHARGE TWELVE

Charge: Consider changes to ART VI SEC 7 and SEC 8 that would clarify the roles and powers of the Secretary of the Faculty and the FSEC in the curricular review process and bring them in line with common practice.

Rationale: The Bylaws are completely silent on the procedure that is followed starting with when the Faculty Senate office receives course/program proposals to when these proposals go out for challenge. In the past when we used paper forms, the secretary of the faculty reviewed the forms for accuracy before the proposals went into their Challenge period. However, with the new electronic curricular process this step requires a definite action/decision on the part of the secretary of the faculty. So now the forms are ‘Reviewed’ by the secretary (or ‘Declined’ due to clerical or procedural error) before they go out for Challenge. The Bylaws are completely silent on this step. Furthermore, changes that were made to SEC 8 last year imply but do not specify that the FSEC is not empowered to reject a curricular proposal; this should be made explicit.

RULES PROCESS FOR CHARGE TWELVE

Examination of curricular proposals for procedural or clerical errors is an important component of faculty-level review. Ideally this should occur within councils and committees that are charged with reviewing curricular proposals. However, this has sometimes not been the case, so it has become common practice for the Secretary of the Faculty to perform this important duty even though it is not a duty that is specified in the Bylaws. In order for this practice to continue within the online curricular process, the Secretary of the Faculty must be formally granted the power to stop the approval process until errors have been corrected. In practice, a corrected proposal will need to be resubmitted to the online process. This seems appropriate since it will prevent substantive modifications to proposals from occurring after a recommendation for approval has been granted.

Although not specifically identified in the charge, the responsibilities of the Secretary as described in ART VI SEC 7 are also inconsistent with changes that were made last year to ART VI SEC 8 and ART VI SEC 9, and this seems to be an appropriate occasion to bring this section entirely up to date.

Prior to the changes to ART VI SEC 8 that were approved last year, the Bylaws did not specify any role for the Faculty Senate Executive Committee in the review and approval of curricular proposals. However, because all bodies that review curricular proposals are standing committees or councils of the Faculty Senate, it is implicit that the Senate is ultimately granting approval at the faculty level. ART VI SEC 8 was amended last year to make this more explicit by indicating that FSEC grants final approval on behalf of the Senate, or else the entire Senate does so.

However, it has been suggested that granting FSEC power to approve curricular proposals implicitly also grants them power to reject, although this was not the intent. To eliminate this possible interpretation, this Section of the Bylaws needs to be amended to explicitly state that FSEC can either accept a recommendation to approve or can send a proposal to the floor of the Senate for approval/rejection, but cannot reject a proposal.

Summary of Proposed Changes:

1. Curricular proposals forwarded by councils and CGEIP are recommended for approval, not approved.
2. The Secretary of the Faculty is empowered to decline proposals that contain errors.
3. The FSEC issues the final faculty-level approval of a curricular proposal on behalf of the full senate and at the will of the full senate.
4. The FSEC can reject a curricular proposal only if instructed to do so by the full senate.
5. The FSEC is empowered to decline proposals that contain errors.
6. The last sentence in ART VI SEC 8 (paragraph D in the proposed revision) has been corrected to clarify that curricular proposals cannot originate with FSEC.

PROPOSED BYLAWS CHANGES FOR CHARGE TWELVE

Original Language

[NOTE: The language shown below includes changes that have been proposed by Rules in response to charge one. If any of these proposed changes are rejected by Faculty Senate then the original language will be reinstated. This will not affect the changes being proposed in this report.]

ART VI CURRICULAR PROCESS

SEC 7 Responsibility of Secretary of the Faculty (*lines 1926-1932*)

- A Shall receive approved curricular proposals from college councils, graduate council, Educator Preparation Provider Council, Council on General Education and Intercollegiate Programs, and the Faculty Senate.
- B The approved curricular proposals shall be distributed to all college deans, department heads, and faculty senators.
- C Approved curricular proposals shall be forwarded to the Provost after lapse of the appeals period.

ART VI CURRICULAR PROCESS

SEC 8 Responsibility of Executive Committee of Faculty Senate (*lines 1936-1943*)

The Executive Committee of the Faculty Senate issues final faculty approval on all curricular changes. This normally is a pro forma process; however, if within a challenge period any member of the committee determines that a curricular change warrants further review by the faculty then the committee has the right to bring the proposal to floor of the Faculty Senate. Furthermore, the committee shall have authority to recommend to departments or special academic programs, to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Council on General Education and Intercollegiate Programs or to the Faculty Senate, new curricular programs or alterations (including deletion or addition) to existing courses or programs.

Proposed Changes

(additions bold, omissions stricken, comments italicized)

ART I FACULTY SENATE

SEC 5 Duties of the Officers – Faculty Senate

C The Secretary of the Faculty

(9) Shall participate in the curricular process as described in ART VI SEC 7 of these Bylaws.

ART VI CURRICULAR PROCESS

SEC 7 Responsibility of Secretary of the Faculty (*lines 1926-1932*)

A Shall receive ~~approved~~ curricular proposals **that have been recommended for approval by** ~~from~~ college councils, graduate council, Educator Preparation Provider Council, **and** Council on General Education and Intercollegiate Programs, ~~and the Faculty Senate.~~

B Shall examine all recommended curricular proposals for procedural and typographical errors. Curricular proposals containing errors shall be declined and a description of the errors shall be provided to the originator. Corrected proposals must be resubmitted to the full curricular review process.

C After lapse of the challenge period, recommended curricular proposals that are error-free shall be forwarded to the Faculty Senate Executive Committee for disposition as described in ART VI SEC 8.

~~BD~~ **The approved** Curricular proposals **that have been approved by the Faculty Senate Executive Committee** shall be distributed to all college deans, department heads, and faculty senators.

~~CE~~ Approved curricular proposals shall be forwarded to the Provost after lapse of the appeals period.

ART VI CURRICULAR PROCESS

SEC 8 Responsibility of Executive Committee of Faculty Senate (*lines 1936-1943*)

A On behalf of the full Senate, the Executive Committee of the Faculty Senate issues final faculty approval on all curricular changes. For curricular proposals that must be considered by the full Senate as described in ART VI SEC 9, the Executive Committee issues final approval only after the proposal has been approved by a vote of the full Senate. For curricular proposals that are not required to be considered by the full Senate, the Executive Committee is authorized to issue final faculty approval without vote of the full Senate. This normally is a pro forma process; however, if within a challenge period any member of the committee determines that a curricular change warrants further review by the faculty then the committee has the right to bring the proposal to the floor of the Faculty Senate, **in which case approval or rejection of the proposal is determined by a vote of the full senate.**

- B Approved curricular proposals shall be forwarded to the Secretary of the Faculty for dissemination as described in ART VI SEC 7D,E.**
- C The Executive Committee must reject any curricular proposal that has been rejected by a vote of the full Senate. However, the Executive Committee is not empowered to reject a curricular proposal that has been recommended by all councils that reviewed it and has not been rejected by a vote of the full Senate, unless the proposal contains procedural or typographical errors that were not detected by the Secretary of the Faculty. If a proposal is rejected due to procedural or typographical errors, the corrected proposal must be resubmitted to the full curricular review process.**
- D Furthermore, the The Executive Committee shall have authority to recommend to departments or special academic programs, to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Council on General Education and Intercollegiate Programs or to the Faculty Senate, ideas for new curricular programs or alterations (including deletion or addition) to existing courses or programs.**

Final Language

ART I FACULTY SENATE

SEC 5 Duties of the Officers – Faculty Senate

C The Secretary of the Faculty

- (9) Shall participate in the curricular process as described in ART VI SEC 7 of these *Bylaws*.

ART VI CURRICULAR PROCESS

SEC 7 Responsibility of Secretary of the Faculty

- A Shall receive curricular proposals that have been recommended for approval by college councils, graduate council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs.
- B Shall examine all recommended curricular proposals for procedural and typographical errors. Curricular proposals containing errors shall be declined and a description of the errors shall be provided to the originator. Corrected proposals must be resubmitted to the full curricular review process.
- C After lapse of the challenge period, recommended curricular proposals that are error-free shall be forwarded to the Faculty Senate Executive Committee for disposition as described in ART VI SEC 8.
- D Curricular proposals that have been approved by the Faculty Senate Executive Committee shall be distributed to all college deans, department heads, and faculty senators.
- E Approved curricular proposals shall be forwarded to the Provost after lapse of the appeals period.

ART VI CURRICULAR PROCESS

SEC 8 Responsibility of Executive Committee of Faculty Senate (*lines 1936-1943*)

- A On behalf of the full Senate, the Executive Committee of the Faculty Senate issues final faculty approval on all curricular changes. For curricular proposals that must be considered by the full Senate as described in ART VI SEC 9, the Executive Committee issues final approval only after the proposal has been approved by a vote of the full Senate. For curricular proposals that are not required to be considered by the full Senate, the Executive Committee is authorized to issue final faculty approval without vote of the full Senate. This normally is a pro forma process; however, if within a challenge period any member of the committee determines that a curricular change warrants further review by the faculty then the committee has the right to bring the proposal to the floor of the Faculty Senate, in which case approval or rejection of the proposal is determined by a vote of the full senate.
- B Approved curricular proposals shall be forwarded to the Secretary of the Faculty for dissemination as described in ART VI SEC 7D,E.

- C The Executive Committee must reject any curricular proposal that has been rejected by a vote of the full Senate. However, the Executive Committee is not empowered to reject a curricular proposal that has been recommended by all councils that reviewed it and has not been rejected by a vote of the full Senate, unless the proposal contains procedural or typographical errors that were not detected by the Secretary of the Faculty. If a proposal is rejected due to procedural or typographical errors, the corrected proposal must be resubmitted to the full curricular review process.

- D The Executive Committee shall have authority to recommend to departments or special academic programs, to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Council on General Education and Intercollegiate Programs or to the Faculty Senate, ideas for new curricular programs or alterations (including deletion or addition) to existing courses or programs.

Resolution on Concealed Carry on College Campuses

WHEREAS, at least two Missouri lawmakers (Dixon-R and Munzlinger-R) have submitted bills to allow the concealed carrying of firearms on college campuses, and

WHEREAS, Munzlinger's bill only allows colleges to apply for an exemption with the state's Department of Public Safety if a college provides weapons detectors and security guards at every building entrance on campus, a financially onerous and possibly unfeasible step, and

WHEREAS, unlike in other states where the age requirement for concealed carry is 21, in Missouri it is 19, and

WHEREAS, in a context where immaturity, intoxication and mental health issues are concerns, the risks of accidental shootings, shootings in anger, and suicides outweigh the potential benefits of concealed carry, and

WHEREAS, allowing concealed carry permit holders to bring firearms on university grounds, buildings, or into classrooms threatens the progress of education and the expression of ideas and makes the university less safe, and

WHEREAS, most law enforcement professionals believe that prohibiting firearms on college campuses, except by campus police and trained security officers, is an essential element of schools' safety plans, and

WHEREAS, there is no credible evidence to support the idea that such laws would contribute to a safer environment for our students, faculty and staff, and prospective students, and

WHEREAS, surveys of faculty and students in other states where similar bills were recently submitted or passed show that majorities of faculty, students, and prospective students oppose concealed carry on campuses,

THEREFORE, be it resolved that the faculty of Missouri State University strongly oppose any legislation that would prohibit universities from banning the carrying of firearms by non-law enforcement officials on our campus.