

Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charges #1 and #2

ART IV SEC 7 states that the Chair-elect of the Faculty Senate shall call the May organizational session of CGEIP to order.

The Committee on Rules is charged to examine these (and related) bylaws and propose amendments, if needed, to clarify CGEIP leadership transition and duties.

Related to Charge 1 and the issue with Bylaw ART IV SEC 7, the Committee on Rules is also charged to consider a rule (and proposed corrective language, if needed) about electing new CGEIP leadership if a current leader leaves the leadership position during their term of service.

Recommendation by the Committee:

The Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

This wording is consistent with other similar situations in the *Bylaws* and has been approved by CGEIP leadership.

Current Language of the Constitution and Bylaws

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 7 Election of Officers - Council on General Education and Intercollegiate Programs

The Chair-Elect of the Faculty Senate shall call the organizational session of the council at the May meeting and preside until the membership has elected a chair-elect and a secretary.

- A Officers will include a chair, a chair-elect, and a secretary. The chair and chair-elect may hold that position only once during any three-year period. The secretary may be reelected without limit.

- B The Chair-Elect of the Faculty Senate shall call the organizational session of the council at its May meeting and preside until the membership has elected a chair-elect and a secretary.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 7 Election of Officers - Council on General Education and Intercollegiate Programs

~~The Chair-Elect of the Faculty Senate shall call the organizational session of the council at the May meeting and preside until the membership has elected a chair-elect and a secretary.~~

- A **The Chair-elect of CGEIP shall transition to the Chair of CGEIP after the conclusion of the April meeting.**
- B Officers will include a **e**Chair, a **e**Chair-elect, and a secretary. The **e**Chair and **e**Chair-elect may hold that position only once during any three-year period. The secretary may be reelected without limit.
- C **At the May meeting the council will elect a Chair-elect and a secretary.**
- D **If the Chair of CGEIP leaves the position before their term expires, then the CGEIP Chair-elect will assume the position of Chair, and the council shall elect a new Chair-elect at the first meeting for which the new Chair presides.**

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Charge # 3

Bylaw D in this section states the “Chair of the Faculty Senate shall call the organizational session of the new elected EPPC in May” but Bylaw E states the “Chair-elect from the previous year shall assume duties as the Chair of the newly elected EPPC.”

The Committee on Rules is charged to consider clarifying these bylaws so there is no conflict with EPPC leadership duties.

Charge # 4

Bylaw ART III SEC 4 describes the rules for membership in the EPPC.

Bylaw ART III SEC 6.A. describes the criteria for individuals nominated to be Chair-elect of the EPPC; however, it does not clarify EPPC membership status.

The Committee on Rules is charged to examine the respective bylaws and proposed amendments, if needed, to clarify the requirements to be nominated for the position of EPPC Chair-elect.

Recommendation by the Committee:

The Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

This wording is consistent with other similar situations in the *Bylaws* and has been approved by EPPC leadership.

Current Language of the Constitution and Bylaws

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 6 Election of Chair-elect – Educator Preparation Provider Council

- A Nominees for the position of Chair-elect must be tenured and familiar with national accreditation standards, state certification requirements, and university governance. The nominees will be presented to the EPPC no later than the March session.
- B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than April 1.
- C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-elect of the EPPC.
- D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.
- E At that session, the Chair-elect from the previous year shall assume duties as the Chair of the newly elected EPPC and the newly elected Chair-elect shall assume duties as Chair-elect.
- F In case a vacancy occurs in the office of Chair, the Chair-elect shall become Chair.
- G In case a vacancy occurs in the office of Chair-elect, the EPPC shall elect a new Chair-elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

ART I FACULTY SENATE

SEC 5 Duties of the Officers and Past Chair of the Faculty Senate

A The Chair of the Faculty Senate

- (1) Shall preside at all sessions of the Faculty Senate.
- (2) Shall supervise the functioning of the Faculty Senate and its established bodies.
- (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of the Faculty Senate.
- (4) Shall appoint members and chairs of the standing committees of the Faculty Senate, where appointive membership is provided for.
- (5) Shall organize and appoint *ad hoc* committees as necessary.
- (6) Shall represent the faculty to the administration and to the Board of Governors.
- (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two regularly scheduled sessions of the Board of Governors.
- (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty Senate by any member or group of the faculty.
- (9) May attend the session of any college council or established body as an *ex officio* member.
- (10) Shall review all decisions of the Judicial Review Committee (JRC) and ensure the report of the following to the Faculty Senate within two meetings following a decision: 1) the initial charge considered by the JRC; 2) the determination reached by the JRC; 3) any resulting charge(s) from the Faculty Senate Chair to the Rules Committee emanating from a JRC decision. In addition, the Senate Chair should remind the Faculty Senators of their right to propose action relevant to the determination reached by the JRC.
- (11) Shall serve as chair of the Executive Committee of the Faculty Senate.
- (12) Shall serve as a member of the Committee on Policy Review.
- (13) Shall serve as an *ex officio* member of Graduate Council without vote.
- (14) Shall call the organizational session of the newly elected Educator Preparation Provider Council (EPPC) in May of each year.

Proposed Changes to the Bylaws

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SEC 6 Election of Chair-elect – Educator Preparation Provider Council

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- B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than April 1.
- C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-elect of the EPPC.
- ~~D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.~~
- DE** At **the end of the April** ~~that~~ session, the Chair-elect from the previous year shall assume duties as the Chair of the newly elected EPPC and the newly elected Chair-elect shall assume duties as Chair-elect.
- EF** In case a vacancy occurs in the office of Chair, the Chair-elect shall become Chair.
- FG** In case a vacancy occurs in the office of Chair-elect, the EPPC shall elect a new Chair-elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

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Charge # 4a

Add in Director of Education Professional Services as a regular member of the EPPC Executive Committee.

Recommendation by the Committee:

After consultation with EPPC leadership regarding the Charges, the Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

During the engagement with EPPC leadership working on Charges #3 and 4, EPPC requested that the Director of Education Professional Services be included in the *Bylaws* as a non-voting *ex officio* member of the EPPC Executive Committee. This proposed language has been approved by EPPC leadership.

Current Language of the Constitution and Bylaws

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 11 Committees of the Educator Preparation Provider Council

- A Faculty appointed to EPPC committees shall be members of the EPP.
- B The following standing committees will be established and the duties of each are as follows:
- 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-elect. The membership shall consist of the Chair, the Chair-elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the Director of Secondary Education and the administrator responsible for the DESE accreditation process are non-voting *ex officio* members.
 - 2 The Committee on Program Review shall establish and carry out a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation process will serve as *ex officio* member of this committee.
 - 3 The Committee on Membership and Professional Development shall review all applications and five-year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The Committee will also review the needs of the staff and faculty and make recommendations for professional development opportunities. The Committee will assist in coordination of professional development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.
 - 4 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of EPP education programs' diversity components with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the EPP education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.
 - 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any Educator preparation program requirement except course substitutions. The Appeals and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the EPPC. The Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one representative from each college. The Committee on Appeals and Compliance shall include the chair of the Committee on Membership and Professional

Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following: Educator Preparation Provider and Secondary Education Office and the Professional Education Advisement Center.

- 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. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the EPPC regarding disposition for each proposal.
- 7 The Guiding Principles Committee shall monitor the EPP Guiding Principles and EPP Assessment Plan, the Strategic Plan, and make recommendations to insure the EPP is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the EPPC Executive Committee on reviewing the EPPC *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Guiding Principles and other regulations. The committee shall conduct a periodic review of all EPPC /EPP sanctioned websites and publications and present to the EPP on an annual basis. The committee shall facilitate the dissemination of the shared vision of the EPP to all stakeholders, including public school partners. The Immediate Past Chair of EPPC shall serve as a voting *ex officio* member of the Guiding Principles Committee that academic year.
- 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the EPPC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time EPP faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time EPP faculty who have responsibility for core courses in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or his/her designee, the Director of Student Services, and a representative from the Education Field Experience office shall serve as non-voting, *ex officio* members of this committee. At the April session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting delegate to EPPC.
- 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the EPPC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives from their EPP graduate faculty. The Director of Secondary Education shall serve as a non-

voting *ex officio* member. At the April session, the chair-elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting member of EPPC. If the chair of this committee is already a voting member of EPPC representing an academic department, then the membership of the MSED-Secondary Oversight Committee shall select another member of that committee to be their voting representative on EPPC.

- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these standing committees shall consist of at least one COE faculty EPP member and at least one EPP member from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of an EPPC standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing an EPP member from that College upon consultation with two EPPC members and the Executive Committee. All voting members must be members of the EPP. None may hold administrative appointments.
- D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and submit them to the EPPC office, where they shall be archived on the EPP website. Committees making recommendations that directly affect any EPP program shall consult with EPP members in that program before bringing the recommendation to the EPPC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the EPPC.

Proposed Changes to the Bylaws

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Charge # 4b

Remove committees that are no longer part of the EPPC.

Recommendation by the Committee:

After consultation with EPPC leadership regarding the Charges, the Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

During the engagement with EPPC leadership working on Charges #3 and 4, EPPC requested that the *Bylaws* be updated to reflect the current committees of the EPPC. This proposed language has been approved by EPPC leadership.

Current Language of the Constitution and Bylaws

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- D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and submit them to the EPPC office, where they shall be archived on the EPP website. Committees making recommendations that directly affect any EPP program shall consult with EPP members in that program before bringing the recommendation to the EPPC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the EPPC.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 11 Committees of the Educator Preparation Provider Council

A Faculty appointed to EPPC committees shall be members of the EPP.

B The following standing committees will be established and the duties of each are as follows:

1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-elect. The membership shall consist of the Chair, the Chair-elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the Director of Secondary Education and the administrator responsible for the DESE accreditation process are non-voting *ex officio* members.

~~2 The Committee on Program Review shall establish and carry out a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation process will serve as *ex officio* member of this committee.~~

~~3 The Committee on Membership and Professional Development shall review all applications and five-year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The Committee will also review the needs of the staff and faculty and make recommendations for professional development opportunities. The Committee will assist in coordination of professional development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.~~

24 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of EPP education programs' diversity components with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the EPP education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.

35 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any Educator preparation program requirement except course substitutions. The Appeals and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the EPPC. The Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one representative from each college. The Committee on Appeals and

Compliance shall include the chair of the Committee on Membership and Professional Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following: Educator Preparation Provider and Secondary Education Office and the Professional Education Advisement Center.

46 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. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the EPPC regarding disposition for each proposal.

~~7 The Guiding Principles Committee shall monitor the EPP Guiding Principles and EPP Assessment Plan, the Strategic Plan, and make recommendations to insure the EPP is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the EPPC Executive Committee on reviewing the EPPC Bylaws annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Guiding Principles and other regulations. The committee shall conduct a periodic review of all EPPC/EPP-sanctioned websites and publications and present to the EPP on an annual basis. The committee shall facilitate the dissemination of the shared vision of the EPP to all stakeholders, including public school partners. The Immediate Past Chair of EPPC shall serve as a voting *ex officio* member of the Guiding Principles Committee that academic year.~~

58 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the EPPC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time EPP faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time EPP faculty who have responsibility for core courses in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or his/her designee, the Director of Student Services, and a representative from the Education Field Experience office shall serve as non-voting, *ex officio* members of this committee. At the April session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting delegate to EPPC.

~~9 The MSED Secondary Education Oversight Committee shall monitor the common elements of the MSED Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the EPPC. Every college having an emphasis area within the MSED Secondary Education program shall select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives~~

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- C With the exception of the Executive Committee **and**, the BSED Oversight Committee (as described in Article B58), ~~and the MSED Oversight Committee (as described in Article B9)~~, the membership of each of these standing committees shall consist of at least one COE faculty EPP member and at least one EPP member from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of an EPPC standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing an EPP member from that College upon consultation with two EPPC members and the Executive Committee. All voting members must be members of the EPP. None may hold administrative appointments.
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Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charge # 4c

Increase efficiency in proposed changes to the teacher education certification requirements in the undergraduate catalog.

Recommendation by the Committee:

After consultation with EPPC leadership regarding the Charges, the Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

During the engagement with EPPC leadership working on Charges #3 and 4, EPPC requested that the *Bylaws* be updated to improve efficiency regarding proposed changes to the teacher education certification requirements in the undergraduate catalog. This proposed language has been approved by EPPC leadership.

The current *Bylaws* require the following process:

1. Initiated by Committee A (Exec/BSED)
2. Voted as a change to pursue by Committee B (EPPC)
3. Then sent back to Committee A (Exec/BSED)
4. Then sent to Committee C for review (Screening)
5. Then sent back to Committee B for approval (EPPC)

The changes being discussed are non-curricular changes.

The proposed changes to the *Bylaws* would lead to the following process:

1. Initiated by Committee A
2. Reviewed and approved by Committee B

Current Language of the Constitution and Bylaws

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 11 Committees of the Educator Preparation Provider Council

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 - 3 The Committee on Membership and Professional Development shall review all applications and five-year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The Committee will also review the needs of the staff and faculty and make recommendations for professional development opportunities. The Committee will assist in coordination of professional development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.
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- 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. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the EPPC regarding disposition for each proposal.
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Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charge # 4d

Increase efficiency in proposed changes to the undergraduate catalog's secondary education-specific teacher education certification requirements.

Recommendation by the Committee:

After consultation with EPPC leadership regarding the Charges, the Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

During the engagement with EPPC leadership working on Charges #3 and 4, EPPC requested that the *Bylaws* be updated to improve efficiency regarding proposed changes to the undergraduate catalog's secondary education-specific teacher education certification requirements. This proposed language has been approved by EPPC leadership.

The current *Bylaws* require the following process:

6. Initiated by Committee A (Exec/BSED)
7. Voted as a change to pursue by Committee B (EPPC)
8. Then sent back to Committee A (Exec/BSED)
9. Then sent to Committee C for review (Screening)
10. Then sent back to Committee B for approval (EPPC)

The changes being discussed are non-curricular changes.

The proposed changes to the *Bylaws* would lead to the following process:

3. Initiated by Committee A
4. Reviewed and approved by Committee B

Current Language of the Constitution and Bylaws

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Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 11 Committees of the Educator Preparation Provider Council

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Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charge # 4a, 4b, 4c, and 4d Combination File

Current Language of the Constitution and Bylaws

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Combined Proposed Changes to the Bylaws

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Clean Bylaws after Proposed Changes

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Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charge # 5

At times, documents acted on by the Faculty Senate and its committees contain minor, grammatical errors that are missed and not corrected during normal Senate business. These errors could cause problems when interpreting or implementing future actions.

For the bylaws describing the duties of the Secretary of the Faculty (e.g., ART 1 SEC 5) and role of the Secretary of the Faculty in the curricular process (e.g., ART VI SEC 8), the Committee on Rules is charged to examine and propose amendments, if needed, to the Secretary's duties and authority to make minor, grammatical corrections with these documents. This examination should also consider oversight of these corrections (e.g., approval of the Faculty Senate Executive Committee).

Recommendation by the Committee:

The Committee recommends the following changes to the *Bylaws*.

The Committee also recommends a potential charge related to the wording associated with the description of the Duties of the Officers and Past Chair of the Faculty Senate (ART I FACULTY SENATE | SEC 5 Duties of the Officers and Past Chair of the Faculty Senate).

Rationale by the Committee:

This allows the Secretary of the Faculty Senate to be able to make editorial changes to Faculty Senate documents and make amendments to curricular proposals after consultation with the proposal originator and ensure the intent of the curricular proposal has not been altered. These changes should improve efficiency. The Committee appreciates the feedback from Tracy Dalton (faculty member with expertise in technical writing) regarding the appropriate wording for changes to the Faculty Senate Secretary's responsibilities.

Current Language of the Bylaws

ART I FACULTY SENATE

SEC 5 Duties of the Officers and Past Chair of the Faculty Senate

A The Chair of the Faculty Senate

- (1) Shall preside at all sessions of the Faculty Senate.
- (2) Shall supervise the functioning of the Faculty Senate and its established bodies.
- (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of the Faculty Senate.
- (4) Shall appoint members and chairs of the standing committees of the Faculty Senate, where appointive membership is provided for.
- (5) Shall organize and appoint *ad hoc* committees as necessary.
- (6) Shall represent the faculty to the administration and to the Board of Governors.
- (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two regularly scheduled sessions of the Board of Governors.
- (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty Senate by any member or group of the faculty.
- (9) May attend the session of any college council or established body as an *ex officio* member.
- (10) Shall review all decisions of the Judicial Review Committee (JRC) and ensure the report of the following to the Faculty Senate within two meetings following a decision: 1) the initial charge considered by the JRC; 2) the determination reached by the JRC; 3) any resulting charge(s) from the Faculty Senate Chair to the Rules Committee emanating from a JRC decision. In addition, the Senate Chair should remind the Faculty Senators of their right to propose action relevant to the determination reached by the JRC.
- (11) Shall serve as chair of the Executive Committee of the Faculty Senate.
- (12) Shall serve as a member of the Committee on Policy Review.
- (13) Shall serve as an *ex officio* member of Graduate Council without vote.

Faculty Senate March 2023 Agenda Attachment 1

- (14) Shall call the organizational session of the newly elected Educator Preparation Provider Council (EPPC) in May of each year.

B The Chair-Elect of the Faculty Senate

- (1) Shall preside at sessions of the Faculty Senate in the absence of the Chair.
- (2) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by the Faculty Senate or by the Chair of the Faculty Senate.
- (3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.
- (4) Shall chair the Nominating Committee and appoint its members.
- (5) Shall attend at least one session each month of the Student Government Association.
- (6) Shall call the organizational session, and preside until the membership has elected a chair, for the following standing committees and councils of the Faculty Senate:
 - (a) Committee on Faculty Concerns;
 - (b) Council on General Education and Intercollegiate Programs (CGEIP); and
 - (c) Committee on University Budget and Priorities.
- (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
 - (a) Committee on Faculty Concerns;
 - (b) Council on General Education and Intercollegiate Programs (CGEIP);
 - (c) Committee on Citizenship and Service Learning;
 - (d) Committee on Academic Relations;
 - (e) Committee on University Budget and Priorities; and
 - (f) Committee on Faculty Benefits.
- (8) Shall serve as a member of the Executive Committee of the Faculty Senate.

C The Secretary of the Faculty

- (1) Shall serve as Secretary of the Faculty Senate.
- (2) Shall preside at sessions of the Faculty Senate in the absence of both the Chair and the Chair-Elect of the Faculty Senate.
- (3) Shall keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording of motions and the votes thereon.

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- (4) Shall publish for the faculty the minutes of faculty sessions.
- (5) Shall report decisions of the Faculty Senate and its established bodies to the administration.
- (6) Shall publish for the faculty a synopsis of Faculty Senate Actions and of curricular matters forwarded to the Provost.
- (7) Shall prepare an annual summary of proceedings of the Faculty Senate and its established bodies.
- (8) Shall supervise elections of faculty representatives in the governance process and publish election results on the Faculty Senate web site.
- (9) Shall participate in the curricular process as described in ART VI SEC 8 of these *Bylaws*.
- (10) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
 - (a) Educator Preparation Provider Council (EPPC);
 - (b) Committee on Rules.
- (11) Shall serve as a member of the Executive Committee of the Faculty Senate.

D The Past-Chair of the Faculty Senate

- (1) Shall serve as chair of the Committee on Judicial Review, unless disqualified as described in ART I SEC 3G.
- (2) Shall attend meetings of the Committee on Honorary Degrees and the Study Away Advisory Committee as an *ex officio* member without vote, unless disqualified from serving on the Faculty Senate Executive Committee as described in ART I SEC 9B(1)(b).

ART VI CURRICULAR PROCESS

SEC 8 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 All Department Heads/Directors of academic programs, all Faculty Senators, and the Faculty Senate Executive Committee shall be notified of recommended curricular proposals that are error-free and shall be given access to digital copies. This notification shall constitute dissemination to the ranked faculty and shall initiate the appeals period for Council Actions.
- D After lapse of the appeals period for Council Actions, recommended curricular proposals that are error-free shall be forwarded to the Faculty Senate Executive Committee for disposition as described in ART VI SEC 9.
- E Curricular proposals that have been approved by the Faculty Senate Executive Committee shall be distributed to all college deans, department heads, and faculty senators by the Secretary of the Faculty. This initiates the challenge period for Senate Actions.
- F Approved curricular proposals shall be forwarded to the Provost after the challenge period for Senate Actions has lapsed without a challenge being submitted, or after a challenge to the Senate Action has been denied.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART I FACULTY SENATE

SEC 5 Duties of the Officers and Past Chair of the Faculty Senate

A The Chair of the Faculty Senate

- (1) Shall preside at all sessions of the Faculty Senate.
- (2) Shall supervise the functioning of the Faculty Senate and its established bodies.
- (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of the Faculty Senate.
- (4) Shall appoint members and chairs of the standing committees of the Faculty Senate, where appointive membership is provided for.
- (5) Shall organize and appoint *ad hoc* committees as necessary.
- (6) Shall represent the faculty to the administration and to the Board of Governors.
- (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two regularly scheduled sessions of the Board of Governors.
- (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty Senate by any member or group of the faculty.
- (9) May attend the session of any college council or established body as an *ex officio* member.
- (10) Shall review all decisions of the Judicial Review Committee (JRC) and ensure the report of the following to the Faculty Senate within two meetings following a decision: 1) the initial charge considered by the JRC; 2) the determination reached by the JRC; 3) any resulting charge(s) from the Faculty Senate Chair to the Rules Committee emanating from a JRC decision. In addition, the Senate Chair should remind the Faculty Senators of their right to propose action relevant to the determination reached by the JRC.
- (11) Shall serve as chair of the Executive Committee of the Faculty Senate.
- (12) Shall serve as a member of the Committee on Policy Review.

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- (13) Shall serve as an *ex officio* member of Graduate Council without vote.
- (14) Shall call the organizational session of the newly elected Educator Preparation Provider Council (EPPC) in May of each year.

B The Chair-Elect of the Faculty Senate

- (1) Shall preside at sessions of the Faculty Senate in the absence of the Chair.
- (2) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by the Faculty Senate or by the Chair of the Faculty Senate.
- (3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.
- (4) Shall chair the Nominating Committee and appoint its members.
- (5) Shall attend at least one session each month of the Student Government Association.
- (6) Shall call the organizational session, and preside until the membership has elected a chair, for the following standing committees and councils of the Faculty Senate:
 - (a) Committee on Faculty Concerns;
 - (b) Council on General Education and Intercollegiate Programs (CGEIP); and
 - (c) Committee on University Budget and Priorities.
- (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
 - (a) Committee on Faculty Concerns;
 - (b) Council on General Education and Intercollegiate Programs (CGEIP);
 - (c) Committee on Citizenship and Service Learning;
 - (d) Committee on Academic Relations;
 - (e) Committee on University Budget and Priorities; and
 - (f) Committee on Faculty Benefits.
- (8) Shall serve as a member of the Executive Committee of the Faculty Senate.

C The Secretary of the Faculty **shall be responsible for these activities:**

- (1) ~~Shall s~~Serve as Secretary of the Faculty Senate.
- (2) ~~Shall p~~Preside at sessions of the Faculty Senate in the absence of both the Chair and the Chair-Elect of the Faculty Senate.

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- (3) ~~Shall k~~Keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording of motions and the votes thereon.
- (4) ~~Shall p~~Publish for the faculty the minutes of faculty sessions.
- (5) ~~Shall r~~Report decisions of the Faculty Senate and its established bodies to the administration.
- (6) ~~Shall p~~Publish for the faculty a synopsis of Faculty Senate Actions and of curricular matters forwarded to the Provost.
- (7) ~~Shall p~~Prepare an annual summary of proceedings of the Faculty Senate and its established bodies.
- (8) ~~Shall s~~Supervise elections of faculty representatives in the governance process and publish election results on the Faculty Senate web site.
- (9) ~~Shall p~~Participate in the curricular process as described in ART VI SEC 8 of these *Bylaws*.
- (10) ~~Shall a~~Attend, or may send a designee to attend, the following as an *ex officio* member without vote:
 - (a) Educator Preparation Provider Council (EPPC);
 - (b) Committee on Rules.
- (11) ~~Shall s~~Serve as a member of the Executive Committee of the Faculty Senate.
- (12) Correct errors that do not change the intent in Faculty Senate documents if the errors are not corrected during normal Senate Business.**

D The Past-Chair of the Faculty Senate

- (1) Shall serve as chair of the Committee on Judicial Review, unless disqualified as described in ART I SEC 3G.
- (2) Shall attend meetings of the Committee on Honorary Degrees and the Study Away Advisory Committee as an *ex officio* member without vote, unless disqualified from serving on the Faculty Senate Executive Committee as described in ART I SEC 9B(1)(b).

ART VI CURRICULAR PROCESS

SEC 8 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.
- C Shall make typographical amendments to curricular proposals after consultation with the proposal originator and ensure the intent of the curricular proposal has not been altered.** Curricular proposals containing **procedural** errors shall be declined, ~~and~~ a description of the errors shall be provided to the originator, ~~and~~ ~~C~~ corrected proposals must be resubmitted to the full curricular review process.
- ~~DC~~ All Department Heads/Directors of academic programs, all Faculty Senators, and the Faculty Senate Executive Committee shall be notified of recommended curricular proposals that are error-free and shall be given access to digital copies. This notification shall constitute dissemination to the ranked faculty and shall initiate the appeals period for Council Actions.
- ~~ED~~ After lapse of the appeals period for Council Actions, recommended curricular proposals that are error-free shall be forwarded to the Faculty Senate Executive Committee for disposition as described in ART VI SEC 9.
- ~~FE~~ Curricular proposals that have been approved by the Faculty Senate Executive Committee shall be distributed to all college deans, department heads, and faculty senators by the Secretary of the Faculty. This initiates the challenge period for Senate Actions.
- ~~GF~~ Approved curricular proposals shall be forwarded to the Provost after the challenge period for Senate Actions has lapsed without a challenge being submitted, or after a challenge to the Senate Action has been denied.

Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charge #7

ART I SEC 11 describes the election for Faculty Student Judicial Commission as being “ranked faculty.”

The Committee on Rules is charged to examine this bylaw with consideration to membership status being ranked faculty only. During this examination of committee membership, the issue of tenure needs to be considered because ranked faculty includes assistant professors who are not tenured.

Recommendation by the Committee:

The Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

This Committee believes anyone that can be elected as a member of the Faculty Senate should be able to be able to serve on this Commission. The two academic years full-time requirement is consistent with wording and stipulations with other similar situations in the *Bylaws*.

Current Language of the Constitution and Bylaws

ART I FACULTY SENATE

SEC 11 Non-Senate Bodies in which Senate Plays a Role

- A Faculty-Student Judicial Commission. The Faculty Senate elects faculty representatives to the Faculty-Student Judicial Commission. The nominations of persons of faculty rank for service on the Commission shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees numbering at least twice the number of positions to be filled will be prepared by the Secretary of the Faculty which will include at least two names of ranked faculty from each undergraduate college as nominated by their college council. This list of nominees shall be presented as the election ballot for faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and report the results.

- B University Hearing Committee. The Faculty Senate elects the members of the University Hearing Committee as described in section 12.4.1.1. of the Faculty Handbook.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART I FACULTY SENATE

SEC 11 Non-Senate Bodies in which Senate Plays a Role

- A Faculty-Student Judicial Commission. The Faculty Senate elects faculty representatives to the Faculty-Student Judicial Commission. The nominations of ~~persons of~~ faculty ~~rank~~ for service on the Commission shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees numbering at least twice the number of positions to be filled will be prepared by the Secretary of the Faculty which will include at least two names of ~~ranked full-time~~ faculty, **who have served no less than two consecutive academic years at Missouri State University**, from each undergraduate college as nominated by their college council. This list of nominees shall be presented as the election ballot for faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and report the results.
- B University Hearing Committee. The Faculty Senate elects the members of the University Hearing Committee as described in section 12.4.1.1. of the Faculty Handbook.

Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charge # 9

ART V SEC 5 (Chair the Graduate Council) states the Chair may not vote unless in cases of a tie. This Bylaw appears to conflict with standard parliamentary procedures about members having the right to vote. The Bylaw continues to state the Chair's department needs to elect a new Graduate Council member; however, this also appears unnecessary per standard parliamentary procedure and places an undue burden on the respective department.

The Committee on Rules is charged to examine this bylaw and propose amendments, if needed, to determine if current language is consistent with parliamentary procedures regarding the chair of a standing committee participating in debates, making motions, and voting.

Recommendation by the Committee:

The Committee recommends the following changes to the *Bylaws*.

Rationale by the Committee:

The non-voting of the Chair violates parliamentary procedure. The additional requirement of another graduate faculty member from the same department as the Chair puts an undue burden on the academic department. This wording is consistent with other similar situations in the *Bylaws* and has been approved by Graduate Council leadership.

Current Language of the Bylaws

ART V GRADUATE COUNCIL

SEC 5 Chair of the Graduate Council

The Chair of the Graduate Council must be a member of the graduate faculty and Graduate Council at the time of election. The Chair of the Graduate Council is elected by a majority vote of the members present at an organizational session of the newly-elected Graduate Council held in May. The Dean of the Graduate College (or designee) shall preside at this organizational session until a new chair is elected. The Chair of the Graduate Council shall serve for a term of one year and may be elected for a second consecutive one-year term. After serving two consecutive one-year terms, the Chair shall not then be eligible for reelection as Chair until after a lapse of an intervening year. Once the Chair is chosen, he/she becomes a non-voting member of the Graduate Council (except in the case of a tie), and therefore, the academic department he/she represents shall elect a new representative to the Graduate Council who will serve as that academic department's representative for the duration of the Chair's term.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART V GRADUATE COUNCIL

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The Chair of the Graduate Council must be a member of the graduate faculty and Graduate Council at the time of election. The Chair of the Graduate Council is elected by a majority vote of the members present at an organizational session of the newly-elected Graduate Council held in May. The Dean of the Graduate College (or designee) shall preside at this organizational session until a new chair is elected. The Chair of the Graduate Council shall serve for a term of one year and may be elected for a second consecutive one-year term. After serving two consecutive one-year terms, the Chair shall not then be eligible for reelection as Chair until after a lapse of an intervening year. ~~Once the Chair is chosen, he/she becomes a non-voting member of the Graduate Council (except in the case of a tie), and therefore, the academic department he/she represents shall elect a new representative to the Graduate Council who will serve as that academic department's representative for the duration of the Chair's term.~~

Faculty Senate Committee on Rules

Response to Charges

Rules Committee members: Seth Hoelscher (chair), Leslie Baynes, Ashlea Cardin, Mike Foster, Tom Kane, Cindy MacGregor (*ex officio*), Melinda Novik (*ex officio*)

Charge #12

The “School of Agriculture” is referenced twice in the Constitution and Bylaws of the Faculty; however, the correct name is the William H. Darr College of Agriculture.

The Committee on Rules is charged with amending this language from school to college. In addition, the Committee on Rules is charged to amend any additional bylaws that incorrectly refer to the number of Missouri State University colleges.

Although the first reference to the School of Agriculture is in the Constitution, this revision may be a non-substantive change so that the amendment could occur in the same manner as a bylaw amendment.

Recommendation by the Committee:

Given the change in the change in name from the School of Agriculture to the William H. Darr College of Agriculture, the Committee recommends the following non-substantive changes to the Constitution and the *Bylaws*. The Committee does not believe it is necessary to provide official names of Colleges, and the *Bylaws* should be simplified where feasible.

Current Language of the Constitution and Bylaws

CONSTITUTION

ART IV NOMENCLATURE FOR ACADEMIC ENTITIES AND PERSONNEL

For brevity and simplicity, the Constitution and Bylaws refer only to academic departments with heads and colleges with deans. Some academic entities (including the Library, Greenwood Laboratory School, and the **School of Agriculture**) and associated personnel (including directors and chairs) do not fit this nomenclature. The Faculty Senate web page (<http://www.missouristate.edu/facultysenate/entities.htm>) indicates how such entities are treated with respect to the curricular process and representation on the Senate and its subcommittees.

ART I FACULTY SENATE

SEC 1 Nomenclature for Academic Entities and Personnel

For brevity and simplicity, the Constitution and Bylaws refer only to academic departments with heads and colleges with deans. Some academic entities (such as Schools and special academic programs) and associated personnel (such as directors and chairs) do not fit this nomenclature. The Faculty Senate web page <http://www.missouristate.edu/facultysenate/entities.htm> indicates how such entities are treated with respect to the curricular process and representation on the Senate and its subcommittees. When a new entity is formed, the Faculty Senate Executive Committee, after consultation with the relevant entity and the Provost's office, shall determine how that entity is to be represented, and bring forth its recommendation to the Senate as an Internal Senate Action. Any senator may bring forth an Internal Senate Action to change the classification of an entity. Because the academic entities web page is a formal extension of the Bylaws of the Senate, changes approved by the Faculty Senate must be submitted to the Committee on Rules for the development of formal language.

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 11 Committees of the Educator Preparation Provider Council

The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any Educator preparation program requirement except course substitutions. The Appeals and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the EPPC. The Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one representative from each college. The Committee on Appeals and Compliance shall include the chair of the Committee on Membership and Professional Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following: Educator Preparation Provider and Secondary Education Office and the Professional Education Advisement Center.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

CONSTITUTION

ART IV NOMENCLATURE FOR ACADEMIC ENTITIES AND PERSONNEL

For brevity and simplicity, the Constitution and Bylaws refer only to academic departments with heads and colleges with deans. Some academic entities (~~including the Library, Greenwood Laboratory School, and the School of Agriculture~~) and associated personnel (including directors and chairs) do not fit this nomenclature. The Faculty Senate web page (<http://www.missouristate.edu/facultysenate/entities.htm>) indicates how such entities are treated with respect to the curricular process and representation on the Senate and its subcommittees.

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Faculty Handbook Revision Committee

Proposal for New Faculty Handbook Policy: Add to Section 4.5.1

4.5.1.10. University-wide Learning Management System

All faculty members shall use the university-wide learning management system to provide an electronic copy of the course syllabus and schedule, communicate class cancellations and schedule changes, and post student grades.

Proposed Amendment for Faculty Handbook Policy- 4.5.1.2 Meeting Classes

Current Policy

- Faculty members are expected to meet their assigned classes or to see that suitable alternate arrangements have been made for learning experiences for their students in the case of a required absence of the instructor because of unusual circumstances or because of attendance at a professional meeting. When instructors are unable to meet a class because of illness, they must call the departmental office and make arrangements to notify their classes concerning the cancellation of classes and new assignments or to make other arrangements for the classes that will be missed. Faculty who wish to request a religious accommodation to miss class should consult the Policy Library, Op 1.02-1 Accommodations for Religious Observances Policy.

Proposed Amendment to Policy

- Faculty members are expected to meet their assigned classes or to see that suitable alternate arrangements have been made for learning experiences for their students in the case of a required absence of the instructor because of unusual circumstances or because of attendance at a professional meeting. When instructors are unable to meet a class because of ~~illness~~ **a non-emergency personal or professional reason** they must ~~call~~ **notify** the departmental office and ~~make arrangements to notify their classes~~ **communicate the class schedule change to the students as soon as is feasible** concerning the cancellation of classes and new assignments or to make other arrangements for the classes that will be missed. Faculty who wish to request a religious accommodation to miss class should consult the Policy Library, Op 1.02-1 Accommodations for Religious Observances Policy.

Clean New Policy

- Faculty members are expected to meet their assigned classes or to see that suitable alternate arrangements have been made for learning experiences for their students in the case of a required absence of the instructor because of unusual circumstances or because of attendance at a professional meeting. When instructors are unable to meet a class because of a non-emergency personal or professional reason, they must notify the departmental office and communicate the class schedule change as soon as is feasible. Faculty who wish to request a religious accommodation to miss class should consult the Policy Library, Op 1.02-1 Accommodations for Religious Observances Policy

Proposed Amendment for Faculty Handbook Policy- 4.5.1.3 Course Policy Statements

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Current Policy

- Within the first week of classes the faculty member shall issue a written policy statement, in print or in electronic form, to each student summarizing the following, where items marked with asterisks have suggested language posted by the Provost:

Proposed Amendment to Policy

- Within the first week of classes the faculty member shall issue a written policy statement, ~~in print or in electronic form, to each student~~ **for each assigned course** summarizing the following, where items marked with asterisks have suggested language posted by the Provost:

Clean New Policy

- Within the first week of classes the faculty member shall issue a written policy statement for each assigned course summarizing the following, where items marked with asterisks have suggested language posted by the Provost:

Proposed Amendment for Faculty Handbook Policy- 4.5.1.4 Emergency Response Information

Current Policy

- Faculty members must provide students with information about safety-related issues (emergency fire exits, safe locations for severe weather, active shooter, etc.) consistent with information provided by the Provost's Office and posted on Blackboard.

Proposed Amendment to Policy

- **Using the university-wide learning management system,** ~~Faculty~~ faculty members must provide students with information about safety-related issues (emergency fire exits, safe locations for severe weather, active shooter, etc.) consistent with information provided by the Provost's Office ~~and posted on Blackboard.~~

Clean New Policy

- Using the university-wide learning management system, faculty members must provide students with information about safety-related issues (emergency fire exits, safe locations for severe weather, active shooter, etc.) consistent with information provided by the Provost's Office and posted on the university-wide learning management system.

Faculty Senate Resolution to Rename the new Reynolds College

Whereas, as part of the university's realignment process, the Colleges of Humanities and Public Affairs and Arts and Letters will be merged into the new Reynolds College of Arts and Humanities;

Whereas, the social sciences are academic disciplines that use scientific research methods and offer student training that is distinct from the arts and humanities;

Whereas, the proposed name for the new college excludes the term social sciences and, thus, misidentifies the social science departments currently housed in the College of Humanities and Public Affairs; and

Whereas, the exclusion of the term social sciences will lower the visibility of those departments and, thus, affect their relation to donors, identity in the larger community, and efforts to recruit and retain students' and high-quality faculty; therefore

Be it resolved, the Faculty Senate requests that the future Reynolds College of Arts and Humanities be renamed the Reynolds College of Arts, Humanities, and Social Sciences.