

BYLAWS
OF THE JUDITH HERB COLLEGE
OF EDUCATION COLLEGE
COUNCIL

Article I. College Council Membership

Section 1. Eligibility: All College Faculty with voting rights (as defined in Article II, Section 2 of the JHCOE College Constitution) are eligible to serve as a voting member of College Council *except* the following:

- A) The Dean of JHCOE;
- B) Any College Faculty Member or College Administrator who is currently serving on the Dean's Cabinet.

Section 2. Election: Each Department shall elect three members of its faculty to serve as its representatives.

- A) Each Department shall also elect each year one additional full-time member of its faculty to serve as its Alternate Representative.
- B) Alternate Representative serves during a Department Representative's absence or serves out the remainder of a Representative's term should the Representative need to resign or need to be replaced by a vote of no confidence.

Section 3. Voting: Each Representative is eligible to vote on all matters appearing before College Council. Alternate Representatives are eligible to vote when attending College Council in a Representative's absence or when completing that Department Representative's term

Section 4. Term of Office: The term of office for College Council Representatives shall be 2 years.

- A) During the initial election, each department will elect one faculty member for a one-year term and one faculty member for a two-year term to achieve staggered terms.
- B) During subsequent elections, faculty members will serve for a two-year term with one half of the members elected each year.

Section 5. Term Limits: A Faculty Member may only serve a maximum of two consecutive terms on College Council. A Faculty Member is ineligible to serve as a representative or an alternate for 1 year following the completion of that Faculty Member's second term on College Council. Time as a substitute does not count towards term limits.

Section 6. *Ex officio* Voting Member: The following member of College Council is serving in an *ex officio* capacity and shall be a voting member of College Council, *except* for matters

of curriculum and academic programs:

- A) One College Staff Member elected from among the Classified and Unclassified College Staff recognized in Article II, Section 3 of the *Constitution of the JHCOE*.
- B) One alternate representative serving during the Staff Member Representative's absence or serving out the remainder of the Representative's term should the Representative need to resign or need to be replaced by a vote of no confidence.

Section 7. *Ex officio* Non-Voting Members: The following members of College Council serving in an *ex officio* capacity shall be non-voting members of College Council:

- A) One Faculty Senator from the College – elected by the College Senators;
- B) One Graduate Council Representative from the College – elected by the College Graduate Council members;
- C) Director of Accreditation in JHCOE.

Section 8. Election Timeline: College Council elections shall be conducted by April 15 within each department.

Section 9. Votes of Confidence: The following procedures apply to votes of confidence in College Council Representatives or Alternate Representatives

- A) A Department Chairperson may be petitioned by a faculty member of that Chairperson's department requesting a vote of confidence in its College Council Representative or its Alternate Representative.
- B) Upon receiving the petition, the Department Chairperson organizes a vote consistent with its procedures. If more than 50% of the department faculty members vote no confidence in their Representative's or Alternate's leadership that Representative or Alternate is removed from Council Membership;
- C) In the event of a vote of no confidence in a Department Representative, the Department Chairperson informs the College Council Chairperson of the vote and that Department's Alternate Representative becomes the Representative for that Department. The affected Department then elects a new Alternate Representative in a manner consistent with its procedures. The newly elected replacement must be eligible consistent with Article 1, Section 1 (above);
- D) In the event of a vote of no confidence in a Department Alternate Representative, the Department Chairperson informs the College Council Chairperson of the vote. The affected Department then elects a new Alternate Representative in a manner consistent with its procedures. The newly elected replacement must be eligible consistent with Article 1, Section 1 (above);
- E) The College Council Chairperson seats the replacement on Council and the Council Secretary records the change in the Council roster;
- F) Such petitions shall be limited to one per academic year per Representative or Alternate.

Article II. College Council Officers

Section 1. Executive Committee: The Executive Committee shall consist of three officers (Chairperson, Chairperson Elect (Vice-Chair), and Secretary) of College Council elected from among its membership at the first Council meeting each academic year. Additionally, the Executive Committee may have an Immediate Past Chairperson who is an *ex officio* non-voting member of the Executive Committee (the Immediate Past Chairperson may be a voting member of the College Council if his/her term on Council has not expired or if re-elected as a council member).

Section 2. The term of office for each Council officer shall be one year.

Section 3. Officers of Executive Committee: The Executive Committee shall consist of three officers and an *ex officio*, non-voting, Immediate Past Chairperson:

- A) College Council Chairperson – shall serve as a voting member of the Council during his/her term of office. The responsibilities of the Chairperson include:
- i. Prepare the agenda and presides over all regular meetings and special meetings of the Council;
 - ii. Receive standing committee reports;
 - iii. Disseminate College Council actions and recommendations to any appropriate university constituency, body, or administrator;
 - iv. Keep a file of all letters and documents pertaining to the operation of the Council and at the end of the term of office transfer them to the new Chairperson of the Council.
- B) College Council Chairperson Elect --- shall serve as a voting member of the College Council during his/her term of office. The Council Chairperson Elect assumes the position of Council Chairperson when the term of the current Council Chairperson expires, or when he/she is unable to complete his/her term. The responsibilities of the Chairperson Elect include:
- i. Act as the Council Chairperson *pro tem* in the current Council Chairperson's absence;
 - ii. Convene the initial meeting of all Council Committees by the end of September;
 - iii. Set JHCOE College Council meeting schedule for the subsequent year by April 15th.
 - iv. Maintain and update records of committee members, terms served, and request elections results by April 15th and as needed; and
 - v. Provide an updated list of JHCOE College Council Committees to the secretary.

- C) College Council Immediate Past Chairperson – shall serve as a voting member of the College Council during his/her term of office. The Council Chairperson assumes the position of Immediate Past Chairperson when his or her term as Current Chairperson expires. The office of Immediate Past Chairperson may be filled in the initial year by the election of a member of the Council to this office. An Immediate Past Chairperson is always a non-voting, *ex officio* member of the Executive Committee of College Council, but may be a voting member of Council if his/her term on Council has not expired. A Chairperson of Council whose term expires at the end of his/her year as Chairperson serves as Immediate Past Chairperson in an *ex officio*, non-voting capacity for the year immediately following his/her term on Council. Serving as an *ex officio* Immediate Past Chairperson is not affected by term limits. The Immediate Past Chairperson shall assist the Council Chairperson in matters pertaining to the College Council.
- D) College Council Secretary – shall serve as a voting member of the College Council during his/her term of office. The responsibilities of the Council Secretary include:
- i. Prepare minutes for Council meetings;
 - ii. Assist in the preparation of the agenda for Council meetings;
 - iii. Post approved minutes to the JHCOE College Council webpage;
 - iv. Electronically distribute minutes and agendas of regular and special meetings of Council to Council membership and Faculty;
 - v. Act as custodian of Council minutes and agendas;
 - vi. Post an updated list of Council members and alternates to the JHCOE College Council webpage;
 - vii. Update JHCOE College Council webpages.
- E) Votes of Confidence in College Council Officers
- i. Any Member of College Council may call for a vote of confidence in a Council Officer.
 - ii. The Council Officer is removed from office, but remains on Council, if more than 50% of the Council members vote no confidence in officer's leadership.
 - iii. Such petitions shall be limited to one per academic year per Officer.

Article III. College Council Meetings

Section 1. College Council Meetings will be held once monthly at 9:00 on the second Monday of each month. Meetings typically will last approximately 90 minutes to 2 hours. Should an additional meeting be required to complete Council business, it will be held on the fourth Monday of each month at 9:00.

Section 2. The College Council Secretary will take attendance at all Council Meetings. A

Representative or Alternate shall be removed from Council with the third unexcused absence during each academic year. The Council Secretary shall notify the Department Chairperson of the removal of its Representative or Alternate.

Section 3. Faculty who are not elected members of College Council shall have the right to attend Council Meetings and to be recognized by the College Council Chairperson to address the Council, but they shall have no right to vote on any matters before Council.

Section 4. College Council Meetings shall be conducted in accordance with the current version of *Robert's Rule of Order*.

Section 5. No member or officer of College Council shall be precluded or prohibited from meeting with others outside of Council Meetings.

Article IV. College Council Meeting Order of Business, Agenda, and Quorum

Section 1. Order of Business: The order of business at regular meetings of the College Council, unless amended by a majority vote of those present and eligible to vote, shall be as follows:

- A. Approval of Minutes of the previous meeting;
- B. Report from the Council Chairperson
- C. Report from Dean and/or Associate Deans
- D. Information and Discussion Items;
- E. Standing Committee Reports;
- F. Discussion with Guests
- G. Old Business;
- H. New Business;
- I. Adjournment

Section 2. Agenda: The Chairperson of College Council shall prepare an agenda in accordance with the Order of Business. The Chairperson of Council shall distribute the agenda at least one day prior to the meeting. The Chairperson may move to amend the Order of Business to maintain an efficient flow of the meeting. Upon the Chairperson's motion, and when seconded, the order of business is amended by a simple majority of College Council members.

Section 3. Quorum: A quorum shall consist of a simple majority of Members of the College Council eligible to vote and present at a College Council Meeting.

Article V. College Council Standing Committees

Section 1. College Council Executive Committee

- A) Membership: The membership of the College Council Executive Committee

is specified in Article II – Sections 1-3, above.

- B) Election: The College Council shall elect officers yearly at its first meeting in September.
- C) The College Council Executive Committee Responsibilities:
 - i. Assist the College Council Chairperson in preparing the agenda for Council meetings
 - ii. Oversee the organization of College Council activities
 - iii. Facilitate the efficient conducting of College Council meetings.
- D) College Council Executive Committee shall neither meet independent of College Council membership with the Dean nor a designee who represents the Dean.
- E) Increase oversight over assessment of programs in college

Section 2. Academic Affairs Committee

- A) Membership: The Academic Affairs Committee (AAC) will consist of: three full-time Faculty members who are either tenure eligible or who have an open-ended, continuing contract from each department. Each Faculty Member on the committee must hold either Associate, Professional, or Full Graduate Faculty Status; one non-voting *ex officio* graduate student, nominated by College Council Members and confirmed by a simple majority vote of College Council; one non-voting *ex officio* undergraduate student, nominated by College Council Members and confirmed by a simple majority vote of College Council. The JHCOE Dean or Dean's designee that holds an academic administrative position will be a non-voting, *ex officio* member of this committee. The Director of Student Services will also be a non-voting, *ex officio* member.
 - i. Each Department Chairperson is responsible for organizing the elections for the selection of the departmental representatives to this committee. The names of the department representatives that will serve for the next academic year should be forwarded to the College Council Chairperson by April 15.
 - ii. During the initial election, each department will elect one faculty member to a one-year term and one faculty member to a two-year term to achieve staggered terms.
 - iii. During subsequent elections, members shall serve a term of two years with half the members rotating off the Committee each year.
 - iv. Each committee member shall serve no more than two consecutive terms.
 - v. Each Department shall also elect each year one additional full-time member of its faculty to serve as its Alternate Representative. Alternate Representatives serve during a Department Representative's absence or serve out the remainder of a Representative's term should the Representative need to resign or need to be replaced by vote of no confidence.

vi. Student representatives shall have one-year terms.

B) The Academic Affairs Committee shall have the following responsibilities:

- i. Elect a chairperson and determine procedures for committee operations;
- ii. Elect a secretary to prepare meeting minutes;
- iii. Make recommendations regarding College-wide policies for graduate and undergraduate students, programs, and administrative tracking;
- iv. Develop recommendations for and review graduate and undergraduate student policies for admission, retention, time-extension and other appeal procedures and practices; Review all proposals for courses and other matters related to graduate and undergraduate programs of the College and generally oversee all graduate and undergraduate curriculum matters in the College;
- v. Develop and maintain the College Graduate and Undergraduate Handbooks;
- vi. Assist in developing College-wide recruitment tools for graduate and undergraduate study; and
- vii. Evaluate the functions of the Academic Affairs Committee and recommend revisions when appropriate.

C) The recommendations of the Academic Affairs Committee will be posted to the College Council website and for review by Faculty of the College. An email notification to this effect will be sent to the Faculty informing them of the website posting. After a period of three business days, the material will be sent electronically to the College Council for discussion and action at the next meeting. Upon review and acceptance, the recommendations will be certified by the College Council and immediately forwarded to the Dean. Should a Faculty Member have a concern regarding the posted proposed change, the concern should be directed to the Chairperson of the Academic Affairs Committee for review and consideration within the three-day posting period.

Section 3. Student Engagement and Technology Committee

A) The Student Affairs Committee (SAC) will consist of one Faculty member who is either tenure eligible or who has an open-ended, continuing contract from each department, elected by each department. Additionally, the Director of the Carver Center will be the Standing Chair of the committee. Next, there will be one student representative from each department, nominated by and appointed by department per majority vote. The Dean or a designee that holds an academic administrative position will be a non-voting, *ex officio* member of this committee.

- i. Each Department Chairperson is responsible for organizing the elections for the selection of a departmental representative to this committee. The name of the department representative that will serve for the next academic year should be forwarded to the College Council Chairperson by

- April 15.
- ii. During the initial organizing meeting staggered terms will be established. During subsequent elections, faculty members will serve for a two-year term.
 - iii. Faculty members shall serve no more than two consecutive terms.
 - iv. Each Department shall also elect each year one full-time member to serve as its Alternate Representatives. Alternate Representatives serve during a Department Representative's absence or serve out the remainder of a Representative's term should the Representative need to resign or need to be replaced by vote of no confidence.
 - v. Staff of the JHCOE will elect each year one staff member to serve as its Alternate Representative. Alternate Representatives serve during a Representative's absence or serve out the remainder of a Representative's term should the Representative need to resign or need to be replaced by vote of no confidence.
 - vi. Staff and student members will serve for a one-year term.

Section 5. Assessment Committee

- A) The Assessment Committee (AC) will consist of: two full-time Faculty members who are either tenure eligible or who have an open-ended, continuing contract from each department, elected by each department; the UAC Liaison; and two non-voting *ex officio* students, one graduate and one undergraduate, nominated by College Council Members and confirmed by a simple majority vote of College Council. The JHCOE Assessment Coordinator or a JHCOE Dean's designee who holds an academic administrative position will be a non-voting, *ex officio* member of this committee. The University Assessment Committee college liaison will be a voting member of this committee.
- i. Each Department Chairperson is responsible for organizing the elections for the selection of the departmental representative to this committee. The name of the department representative that will serve for the next academic year should be forwarded to the College Council Chairperson by April 15.
 - ii. At the initial organizing meeting, staggered terms will be established. During subsequent elections, faculty members shall serve a term of two years.
 - iii. Faculty members shall serve no more than two consecutive terms.
 - iv. Each Department shall also elect an additional full-time member of its faculty to serve as its Alternate Representatives. Alternate Representatives serve during a Department Representative's absence or serve out the remainder of a Representative's term should the Representative need to resign or need to be replaced by vote of no confidence.
 - v. Student members will serve for a one-year term.

- B) The AC shall have the following responsibilities:
- i. Elect a Chairperson and determine procedures for Committee operations;
 - ii. Elect Co-Chair from members
The leadership of this committee will consist of:
 - a. The Chair
 - b. The UAC Liaison
 - c. The Coordinator of Assessment and Accreditation
 - iii. Elect a secretary who will prepare meeting minutes;
 - iv. Assist Administrators in the development of College-wide assessment tools and processes to ensure continuous improvement for all aspects of the College and to help meet common accreditation standards across programs of study;
 - v. Make recommendations based on College-wide assessment data to improve College assessment practices and assure quality programs; and
 - vi. Adhere to guidelines and fulfill responsibilities as set by the University Assessment Committee, including:
 - a. Ongoing development and implementation of the College assessment plan
 - b. Development of College-wide assessment tools
 - c. Analysis of the results of college level assessment activities
 - d. Assessment-based feedback to the programs, the College Council and Dean
 - e. Review of department assessment plans to ensure that plans are in place to assess program performance and use assessment results to Guide improvements
 - f. Submission of documentation of college and department assessment activities to the University Assessment Committee in a timely manner and in accordance with established guidelines
 - g. Organize a semester College-wide retreat on accreditation

Section 8. General Responsibilities:

- A) Each committee will, at the invitation of the Chairperson Elect, schedule an initial meeting by September 30 each academic year for the purposes of electing its committee Chairperson, electing its committee secretary, and setting its regular meeting schedule.
- B) The Chairperson of each College Council Committee (except Executive Committee), Sub-Committee, or Council ad hoc Committee shall ensure a full membership roster, notifying the Council Chair when needed.
- C) The Chairperson of each College Council Committee (except Executive Committee), Sub-Committee, or Council ad hoc Committee shall provide the

minutes of each meeting to the College Council Secretary (Fall and Spring) during the academic year. All minutes will be uploaded on the Council's website.

- D) The year-end report will include: (a) detailed description of the committee's work over the year; (b) proposals, recommendations, and resolutions forwarded to Council with the disposition; (c) goals including unfinished work and new work to be addressed in the coming year; and (d) how the committee's work is related to the college's strategic plan.

Section 9. Deadline for convening initial committee meetings: When convened by the Chairperson Elect, each College Council Committee will elect a committee Chairperson and set the schedule for its regular meetings at its first meeting each academic year. The newly elected Chairperson shall notify the College Council Chairperson by September 30 of the election result(s) and the committee's meeting schedule.

Section 10. Ad Hoc Council Committees

- A) An Ad Hoc Council Committee will consist of at least one Faculty member who is either tenure eligible or who has an open-ended, continuing contract from each department. Ad Hoc Committees are task specific in nature, thus the JHCOE College Council forms such a committee as deemed necessary. The term of membership is limited to the time required to complete the task.
- i. Ad Hoc Committees are created and terminated by vote of the JHCOE College Council.
 - ii. Based on the advice of College Council members, the JHCOE College Council appoints Ad Hoc Committee members.
 - iii. The JHCOE College Council shall provide each Ad Hoc Committee with a specific charge, duties, expected product, and time frame for the completion of the task at the time of appointment.
- B) The Ad Hoc Committee will have the following responsibilities:
- i. Elect a Chairperson and determine procedures for committee operations.
 - ii. Elect a secretary to prepare meeting minutes.
 - iii. The committee will report directly to the College Council.
 - iv. The Chairperson of each Ad-Hoc Committee shall provide an electronic report of the Committee's minutes each month, communicate actions at least once each semester, and give presentations to the Council when requested.
 - v. At the conclusion of the committee's task, each Ad Hoc Committee Chairperson shall provide an oral report of its activities, actions and recommendations to the College Council at a Council Meeting.