

# BYLAWS OF THE COLLEGE OF EDUCATION AND HUMAN SCIENCES

Submitted to the faculty and staff for approval December 3, 2004

The Faculty and Academic Staff Handbook is the overriding document for reference.

Article Four of the University Constitution establishes the way in which the faculty participates in the governance of the Colleges. It also defines the relationship of the college faculties to the Senate and the University Faculty. College faculties are empowered to take action in matters relating primarily to the internal operation of the College, subject to review by the University Senate (3.3).

Note: The term "faculty" (in lower case) is used in this document to mean "those holding the rank of." (5.76) The Term "University Faculty" (and in the case of these bylaws, "College Faculty") is used, in accordance with the Faculty and Academic Staff Handbook (3.5), to mean "faculty and academic staff with faculty status."

## **Section A**

### **Functions of the College Faculty**

Functions of the College Faculty will be consistent with the Faculty and Academic Staff Handbook, Chapter 3 article IV, Section E: Functions of the College Faculties. Among the powers of the College Faculty shall be those of taking action on matters related to the internal operation of the College and approving courses to be offered within the College, modifications in degree requirements, and the creation or abolishment of things like majors, minors, programs, and departments.

### **Membership of the College Faculty**

The College Faculty shall be composed of the members of the departments within the College. All faculty and instructional academic staff with faculty status who hold appointments within the College of 50% or more shall be eligible for membership and voting rights. Any College Faculty member eligible to vote as University Faculty is to be considered eligible to vote in the Faculty of the College.

### **Meetings**

The College Faculty shall meet at least once each semester. Other meetings may be called by the Dean of the College or upon the petition of 25 percent of the voting members of the College Faculty. Such meetings may only be called during the fall and spring semesters. Special meetings may be called at other times either by the Dean or by petition. An agenda shall be distributed to all members of the College no less than 24 hours prior to the meeting.

**Quorum:** At meetings of the College during the fall and spring semesters, a quorum shall consist of those present who are eligible to vote. At meetings called outside fall or spring semester, a quorum will consist of 25% of those eligible to vote.

**Robert's Rules of Order:** Unless otherwise provided by the Bylaws, the proceedings of College meetings or meetings of its committees shall be governed by the most recent edition of Robert's Rules of Order.

**Meeting Policy:** All meetings of the College will follow the Wisconsin Statutes on "Wisconsin Open Meetings Law (ss. 19.81, et seq., Wis. Stats.)."

**Minutes & Agendas:** All minutes and agendas will be posted to all College Faculty in a timely fashion. Retention of all minutes will follow University retention policies. The College shall keep permanent records of all actions taken and shall file copies of such minutes in the Dean's Office.

## **Officers**

The Dean of the College, or the Dean's designated representative, shall preside at meetings of the Faculty of the College. The Secretary shall be a Program Assistant in the College Office. Other offices may be created as needed.

## **Section B**

### **Committees & Councils**

The College Faculty shall set up such standing and ad hoc committees or councils as necessary for conducting the business of the College.

### **Membership of College Committees/Councils**

All faculty and academic staff eligible to vote in the College may serve on College committees.

### **Departments**

Department structures and voting rights within the College will be consistent with the Faculty and Academic Staff Handbook.

Each department shall keep permanent records of all actions taken and shall file copies of such minutes with the Dean and Associate Dean of the College and all other department chairs in the College in a timely fashion.

Departments shall meet at least once per semester. A copy of the agenda for each department meeting shall be sent to the Dean and the Associate Dean of the College prior to the meeting. Special meetings of the department may be called following specified departmental procedures.

All meetings will follow the Wisconsin Statutes on "Wisconsin Open Meetings Law (ss. 19.81, et seq., Wis. Stats.)". All minutes and agendas will be posted. Retention of all minutes will follow University retention policies.

## **Section I: College Academic Curriculum Committee**

### **Purpose**

The purpose of the College of Education and Human Sciences Academic Curriculum Committee (ACC) is to act for the Faculty of the College in reviewing proposed changes to courses or degree requirements and related curricular issues in order to maintain the College's mission and vision as well as the University's mission, vision, and policies. The types of decision-making responsibilities that have been identified for action by the ACC are identified in the University *Faculty Handbook* (7.18).

The College of Education and Human Sciences ACC forwards decisions based on the process outlined in the University *Faculty Handbook*, Chapter 7. No further action is required beyond that of the College committee in the case of individual course proposals (additions, deletions, modifications) provided the change affects no inter-collegiate programs. Proposals for new undergraduate programs or for changes affecting university policy proceed from the ACC to the College faculty and then on to the University Senate Academic Policies Committee.

Suggestions for curricular modification and development may originate with any member of the faculty or academic staff, and all members are encouraged to offer suggestions for improvement. Most proposals will be initiated at the department level and then proceed forward to the College ACC. (7.15)

### **Membership**

Any member of the College who may vote in a university department is eligible for membership on the College of Education and Human Sciences ACC. Terms are for three years with terms staggered and no more than one third of the committee shall be replaced in any year (except for student and Dean of the College or the Dean's designated representative who have terms as identified below.) Elections shall take place during the spring semester and members will begin service in the fall.

The membership of the College of Education and Human Sciences ACC will consist of the following:

Voting members (7):

- a representative from each department or a designated alternate (5)
- the Dean of the College or the Dean's designated representative (1) serving terms contiguous with their time in the positions
- one student representative duly appointed by Student Senate who shall serve a one-year term (1). Student representatives must be full time students in the College and must be in good academic standing.

Program Coordinators or Department Chairs in the College will be invited to attend and advise ACC meeting members as agenda items warrant their consultation regarding compliance with external bodies, including accreditation standards, state licensure, and certification.

Faculty from the College of Arts & Sciences associated teacher education programs and the Associate Dean in the College of Arts and Sciences who deals with curriculum will be invited to attend and advise ACC members as agenda items warrant their consultation and input.

The ACC will initially be constituted as follows. The Department Chairs shall meet with the Dean and Associate Dean to establish the staggered terms for the ACC. Terms of office for representatives from each Department will be determined by lot.

### **Meetings**

The Academic Curriculum Committee shall schedule meetings twice monthly during the fall and spring semesters. The Chair may cancel meetings if there is no business for the Committee. Additional meetings may also be called by the Chair to conduct the business of the committee provided four (4) voting members of the committee are present. The Chair shall assemble members for a meeting by publishing the agenda no less than 24 hours prior to the meeting. Items to be considered by the committee should be submitted to the Associate Dean's University Services Associate. The Dean of the College or the Dean's designated representative shall call the first meeting of each academic year. The first order of business at this meeting shall be to elect a new Chair for the year.

The Chair shall be the presiding officer of the committee. The Associate Dean of the College shall take minutes of the meeting. In the absence of the Chair, the committee shall elect a chair.

The action of the Academic Curriculum Committee shall be final pending adherence to established procedures of the University on all matters dealing with curriculum with the following exceptions:

1. The Dean of the College must refer any change involving graduation requirements to the University Academic Policies Committee.
2. Any proposed change which affects a department outside the College shall be referred by the Dean of the College to the appropriate Dean. Information shall be transmitted to the Department concerned before such suggested change is formally presented to the University Academic Policies Committee or to the Graduate Council for final action.
3. The College Faculty shall have the right to reconsider an action of the ACC upon the filing of a petition.
4. Any decision of the ACC may be appealed first to the Faculty of the College, then to the University Senate Academic Policies Committee, and then to the University Senate. All appeals must be brought in a timely manner so that the change, if finally approved, can still be published in the next *Catalogue* (7.17).
5. Approvals required beyond Curriculum Committee as specified in the Faculty Handbook

## Functions

Functions of Education and Human Sciences Academic Curriculum Committee (as identified in *Faculty Handbook* October 2004, 21<sup>st</sup> Edition, Chapter 7, page 19):

### Courses

1. Establish new course
2. Eliminate course
3. Revise a course

### Credit-Bearing Certificate Programs

1. Establish or eliminate certificate
2. Change certificate requirements

### Minors, Emphases, & Pre-Professional Programs

1. Establish or eliminate
2. Suspend or reinstate
3. Change requirements
4. Rename

### Majors

1. Establish new major
2. Eliminate major
3. Suspend or reinstate major
4. Change major requirements
5. Rename major

### Degrees

1. Establish new degree
2. Eliminate or rename degree
3. Change College requirements

### Departments/College

1. Establish new department

2. Eliminate or rename department
3. Eliminate or rename College

Other

1. New Prefix
2. Extramural grants with curricular implications

Committee Chair duties:

1. In consultation with the Associate Dean and/or the Associate Dean's University Services Associate, coordinate, call, convene and conduct meetings.
2. In consultation with the Associate Dean shepherd any additional approvals required by the shared governance process.
3. Serve as the contact person for any responses to published changes in the University *Bulletin* and inform the Associate Dean.

Secretary is the Associate Dean of the College. Duties include:

1. Review curricular documents to be considered by the ACC to ensure that they meet the guidelines published in the "Instructions for Course Proposals or Changes."
2. Assist the Chair in developing agendas for ACC meetings.
3. Coordinate the distribution of supporting documentation for curricular actions to be considered by committee members before meetings.
4. Take minutes and supervise the distribution of them by the Associate Dean's University Services Associate.
5. In consultation with the Associate Dean's University Services Associate assure accurate completion of all course or program paperwork before it is published in the University *Bulletin* or *Catalogue* or moves through the shared governance process.
6. Assist the Chair in moving forward any additional approvals required by the shared governance process.
7. Coordinate the distribution of approved curricular documents to the Registrar's office and department offices.
8. Proof *Catalogue* copy.
9. Notify Department Chairs of all courses requiring updates and sign off on their completion and, if a General Education course, forward to the University GE Committee for action with assistance from the Associate Dean's University Services Associate.

Associate Dean's University Services Associate duties:

1. Maintain a three year rotation schedule of members.
2. Maintain the course update schedule and inform the Associate Dean for action.
3. In consultation with the ACC Chair and the Associate Dean, publish announcements of meetings and distribute meeting agendas and supporting documentation.
4. Distribute meeting minutes across campus to all assumed interested parties.
5. In consultation with the Associate Dean, publish program changes in the University *Bulletin*, track the two-week time for response, and then notify the Provost by memo of the action.
6. Maintain original Course Master Forms in the Dean's Office, get the ACC chair's sign-off on Course Master Forms after committee approval, and forward copies to the Registrar's office and the Department.

**Section II: Teacher Education Strategic Planning Council (TESPC)**

The Associate Dean of Teacher Education in the College of Education and Human Sciences will convene the Teacher Education Strategic Planning Council (TESPC).

Voting Members of the TESPC:

1. Associate Dean of Teacher Education (Council Chairperson)
2. Two representatives from each education department
3. Two representatives from associated teaching majors departments appointed by the COEHS Dean (one from EAA program and one from ECA)
4. Dean or Dean's designee from the College of Education and Human Sciences
5. Two student representatives
6. Certification Officer

Non-voting Members:

1. Associate Dean, College of Education and Human Sciences, ex officio
2. Associate Dean, College of Arts & Sciences, ex officio

Functions of the TESPC:

1. Coordinate all curriculum and instructional matters related to accreditation
2. Coordinate the accreditation process
3. Coordinate the portfolio development and assessment process
4. Coordinate the program application process
5. Plan, develop, and implement the teacher education program assessment and continuous improvement process
6. Promote collaborative leadership practices within the program and associated teacher education programs
7. Plan initiatives to address the college mission and vision in relation to the teacher education program
8. Establish *ad hoc* task groups
9. Propose agenda items for teacher education faculty meetings (items on agenda can be generated by any University faculty or administrative member)
10. Any curricular change proposed by a department that has an impact on teacher education licensure programs shall be presented to the Teacher Education Strategic Planning Council before being considered by the College Academic Curriculum Council. The Strategic Planning Council may present a recommendation on the proposal before it goes to the College Academic Curriculum Council.
11. Coordinate diversity initiatives including the Teacher Education Program Diversity Plan. The Teacher Education Program Recruiter and Advisor will attend as a guest when these Initiatives are discussed.

The Teacher Education Strategic Planning Council will meet a minimum of two times each month to address tasks associated with the council's responsibilities.

A work plan that involves the council, faculty *ad hoc* councils and unit departments will be developed to inform the assessment process. Recommendations for curricular changes will be made to each unit and the Dean.

TESPC will bring items to the Education faculty for action.

### **Section III: Student Appeals Committee**

#### **Purpose**

The purpose of the Student Appeals Committee is to judge the appeals of students who receive notice of suspension and to advise the Associate Dean of the College as to the appropriate response to each appeal. It serves in an advisory capacity.

#### **Membership**

Members of the committee are appointed by the Dean of the College based on names submitted by the departments. The committee consists of five members, including one from each department in the College. Membership on the committee is for a three year period. Terms will be determined by lot during the initial appointment so that no more than one third of the committee will be replaced each subsequent year. All subsequent appointments shall take place during the spring semester so that new members will be ready to begin three year terms in the fall.

#### **Function**

After discussing each appeal, the members shall recommend accepting or rejecting the appeal as a means of advising the Associate Dean, who convenes the committee.

#### **Meetings**

The committee shall meet as necessary at the end of the first and second semesters to consider notice of suspension appeals.

### **Section IV: Program Advisory Councils**

#### **Function**

The Program Advisory Councils are to advise the departments, programs, and College on matters pertaining to the development, implementation, and evaluation of professional programs both undergraduate and graduate.

#### **Meetings**

Each Advisory Council shall meet as needed as determined by the Department Chair, program coordinator, or college representative who shall formulate an agenda and provide appropriate documents.

### **Section V: College Field Experience Advisory Council**

#### **Purpose**

The purpose of the College Field Experience Council is to act as an advisory committee regarding field experience issues. This Council may develop and recommend to the College of Education and Human Sciences policies, procedures, and guidelines regarding placement of all field experience students and to exchange information regarding current field placements, giving advice when special/unusual field experience issues arise.

#### **Membership**

The Council will be comprised of the following: the Education Field Experience Coordinator, the Dean of the College or the Dean's designated representative, a designee from each Department, a faculty member from the College of Arts and Sciences, and two practitioners from different disciplines. The chair of the Council will be elected from the group.

## **Meetings**

The Council will meet once a month during the academic calendar year. Notice of all meetings will be publicized to the university. Minutes will be distributed to all Council members and all Department Chairs in a timely manner.

## **Section VI: Graduate and Continuing Education Advisory Council**

### **Purpose**

The purpose of the College Graduate and Continuing Education Advisory Council is to provide leadership in the development, improvement and coordination of graduate programs and Continuing Education activities. The Council is advisory in nature; as such, it is not a decision making body but rather is a recommending body that encourages action to appropriate bodies.

### **Membership**

College faculty members of the Council shall consist of a representative from each department of the College who are Faculty and/or academic staff and permanent members of the UW-Eau Claire Graduate Faculty as described in the Faculty and Academic Staff Handbook and a representative from Continuing Education. One duly appointed or elected student representative shall serve as a voting member on this committee for a one year term. Student representatives shall be persons who have full standing in graduate study in programs in the College. The Dean of the College or the Dean's designated representative is also a member.

### **Functions**

The Council may make recommendations regarding:

- a. development, revision, or deletion of graduate programs in the College,
- b. promotion of graduate programs,
- c. recruitment of students into programs,
- d. coordination of program and student assessment,
- e. coordination of course offerings among departments and with Continuing Education,
- f. other matters associated with graduate programs in the College, and
- g. other matters associated with Continuing Education in the College.

### **Organization**

The Council shall be chaired by the Dean of the College or the Dean's designated representative. The Council shall be empowered to establish committees and subcommittees to study issues. Recommendations from the Council may be forwarded to one or more appropriate departments, to the College Academic Curriculum Committee, and/or to the Dean and/or Associate Dean of the College.

### **Meetings**

The Council shall meet monthly, and more frequently as needed, during the fall and spring semesters. Meeting notes shall be distributed to Department Chairs for appropriate distribution.

## **Section VII: College Leadership Team**

### **Purpose**

The purpose of the College Leadership Team shall be to advise the Dean, recommend policies for the College, assist in the implementation of policies, and assist in the coordination of activities in the College.

### **Membership**

The College Leadership Team is composed of the chair of each department, the Associate Deans, the Dean, and others as determined by the Dean. When a department chair is unable to attend, a designated representative from that department may attend.

### **Meetings**

Meetings are called by the Dean as needed.

## **Section VIII: College Technology Advisory Council**

### **Purpose**

The purpose of the College Technology Advisory Council is to advise the Dean and/or Associate Dean on matters of technology within the College such as:

- a. developing a strategic plan for technology use and implementation,
- b. reviewing laboratory and classroom modernization proposals from the College,
- c. making recommendations for lab support and development,
- d. coordinating with Learning Technology Services regarding campus-wide initiatives, and
- e. other matters of the College that involve technology.

### **Membership**

The membership of the College Technology Advisory Council is one representative from each of the departments in the College, the Dean of the College or the Dean's designated representative, the College Technology Lab Coordinator, a student enrolled in the College and a representative from Learning Technology Services. Terms are for three years with terms staggered and no more than one third of the council being replaced in any year. Elections shall take place during the spring semester and members will begin service in the fall. The College Technology Advisory Council shall elect its own chair at the first meeting of the year.

### **Meetings**

The College Technology Advisory Council shall meet at least once per month during the regular academic year with additional meetings called as needed.

#### Revision Changes (S:Bylaws)

Approved December 3, 2004

TESPC addition bylaws approved by College 8/31/05 (8-31-05 bylaws with addition of TESPC.doc)

Bylaws revisions approved at COEHS Meeting 10/19/07 (101907 Bylaws revisions approved COEHS Meeting 101907.doc)

Bylaws revisions approved at COEHS Meeting 02/13/09 (Revised Bylaws Approved @ COEHS Meeting 021309.doc)

Bylaws revisions approved at CoEHS Meeting on 08/25/09 (RevisedBylaws082509.doc)

Bylaws revisions approved at CoEHS Meeting on 11/12/10 (RevisedBylaws111210.doc)