

MINUTES
ACADEMIC SENATE
December 3, 1976

PRESENT: T. Alderman, J. Bakos, P. Baldino, W. Barsch, G. Beelen, D. Bensinger, M. Braden, B. Brothers, F. Blue, D. Byo, M. Householder, G. Sutton, D. Cliness, H. Cox, J. Cramer, E. T. Deiderick, R. DiGiulio, T. DiSalvo, T. Dobbblestein, C. Dykema, Vice President Edgar, E. Eminhizer, L. Esterly, J. Conser, G. Glaros, P. Hahn, S. Hanzely, E. Harris, D. Hovey, E. Juhasz, J. Kearns, J. Kelty, J. Kirschner, Vice President Krill, R. Krishnan, B. Lateef, R. Linkhorn, C. Lovas, A. Matzye, C. McBriarty, W. McGraw, R. Miller, J. Morrison, D. Roberts, L. Satre, J. Scriven, H. Siman, S. Skarote, T. K. Slawewski, A. Smith, C. Smith, S. Sniderman, A. Spiro, D. Suchora, H. White, L. Zona, B. Yeaton

The meeting was called to order by Dr. Jean Kelty, acting chairman of the Senate.

MINUTES OF NOVEMBER 5, 1976

The minutes of the November 5 meeting were approved as corrected: Dr. Hahn reported that the question of counting ballots had been resolved and that there was a little bookkeeping to be done but nothing that would warrant a future report. Dr. Kelty noted that "Norton" may not be the correct name in the minutes. Dr. Ameduri will notify her if it is the proper name. Under the Senate Executive Committee members, Dr. Zaccaro should be listed as chairman of the University Senate. Motion made by Dr. Brothers to accept minutes. Second by Christine Dykema. Motion carried.

COMMITTEE REPORTS

Charter and Bylaws Committee Dr. Hahn stated that there was no report at the present time. The next report will be February at the earliest and March at the latest.

Executive Committee No report.

Election and Balloting Committee No report.

Library Report Dr. Houck stated that there is no report at this time. The report will be deferred until the January meeting.

Academic Affairs Committee Dr. Kelty reported that Dr. Khawaja has no objections to the report, as listed in the agenda, being deferred until the January meeting. Motion was made and seconded to defer the report. Motion carried.

University Curriculum Committee Dr. Robinson reported that he was asked by the committee to make two minor corrections to the report:

- 1) There was no particular consensus regarding ownership of the word "reading" as the chairman took silence as assent.
- 2) The English Department takes exception to the suggestion that Education 510 is comparable to the developmental sections of English 550, since the course goals of English 550 developmental are the same as other sections of 550 as are grading criteria. The students coming through the developmental sections of 550 will not be discouraged to attempt English 540, should it become part of the curriculum.

Dr. Robinson moved for the adoption of recommendations of the Curriculum Committee by the Senate. Motion was seconded.

Dr. Kelty asked that, unless there is an objection, those addressing the question limit their speech on the floor to three minutes and that they not ask to speak again until everyone who wishes to speak has done so.

A motion was made by Dr. Krishnan to omit debate. Vote: 23 for, 24 against. Motion failed. A debate was called.

A question was raised as to who else objected to the courses other than those implied in the discussion. Education 510 received objections from the Arts and Sciences Curriculum Committee. English 540 received an objection from the Dean of the School of Education.

It was stated that some people are not convinced that Education 510 should be given university credit. Education 510 should be a high school credit course.

Dr. Baldino answered that this had been partially dealt with at the June Senate meeting. The vote was to include 510 in the Fall Quarter and its continuance dependent on the experiences of the course and Senate approval of a resubmitted course proposal during the Fall, 1976 quarter. He feels this course is worthy of credit.

The course was not previously offered for credit. It was offered during the Fall quarter based on Senate action and will continue only if the motion on the floor is approved.

A course similar to Education 510 was offered for credit in the T & C for a number of years. The course helped students who were having difficulty reading at the college level. Education 510 is not exactly the same course, but the course from which it came was offered for credit.

Dr. Cohen asked if the credit for the course similar to 510 was toward the Associate of Arts degree or all degrees, and if there was credit for the course.

Dean Paraska answered that Study Skills 501 was counted for credit in the Associate in Arts program. The transfer of responsibility did not mean that the course was going to be identical. University credit is given to such courses as Chemistry 501 and to languages which are essentially high school courses. He urged credit acceptance.

It was asked if this course counts toward hours toward graduation. The course counts during the Fall quarter.

It was pointed out that all of the questions and answers today are the same as at the June meeting. Also, it is out of order to establish credit. We only want to know if the success of the course this quarter warrants credit.

Dr. Kirschner asked why English 540 was being offered and isn't it similar to an introductory literature course. The reply was that the course is not creative literature and not a remedial reading course. It presents problems in terms of point of view, tone, etc. This is the first time that English 540 has been presented to the Senate for approval.

George Glaros, representing the students, stated that he had received several phone calls from students regarding Education 510. They thought the course helped them. He recommended credit be given to the course.

There was a call for the question. Motion carried.

Student Affairs Committee Dr. Cobett reported. He stated that the students grievance procedure has been revised four times and thought it should now be acted on by the Senate. He named four people at the meeting who would help answer questions: J. Bakos, D. Robinson, C. McBriarty, and B. Yeaton.

It was moved and seconded to consider the report. Motion carried.

Dr. Kelty asked for debate and discussion questions.

Q. Clarification--according to present policy, students need not receive advisement?

A. If they need and seek advice from an advisor, that person should be well informed. If the advice is contrary to what should be given, the student has a right to grieve. If it should postpone graduation, if they had to take courses they really didn't need because of that advisement, they have a right to grieve.

Dr. Yozwiak stated that he is for the policy, but is opposed to the procedure that it calls for. He suggested a motion to substitute procedure detailed on a sheet passed out to senators for the procedure outlined in the student grievance report. (Attached to minutes.) If the student is not satisfied with the resolution through the informal process, then he/she should go directly to the Student Academic Grievance Committee rather than duplicate meetings.

It was moved and seconded to replace procedure steps 1 & 2 with Dr. Yozwiak's handout sheet.

Dr. Cobett pointed out that both documents accomplish the same purpose. Dr. Yozwiak's document does not have the scope or time limits proposed in the committee report.

Discussion followed which focused on the charge to the committee, existing procedures for student appeal, and the circulated report.

Dr. Kelty asked for questions regarding the substance of Dr. Yozwiak's amendment.

Q. If the student has not already availed himself of the informal procedure, would he have to go through the procedure in order to file a formal grievance?

A. A grievance would not be accepted without going through the informal process, and the student would not have to go back through that process if he/she has already done it.

Q. Is there a provision for time limits?

A. No, there could be misadvising for 2 years without awareness until graduation time.

Q. The initial proposal called for filing a grievance within 12 days of student discovery. Is there any objection to that time limit?

A. No.

Q. Is there currently a proposal to create a separate advising body that is distinct from the faculty? A. No, there is an ad hoc committee chaired by Dr. Letchworth that recommends faculty advisement procedures and a coordinator on advising to be appointed.

Q. What is the appropriate situation that will result in the faculty member receiving a copy of the grievance. Shouldn't the faculty member automatically receive a copy? A. The student might not be grieving against a faculty member.

Q. Will the motion affect only the procedure part of the proposed report? A. Yes.

Comment

Both formal and informal meetings were held with deans and other interested parties during the last two years. The only communications on file with the present chairman of the Student Grievance Committee are from the English Department and the Academic Deans' Council.

Dr. Carr moved that the discussion be tabled until everyone has copies of Dr. Yozwiak's revised procedure. The motion received a second and carried.

Dr. Kelty reminded Senators that the Academic Affairs report was deliberately delayed until next January to cover the Student Grievance Procedure Report.

Dean Moore asked if this was a motion to table Yozwiak's motion or the report.

Dr. Carr stated that he meant to table the entire process.

Dr. Roberts moved that the Senate spend 15 minutes discussing the proposal itself and then adjourn.

The motion to spend 15 minutes discussing the proposal was seconded and carried.

Q. Dr. Roberts stated he is opposed to the procedure for a number of reasons. One is that the implication is no system exists for grievances. There is an official system.

He also had questions regarding the procedure:

1) The proposal states that the committee will resolve all conflicts. If I give a student a "B", will the committee change my grade?

2) If I am acting as an official faculty member and do something that the student grieves, will the university hire an attorney to defend me?

3) If a grievance is made against a faculty member, a copy is placed in the personnel file. It says nothing about administrators.

4) How long is the grievance kept in the file, as long as the student is a student, or the faculty member and faculty member, or longer?

5) Will Ohio, YSU, or the student body have funds for buildings and offices to implement the program?

A. The response to the questions was that hopefully a procedure will be established, there will be a lawyer advocate for both parties, copies of grievances will be placed in appropriate files, and most grievances will be resolved at Step 1.

Dr. Baldino requested that the Senate members not waste time on trivial matters.

It was stated that the whole procedure should be returned back to committee. The language is not clear.

Dr. Alderman voiced a similar concern. This system could lead to binding arbitration.

Dr. Sutton stated that 5 years ago he was involved in the initiation of a student grievance procedure at another institution. Experience there indicates that provisions should be established to:

1) Minimize trivial complaints.

2) Insure that recommendations of the grievance committee can be implemented.

Dr. Hovey stated that grievances should be substantive, not just represent student dissatisfaction. In order to file a grievance, a contract is necessary. What is the contract we have with students?

Dr. Kelty announced that the 15 minutes were up.

Announcement - The Board of Regents invited chairpersons of Senates to discuss the Biennial budget on December 9.

It was moved that the acting chairman attend. The motion was seconded and carried.

Motion was made to adjourn. Motion was seconded and carried. The meeting was adjourned at 5:20.

PROCEDURE

Before initiating the formal procedure, any student having a complaint is urged to resolve the conflict through informal discussion as described above. If such discussion fails to resolve the matter, the following formal procedure should be implemented.

Step 1

A. The student shall prepare a written statement of the grievance and submit copies of it to the faculty member (if appropriate), the department chairperson, the dean of the appropriate school, the student Government Secretary of Student Grievances, and the Student Academic Grievance Committee. A standard grievance form for this purpose may be obtained from the secretary of Student Grievances or from the office of any dean.

B. The student shall obtain, from the appropriate dean, a signed form indicating that informal discussions were held on the grievance and that it has not been resolved to the student's satisfaction. Copies of this form should accompany the grievance form and be distributed to all as described in (A).

Step II.

A. The Student Academic Grievance Committee will set a hearing date and will notify all affected parties of the date, time, and place. The notification should be sufficiently in advance of the hearing so that all parties can be present. At this hearing (as well as in the informal discussions preceding it), the student is entitled, without cost, to the services, as an advocate, of the Student Government Secretary of Student Grievances (or the Secretary's designee), or may employ at his own expense any other advocate. The individual against whom the grievance is directed may also be represented by an advocate of his choice.

Prior to the hearing the Committee will receive all written materials from the affected parties so that they might have an opportunity to review them.

At the hearing itself both sides will be heard. The following rights are guaranteed all parties: they will appear, they may be assisted by an advisor chosen from the academic community, they may be heard, they may present pertinent relevant evidence, they may confront those expressing opposing viewpoints, and they may refute evidence.

After the Committee has heard both sides, it will review in private the information provided and reach a decision. The Committee's disposition shall be signed by its chairperson and shall be the concluding phase of the Academic Student Grievance Procedure.

CURRICULUM CHANGES TO BE APPENDED TO SENATE MINUTES

The following course change proposals have been circulated in accordance with Bylaw 6 Section 2(e)(2) of the Bylaws of the Academic Senate. No objections were received. The proposals are therefore incorporated into the Catalog.

Key: (A) = Addition
 (C) = Change to existing course
 (D) = Deletion of course from catalog

<u>Department & Catalog No.,</u>	<u>Title</u>	<u>Description</u>
HPE 846 (A)	Folk Dance Institute in Yugoslavia	A two week session in Yugoslavia (city to be designated each year) with intensive teaching of Balkan dance by specialists from the Balkan countries. Prereq: HPE 780 or consent of instructor. 4 q.h.
Spch 680 (D)	Radio and Television Announcing (DELETE)	
Spch 683 (A)	Principles of Broadcast Operations and Performance.	An introduction to practices and procedures basic to radio and TV production facilities. Examination of control room operations, studio procedures, control room -- studio communication, legal constraints on broadcast production operation, and the announcer's functions in broadcast speech communication. Nominally will include three hours lecture plus two hours lab per week. Prereq: Spch 580 4 q.h.
Math & CS 530 (A)	Computer Literacy	Principles upon which the modern stored-program computer operates, what it can and cannot do, and how to control it. This includes algorithms, computer systems and their applications, simulation and artificial intelligence, evolution and social impact of computers, and the use of an interactive language e.g., <u>BASIC</u> to control the computer in the performance of a procedure. Prereq: One unit of high school algebra or Math 500. 4 q.h.



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44555

December 14, 1976

MEMORANDUM

To: Full Service Faculty
From: Dr. Earl E. Edgar *Earl E. Edgar*
Vice President for Academic Affairs

Attached is a copy of the revised Charter and Bylaws of the Academic Senate, as approved by the Board of Trustees in its meeting on November 20, 1976.

This incorporates changes in the following Articles of the Charter:

Article IV, Section 1; Section 1 (b);
Section 2 (b);
Article V;
Article VI, Section 1 (c)

Also incorporated are the following changes in the Bylaws:

Bylaw 2;
Bylaw 4, Section 5
Bylaw 6, Section 1(d);
Section 1(e);
Section 2 (addition of j)
Bylaw 7, Section 2(a)

bn

cc: Academic Deans
Academic Chairmen
President Coffelt
Dr. Taylor Alderman
Vice President Krill
✓ University Library

YOUNGSTOWN STATE UNIVERSITY

CHARTER

Academic Senate

PREAMBLE

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the faculty to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

ARTICLE I

PURPOSE.--The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as THE ACADEMIC SENATE.

ARTICLE II

DEFINITIONS.--For the purpose of this Charter and Bylaws, the meaning of the following terms shall be:

Section 1. College.

College shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit.

Section 2. Academic Department.

An academic department shall be defined as one of the following:

- (a) An academic unit which provides instruction for academic credit and which is administered by a Chairman budgeted under, and responsible to, the Dean of an undergraduate college.
- (b) A college which is not separated into academic departments.
- (c) A school which is a subdivision of a college, which is not separated into academic departments, and which is responsible to the undergraduate Dean of that college.

Section 3. Faculty.

Faculty shall include all those employed as full service personnel who hold academic rank and are paid, at least in half-part, by one or more academic departments. Their home department shall be that academic department in which the greater portion of their salary is budgeted and where they shall have the right to cast ballots. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators.

Administrators shall include all non-classified employees of the University who do not meet the above definition as Faculty.

Section 5. Faculty Administrators.

For the purpose of this Charter and Bylaws, all academic department chairmen, Assistant Deans of Colleges, and Directors of Schools, who meet the above definition as Faculty, shall also be considered as Administrators.

ARTICLE III

Section 1. Membership.--The Senate shall have a membership of not less than one hundred, composed of the following representation:

- (a) Student representatives shall number fifteen.
- (b) Administrators shall number fifteen.
- (c) Faculty representatives shall number not less than seventy.

Section 2. Selection of membership.--The selection of Senators shall be--

(a) For students:

- (1) Non-elected representatives; by virtue of of their elected posts, the Chairman of Student Council and the President of Student Government shall have automatic Senate membership.
- (2) Elected representatives;
 - (A) One student shall be elected from each college as defined by Student Council; and,
 - (B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Academic Vice President and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
 - (1) Each college as an academic unit shall be assigned four seats; and,
 - (2) The remaining seats shall be apportioned to each college in proportion to the total Faculty departmental assignments (including fractional parts and also including all of a department chairman's departmentally budgeted time) in that college. The determination of Faculty departmental assignments in each college shall be at a time and in a manner provided in the Bylaws.

- (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
- (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.
- (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

Section 3. Terms of Office.--Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators; (1) By virtue of their administrative posts, the Academic Vice President and undergraduate Deans shall have an indefinite term of office. (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators;
 - (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
 - (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate.

- (a) A Chairman of the Senate shall be elected annually by the Senate from among the Senate members as provided in the bylaws.
- (b) The Chairman of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

Section 5. Meetings.

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chairman of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees which necessitate Senate voting, together with the agenda, shall be circulated to members of the Academic Senate, the Faculty, and any others designated by the Executive Committee at least five days prior to a Senate meeting at which such recommendations are to be considered. Simple motions of acceptance of a report shall not constitute Senate voting or endorsement.

All proceedings of the Senate shall be reduced to minutes and similarly distributed.

- (d) A quorum for any meeting shall consist of a majority of the membership.
- (d) Except as otherwise provided, all business of the Senate shall be governed by Roberts' Rules of Order.

ARTICLE IV

SENATE COMMITTEES.--The Senate shall have two classifications of committees, Chartered and those created by the Executive Committee.

Section 1. The Chartered committees of the Senate are its standing committees and shall be divided into two categories; (Elected and Appointed Charter Committees);

- (a) Elected chartered committees--
 - (1) The Elections and Balloting Committee.
 - (2) The Charter and Bylaws Committee.
 - (3) The Executive Committee.
- (b) Appointed Charter committees--
 - (1) The Academic Affairs Committee.
 - (2) The Academic Events Committee.
 - (3) The Computer Committee.

objects to an interpretation, the Charter and Bylaws Committee must submit a proposal for a Charter and Bylaws revision which would clarify the issue. Until the issue is resolved, any action based on the disputed interpretation shall be held in abeyance.

(c) The Executive Committee;

(1) (A) Composition--

- (i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;
- (ii) The Administrative Senators shall elect one of themselves as a member of the committee;
- (iii) The student Senators shall elect one of themselves as a member of the Committee; and,
- (iv) The Chairman of the Senate by virtue of his office shall be a member of the Committee.

(B) The terms of office--

- (i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such member of the Executive Committee may be elected for two full consecutive terms.
- (ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions--

- (A) The Executive Committee shall assign members to the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the

attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate, the Executive Committee shall establish such committees.

- (B) The Executive Committee shall specify the charge for any subcommittee or ad hoc committee it establishes.
- (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
- (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

Challenge of a Senate Action

Any action (including amendments to the Bylaws) of the Senate, and reports (interpretations) to the Senate under Article IV, Section 2 (b) (3) may be challenged either by the President of the University or a member of the Faculty.

Section 1. The President of the University may challenge any action of the Senate--

- (a) His challenge, along with the reasons for the challenge shall be given to the Executive Committee in writing within twenty-eight days of the date of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his designate may speak on behalf of his challenge.

- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

Section 2. Any member of the faculty may challenge any action of Senate--

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with his reasons to the Executive Committee within twenty-eight days from the date of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

ARTICLE VI

Amendments

Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit them in the following manner:

- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
- (b) At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary.
- (c) Upon a two-thirds affirmative vote of the voting Faculty, with at least one-half of the Faculty having voted, the Amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
- (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

BYLAWS of the CHARTER

of the

ACADEMIC SENATE

BYLAW 1 PURPOSE

The purpose of these Bylaws is to provide for the orderly implementation of the provisions of the Charter; to provide for the mechanical means of perpetuating the Senate and its responsibilities to the University community; and to assure an orderly transition between academic years.

BYLAW 2 ELECTION AND BALLOTING PROCEDURES

Except as provided in Article V, Section 2 (f) and Article VI, Section 1 of the Charter, and Bylaw 2, Section 2 (b) all elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Nominees.

The number of nominees shall be at least twice the number to be elected and nominated by members of the Senate at a meeting of the Senate at which this is an announced agenda.

Section 2. Tellers.

- (a) For each election or balloting the Election and Balloting Committee shall appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.
- (b) At a meeting of the Senate in which a written ballot is used in voting, the Chairman of the Elections and Balloting Committee, or a member of that committee, or in their absence, the Chairman of the Senate, shall appoint a sufficient number of tellers who shall distribute blank ballots, collect and tally the same, and report the results to the Chairman of the Senate, who shall announce the results.

Section 3. Ballots.

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots and shall distribute them to the appropriate electorate. Unless otherwise specified, all balloting shall be completed within ten days from the date of mailing and shall be by closed mail ballot.
- (b) On election ballots, the names of the nominees shall be listed in alphabetical order, with a statement of the maximum number to be voted for (which shall be the number to be elected), and instructions for returning of the ballot in an enclosed unmarked envelope. The elector shall seal the marked ballot in the unmarked envelope and shall sign the slip bearing his name on the outside of the envelope.

Section 4. Balloting Disputes.

All balloting disputes shall be resolved by the Elections and Balloting Committee and their determination shall be final.

Section 5. Ties.

Ties shall be resolved by the tellers by drawing of lot(s). This shall be reported in their report.

Section 6. Reporting Results of Elections and Balloting.

The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction. A complete record of the results shall be retained for the duration of the longest term of office being contested in each election, and for a period of one year in any balloting which does not involve an election. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

BYLAW 3 ELECTION OF FACULTY SENATORS

- Section 1. (a) All persons who meet the definition of faculty, as provided in Article II, Section 3 of the Charter, are eligible for election to the Senate.

- (b) The Academic Department and College of a faculty member shall be determined by the Election and Balloting Committee.

Section 2. Apportionment of Faculty Seats.

As provided in the Charter, Article III, Section 2 (c), each college shall be assigned four seats, the total sum of which shall be deducted from seventy. The remainder shall be apportioned among the various colleges in proportion to the percentage of Faculty departmental assignments in each college determined as of January 31 from budget data provided by the Faculty Personnel Office. The Elections and Balloting Committee shall compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

Section 3. Election Procedures.

(a) Time of Elections;

- (1) Departmental Elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by May 15.
- (2) College At-Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of Academic Departments in that college. Such elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by April 15.

(b) Term of Office;

The term of office for Departmental Senators shall be for two years beginning with the third Friday of the month of May. The departments of each college shall be divided into two groups by lot, with the elected Senators of the first group to serve a two-year term and the elected Senators of the second group to serve a one-year term. Thereafter, each group of Senators shall serve a two-year term.

(c) Balloting;

All balloting shall be under the supervision and direction of the Elections and Balloting Committee.

Section 4. Withdrawal from Senate Election.
A faculty member may have his name removed from nomination for either the Departmental election or the At-Large election, or both, by submitting a signed written request to the Elections and Balloting Committee chairman not later than March 15.

Section 5. Organizational Meeting of the Senate.
The duties and responsibilities of all senators shall begin with a meeting scheduled for the third Friday of the month of May. The first order of business for this meeting shall be the nominations for chairman of the Senate, and members of the Charter and Bylaws Committee.

BYLAW 4 OTHER ELECTIONS

Section 1. Chairman of the Senate.

- (a) All senate members shall be eligible for election as Chairman of the Senate.
- (b) Candidates for this office shall be nominated at the organizational meeting of the Senate.
- (c) The term of office for the chairman shall be for one year beginning with June 1.

Section 2. The Elections and Balloting Committee.

- (a) All faculty members eligible for Senate Election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be for two years beginning with June 1. The colleges shall be divided into two groups by lot with the elected representatives of the first group to serve a two-year term and the representatives of the second group to serve a one-year term. Thereafter, each group of representatives shall serve a two-year term.

Section 3. The Charter and Bylaws Committee.

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) Candidates for this committee shall be nominated at the organizational meeting of the Senate.
- (c) The term of office for members of the Charter and Bylaws Committee shall be for two years beginning with June 1. The continuity of election shall continue in alternate years as established by the predecessor Senate. Accordingly, the members currently serving on the Constitution and Bylaws Committee who have one year of term remaining shall continue as members of the Charter and Bylaws Committee.

Section 4. The Executive Committee.

- (a) Faculty members;
 - (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he is completing a full term) shall be eligible for election to the Executive Committee.
 - (2) After the elections of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators of a college and for the proper conduct of the election of an Executive Committee member for the colleges conducting an election.
 - (3) The term of office for elected faculty members of the Executive Committee shall be for three years beginning with June 1. The continuity of the election of the various college representatives shall continue on the staggered three-year basis as established by the predecessor Senate. Accordingly, the members currently serving on the predecessor Committee who have not completed their terms shall continue as members of the Executive Committee.

(b) Administrative and Student Members.

- (1) As provided in Article IV, Section 2, (c) (1) (A) (ii) and (iii), the Administrative and student Senators shall meet prior to June 1 and elect one each of themselves as a member of the Executive Committee.
- (2) The term of office for Administrative and student members of the Executive Committee shall be for one year beginning with June 1.

Section 5. The chairperson of all elected chartered committees shall be elected annually by the committee at their organizational meeting.

The organizational meeting shall be called by the member whose name is first alphabetically.

BYLAW 5 DUTIES OF SENATE OFFICERS

Section 1. Chairman.

The chairman shall preside at all Senate meetings and perform such other duties as are required. The chairman shall be responsible for the communication of all Senate action to the Administration. In the event the chairman is unable to perform his duties, the chairman shall appoint, from the Senate body, a chairman pro tem.

Section 2. Secretary.

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting.

Section 3. Parliamentarian.

The parliamentarian shall advise the chairman, upon request, on all matters pertaining to proper parliamentary procedures.

BYLAW 6 APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committee Memberships, Selection, and Chairmanship.

- (a) The membership of each committee shall include Faculty, Administrators, and Students who need not be Senators.
- (b) The selection of members shall be as follows:
 - (1) The Faculty members shall be selected by the Executive Committee.

- (2) The administrative members shall be appointed by the President of the University without regard to any specific number. Their function shall be to serve as liaison to appointed Senate committees in order to facilitate communication between the committee and the administration, and, accordingly, they shall have no privilege to vote.
- (3) The student members of each committee shall be selected by Student Council.
- (c) Faculty and Student committee members shall have the right to vote.
- (d) Faculty and Students may serve on only one appointed Senate Chartered Committee at any one time.
- (e) The chairperson of each appointed chartered committee of the Senate shall be elected annually from within the committee. The organizational meeting shall be called by the member whose name is first alphabetically.
- (f) The chairman of all other Senate committees shall be appointed by the Executive Committee.
- (g) The chairman of all appointed Senate committees shall report to the Senate, at least once a year, and shall be privileged to make motions on behalf of the committee without regard to their own Senate membership.
- (h) The term of membership on these committees shall be at the discretion of the appointing body or individual, provided that faculty appointments shall be made to achieve continuity by partial rotation.
- (i) Appointments and changes in appointments of all Senate committee members shall be reported to Senate through the Executive Committee.

Section 2. Appointed Chartered committees are charged and composed as follows--

- (a) The Academic Affairs Committee;
 - (1) This committee is charged with recommending to the Senate the general university requirements, appropriate academic standards, new degrees, new majors, and changes in degree and major requirements

whenever such changes affect more than one academic department. For this purpose, a change affects a department only if one of its courses is involved in the change.

- (2) The membership of the committee shall consist of eight faculty with at least one member from each college, administrator(s), and two students.
- (b) The Academic Events Committee;
- (1) To recommend to the Senate new policies and changes in existing policies pertaining to the presentation of faculty colloquia, special lectures for the benefit of the academic community, commencement, and honors day.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
- (c) The Computer Committee;
- (1) To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (d) The Continuing Education Committee;
- (1) To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (e) The Curriculum Committee;
- (1) The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters.

- (2) This committee shall receive and process additions, deletions, or modifications in courses submitted to it by a college curriculum committee or Dean of a College. Upon receipt of a given curriculum proposal, the committee shall within a period of two weeks, correct the proposal or return it for correction of errors in form or inconsistencies with University or State imposed regulations. Within one week following completion of all corrections, the curriculum committee shall send copies of the proposal to all the college curriculum committees and deans of the colleges and the Academic Vice President. The curriculum committees, Deans of all the colleges and the Academic Vice President shall have two weeks in which to review the proposal and raise their objections to the proposal by submitting them in writing to the Curriculum Committee.
- (a) If no objections are received by the Curriculum Committee within the prescribed time limit of two weeks, the committee shall simply attach a report of the college action to the agenda of the next Senate meeting for communication purposes only, in recognition of the autonomy of a college.
- (b) If an objection is received by the curriculum committee, the committee shall investigate the objection and shall submit its recommendation on the matter to the Senate for final disposition.
- (c) The Curriculum Committee shall establish such time tables as are necessary to facilitate its work. Such time tables shall be submitted in writing to all college Deans and academic department chairmen.
- (3) The membership shall consist of eight faculty members with at least one member from each college, administrator(s), and three students.

- (f) The Educational Media Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
- (g) The Library Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated resources budgeted to acquisition of instructional materials.
 - (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (h) The Research Committee;
 - (1) To recommend to the Senate new policies and changes in existing policies as related to sponsored research including both University and outside agency funded programs.
 - (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (i) The Student Affairs Committee;
 - (1) To recommend to the Senate academic policies concerning students.
 - (2) The membership of the committee shall consist of eight faculty, administrator(s) and four students.
- (j) The Individualized Curriculum Program Committee;
 - (1) To recommend to the Senate new policies and changes in existing policies pertaining to the Individualized Curriculum Program, and to report annually to the Senate.

- (2) The membership shall consist of:
- (a) at least one faculty from each school/college, including one from each of the three areas (Humanities, Social Science, and Science/Mathematics) of Arts and Science College,
 - (b) two students enrolled in the ICP, and
 - (c) in an advisory capacity, representatives of the administrative offices concerned.

BYLAW 7 COMMITTEE MEETINGS AND MINUTES.

All Senate Committees shall meet at least once during every quarter of the academic year, shall record minutes of their meetings, and shall distribute copies of their approved minutes to the Executive Committee, the University Librarian, and any other persons designated by the Executive Committee.

BYLAW 8 VACANCIES

Section 1. Determination.

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one quarter or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 2. Filling of Vacancies and Certifying Memberships.

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.

- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

Section 3. Other Faculty Vacancies.
The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

Section 4. Non-Faculty Vacancies.
Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of the Charter.

Section 5. The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 9 ORDER OF BUSINESS AT SENATE MEETINGS

The order of business at all Senate meetings, except the organizational meeting, shall be:

- 1) Call to order
- 2) Approval of the minutes of the last meeting
- 3) Report of the Charter and Bylaws Committee
- 4) Report of the Executive Committee
- 5) Report of the Elections and Balloting Committee
- 6) Reports of other Senate Committees
- 7) Unfinished business
- 8) New business
- 9) Adjournment

BYLAW 10 RULES OF ORDER

Section 1. The rules of order specified in the latest edition of Robert's Rules of Order Newly Revised (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as

they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

- Section 2. Any member of the University community shall have the right to address the Senate, provided he has notified the chairman, in writing, of his intent, and has arranged with the chairman for a suitable time at which he may be recognized. A member or guest of the Senate may speak at such time as he is recognized by the chair.
- Section 3. All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.
- Section 4. Senate business shall be conducted by Informal Consideration, except following affirmation of a motion "to consider formally." Closure of Debate, nevertheless, may still be ordered by a two-thirds majority.
- Section 5. An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances;
- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
 - (b) When the conduct of the Senate's business is terminated by the arrival of a pre-determined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."
- Section 6. Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

BYLAW 11 AMENDMENTS

- Section 1. Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.
- Section 2. A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.
- Section 3. At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chairman shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

PROCEDURE

Before initiating the formal procedure, any student having a complaint is urged to resolve the conflict through informal discussion as described above. If such discussion fails to resolve the matter, the following formal procedure should be implemented.

Step 1

A. The student shall prepare a written statement of the grievance and submit copies of it to the faculty member (if appropriate), the department chairperson, the dean of the appropriate school, the student Government Secretary of Student Grievances, and the Student Academic Grievance Committee. A standard grievance form for this purpose may be obtained from the secretary of Student Grievances or from the office of any dean.

B. The student shall obtain, from the appropriate dean, a signed form indicating that informal discussions were held on the grievance and that it has not been resolved to the student's satisfaction. Copies of this form should accompany the grievance form and be distributed to all as described in (A).

Step II.

A. The Student Academic Grievance Committee will set a hearing date and will notify all affected parties of the date, time, and place. The notification should be sufficiently in advance of the hearing so that all parties can be present. At this hearing (as well as in the informal discussions preceding it), the student is entitled, without cost, to the services, as an advocate, of the Student Government Secretary of Student Grievances (or the Secretary's designee), or may employ at his own expense any other advocate. The individual against whom the grievance is directed may also be represented by an advocate of his choice.

Prior to the hearing the Committee will receive all written materials from the affected parties so that they might have an opportunity to review them.

At the hearing itself both sides will be heard. The following rights are guaranteed all parties: they will appear, they may be assisted by an advisor chosen from the academic community, they may be heard, they may present pertinent relevant evidence, they may confront those expressing opposing viewpoints, and they may refute evidence.

After the Committee has heard both sides, it will review in private the information provided and reach a decision. The Committee's disposition shall be signed by its chairperson and shall be the concluding phase of the Academic Student Grievance Procedure.