

Senate Document SD 01-11

(Amends SD 81-10)

(Approved, 3/18/2002)

TO: Fort Wayne Senate

FROM: Executive Committee

DATE: 25 February 2002

SUBJ: Amendments to the Bylaws (Senate Document SD 81-10): Clarification of Voting Faculty membership on subcommittees; name change for Transitional Studies; ex officio, nonvoting status on committees

DISPOSITION: To the Presiding Officer for implementation

Whereas, Section 5.1.2 of the Bylaws of the Senate stipulates that "Except as otherwise provided in these bylaws, Senate committees shall be composed of Voting Faculty"; and

Whereas, The Bylaws are inconsistent in stating Faculty and/or Voting Faculty in defining committee membership; and

Whereas, Transitional Studies has changed its name to the Center for Academic Support and Advancement; and

Whereas, the International Studies Program is now called International Services; and

Whereas, the Distance Education Subcommittee and the University Resources Policy Committee have a large number of administrators;

Be It Resolved, That the Bylaws be amended as described in the attached document so as to

- 1) consistently refer to "Voting" Faculty;
- 2) change the name Transitional Studies to the Center for Academic Support and Advancement;
- 3) change the name of International Studies Program to International Services; and
- 4) make certain administrators ex officio, nonvoting members of said committees.

Proposed Amendments to the

BYLAWS OF THE SENATE

As Amended through March 26, 2001

(Additions are bolded and underlined; deletions are struck out.)

5.3.2.1 ***Professional Development Subcommittee.*** This Subcommittee shall consist of the Chief Academic Officer of IPFW, nonvoting, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and seven members of the **Voting** Faculty elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same School. The Subcommittee will oversee and recommend policies and procedures relating to the professional development of the faculty, including summer research grants and the like, teaching awards, international travel grants, and sabbatical leaves. Members shall serve two-year terms. Members of the Subcommittee shall be ineligible to submit a summer research grant proposal or sabbatical leave request during their term on the Subcommittee.

5.3.3 *The Educational Policy Committee*

This Committee shall establish twelve subcommittees: a Calendar Subcommittee, a Developmental Studies Advisory Subcommittee, a Continuing Education Advisory Subcommittee, a Distance Education Subcommittee, an Academic Appeals Subcommittee, an Honors Program Council, an International ~~Studies~~ **Services Program** Advisory Subcommittee, a Curriculum Review Subcommittee, a Graduate Subcommittee, a Campus Appeals Board, a General Education Subcommittee, and an Academic Advising Subcommittee.

5.3.3.1 ***The Calendar Subcommittee*** shall consist of six **Voting** Faculty members elected by the Senate to two-year terms in such manner that at least four of the major academic units shall be represented; two students, selected by the Students' Government for one-year terms; a member of the administrative staff, selected by the Administrative Council for a two-year term; a member of the clerical and service staff, selected by the Clerical and Service Staff Advisory Committee for a two-year term; and the IPFW registration administrator nonvoting. The Subcommittee shall develop policies and procedures for establishing a three-year academic calendar for IPFW. Specifically, it shall:

5.3.3.2 ***The Developmental Studies Subcommittee*** shall consist of the Director of ~~Transitional Studies~~ **the Center for Academic Support and Advancement**; one representative from each of

the departments of English and Linguistics and of Mathematical Sciences, appointed by the department chair; and four elected **Voting Faculty** members, no more than two of whom may come from the same school. Elected members shall serve staggered three-year terms of office. The Subcommittee shall elect its chair from among the elected members.

The Subcommittee shall recommend policies and goals for the ~~Transitional Studies~~ **Center for Academic Support and Advancement** program and other developmental courses and programs. It shall assess the coordination and effectiveness of existing programs. It shall recommend policies concerning the admission and retention of students with academic deficiencies. It shall make an annual report of its recommendations and assessments to the Educational Policy Committee.

5.3.3.3 *The Continuing Education Advisory Subcommittee* shall consist of the director of Continuing Education and six **Voting** Faculty members elected by the Senate (subject to the restriction that no more than two shall be from one School) to staggered three-year terms. The Subcommittee shall elect its chair from among the elected members.

5.3.3.4 *The Distance Education Subcommittee*

5.3.3.4.1 Membership. This subcommittee shall be composed of seven **Voting** Faculty elected by the Senate to staggered three-year terms in such manner that at least four of the major academic units shall be represented, the chief academic officer or a designee, **and the following ex officio, nonvoting members:** the admissions officer or a designee, the chief administrator of student counseling or a designee, the chief administrator of continuing education or a designee, and the chief administrator of the learning resource center or a designee. The subcommittee shall elect a chair annually from among its elected members.

5.3.3.6 *The Honors Program Council* shall consist of:

- five **Voting** Faculty members elected by the Senate to staggered, two-year terms, subject to the restriction that no more than one member may come from the same School

5.3.3.7 *The International ~~Studies-Services Program~~ Advisory Subcommittee* shall consist of the administrator of the program, one student at or beyond the second-year level in International ~~Studies~~ **Services Program** selected annually by the Students' Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in ~~Transitional Studies~~ **the Center for Academic Support and Advancement** selected annually by the administrator of that unit, and five Faculty members elected by the Senate to staggered three-year terms. The chair shall be elected by the Subcommittee from among the members elected by the Senate.

This Subcommittee shall be the liaison between the Faculty and the administrator of the International ~~Studies Services Program~~, advising the administrator on matters relating to the International ~~Studies Services Program~~ and recommending policies and goals for the International ~~Studies Services Program~~ to the Senate.

5.3.3.11 *General Education Subcommittee.* The subcommittee shall be composed of seven **Voting** Faculty and the Chief Academic Officer or a designee. The elected representatives shall be elected by the Senate in such manner that at least four of the major academic units shall be represented. The sub-committee shall elect a chair annually from among its elected members.

5.3.4.1 *The Subcommittee on Athletics* shall consist of six **Voting** Faculty members elected by the Senate in such manner that at least four of the major academic units shall be represented; two students selected by the Students' Government; the Faculty Representative (ex officio); the NCAA Compliance Coordinator (ex officio); one IPFW alumnus/alumna appointed ex officio by the Chief Administrative Officer in consultation with the administrator of alumni affairs; an administrative/professional staff member; the senior women's athletic administrator; and the administrator of athletic programs. The Presiding Officer of the Senate

shall annually request the Students' Government to select the student representatives and the Administrative Council to select the administrative/professional staff representative. Student representatives shall serve staggered two-year terms which commence at the beginning of the academic year. The administrative/professional staff representative shall serve for one year; elected Faculty members shall serve staggered three-year terms. The ex officio members may not chair the Subcommittee.

5.3.5 The University Resources Policy Committee shall consist of the Chief Financial Officer or that officer's designee, the Chief Academic Officer or that officer's designee, the chief officer in charge of space allocation (**ex officio, nonvoting**), the chief officer in charge of campus planning (**ex officio, nonvoting**), six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, a clerical or service staff member, an administrative/professional staff member, and two students. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative, the Administrative Council to select the administrative/professional staff representative, and the student body president to select the student representatives. The clerical or service staff representative, the administrative/professional staff representative, and the student representatives shall serve for one year, with their terms to commence at the beginning of the academic year.

5.3.5.2 *Academic Computing and Information Technology Advisory Subcommittee*

5.3.5.2.1 *Membership.* The Subcommittee shall have **two** ~~five~~ ex officio, **nonvoting** members: the administrators (or their designees) of Information Technology Services (ITS) and the Learning Resource Center (LRC). **It shall have three ex officio, voting members:** the Director of the Helmke Library, the Director of the Center for the Enhancement of Learning and Teaching (CELT) and a member of the Distance Education Subcommittee elected by that body. Other elected **Voting Faculty** members include: three from the School of Arts and Sciences (one each

from Sciences, Social Sciences and Humanities), one member from each of the other Schools/Divisions, and one from the Computer Science Department. The elected members shall be chosen for their staggered three-year terms by procedures adopted by their Schools/Divisions.