

COLLEGE COUNCIL CHARTER  
COLLEGE OF EDUCATION

*As revised and approved by the College Council April, 2004  
Approved by Senate Executive Committee August 16, 2004*

Preliminary Definitions

1. The word "Council" shall refer to the Council of the College of Education.
2. The word "Dean" shall refer to the Dean of the College of Education.
3. The word "College" shall refer to the College of Education.
4. The word "Department" or "Departments" in noun or adjective form shall refer to any one or any combination of instructional departments in the College of Education.
5. The word "faculty" shall refer to those individuals holding appointments of .5 FTE or more in the College of Education as "regular faculty" or as "auxiliary faculty" (see University Policy & Procedures 2-0 for definitions of regular and auxiliary faculty).
6. The College Retention, Promotion, and Tenure Committee is also known or referred to the University Policy and Procedures Manual as the College Advisory Committee.

I. FUNCTIONS

The functions of the Council shall be to:

- a. Develop academic policy for the College.
- b. Act through the Curriculum Committee, on all proposals for modification of curriculum; to submit proposals, consistent with University regulations, for modification of College graduation and entrance requirements and degree programs.
- c. Act, through the Retention, Promotion and Tenure Committee provided for in University Policy and Procedures (9-5), on all proposals made by the Departments for retention, promotion and/or tenure.
- d. Meet any additional responsibilities which may be delegated to the Council by the Academic Senate.

## II. MEMBERSHIP

- Section 1.** All regular and auxiliary faculty with at least a .5 FTE appointment shall be eligible to vote on all issues before the Council unless otherwise specified by University Policy.
- Section 2.** The Chair of the Student Advisory Committee of each department shall be a voting member of the Council. Unless specifically precluded by other sections of this Charter, the student members may vote on motions related to any or all issues before the Council.
- Section 3.** All College of Education personnel other than faculty shall be nonvoting members of the Council and shall have the privileges of introducing motions, of debate, and of discussion.
- Section 4.** The Dean shall be an ex-officio member of the Council and shall have the same privileges as other nonvoting members.

## III. EXECUTIVE Committee

- Section 1.** There shall be an Executive Committee composed of the Undergraduate Council Representative, the Graduate Council Representative, the University Promotion and Tenure Advisory Committee (UPTAC) representative, faculty members elected as College of Education (COE) senators, and one student representative. The Undergraduate and Graduate Student Advisory Committee Chairs from COE departments shall elect from among themselves a representative to the Executive Committee for a term of one year. Additionally, if any department does not have a member among the aforementioned body, that department shall elect a member to the Executive Committee for a term of one year. In addition, the Dean or her/his designee will serve as ex-officio and nonvoting member.
- Section 2.** Participation in the Executive Committee shall coincide with each of the elected representatives' terms, with any additional department representatives elected annually. The student representative's appointment shall begin the academic year following her/his election by the Undergraduate or Graduate Student Advisory Committee (SAC). An organizational meeting will be held during spring term, with members from both the current Executive Committee and the Committee as constituted for the following academic year. The purpose of this meeting shall be preparation for operation of the following year.
- a. Terms of the members of the Executive Committee shall follow the same term served by each elected representative.
  - b. If a member of the Executive Committee is unable to complete the term, the COE will immediately elect a replacement to complete that term in order to provide for appropriate representation and to continue the staggered terms of the whole Committee.

Section 3. The Executive Committee shall have general supervision of the affairs of the Council between its meetings, fix the hours and place for the meetings, to make recommendations to the Council, develop the agenda for Council meetings, and perform other duties as specified in this Charter. The Executive Committee shall be subject to direction by the Council, and none of its acts shall conflict with actions taken by the Council.

Section 4. The Executive Committee shall be chaired by one of its members, elected annually from among its membership at its first meeting. The Chair of the Executive Committee shall chair meetings of the Council on the occasions they are scheduled or shall delegate this function if necessary.

Section 5. The Executive Committee shall present its activities in the form of a report to the full Council on the occasion of Council meetings and shall issue minutes of each Executive Committee meeting to the full faculty. The Chair of the Executive Committee shall be the reporter for the Executive Committee or shall delegate this function if necessary.

Section 6. Unless otherwise determined by the Executive Committee, the Executive Committee shall meet at least once each month throughout the calendar years. Special meetings of the Executive Committee may be called by the Dean and shall be called upon the request of at least three members of the Executive Committee.

Section 7. A quorum of the Executive Committee shall be a majority of the elected members.

Section 8. In developing the agenda for a Council meeting, the Executive Committee may adopt three different calendars: Information, Consent, and Debate.

- a. The Information Calendar will include those items which require no Council action and which summarize the actions taken by committees empowered to act without further Council review, information on committee deliberations, present reports which do not imply Council action, or constitute notice of intent to modify regulations and/or this Charter at the next Council meeting.
- b. The Consent Calendar will include those items which require Council action but which, in the judgment of the Executive Committee, are sufficiently routine and non-controversial not to be occupying the Council's time. The required action on each item shall be described in the Consent Calendar and shall be considered taken by Council unless the Council requests that the item be moved to the Debate Calendar. An item can be moved from the Consent to the Debate Calendar by a motion from the floor which is supported by a majority of those present and voting.

- c. The Debate Calendar includes all items of old business plus those items of new business brought to the Executive Committee since the prior Council meeting. The items on this calendar shall require Council Action.

Section 9. At the beginning of each academic year, the Executive Committee shall provide a copy of the Council Charter to each Council committee and each department Student Advisory Committee.

#### IV. COUNCIL Committees

Section 1. General Provisions:

- a. Nothing in this portion of the Charter shall be construed to apply to the composition of, or the organization of, the Executive Committee.
- b. Voting membership on committees, unless designated otherwise in this Charter or by the Council or by University Policy, need not be confined to voting members of the Council. Unless otherwise specified, the Undergraduate and Graduate Student Advisory Committee chairs shall name the student members to committees. In those instances in which the Executive Committee appoints a committee, the student names shall be provided by the Executive Committee student member, and the College of Education personnel names shall be provided by the Executive Committee faculty members.
- c. Unless otherwise directed by the Council or by the Executive Committee, each committee formed under this Article shall elect its own chairperson.
- d. Each committee will establish its own operating policies and procedures. Such rules must conform to University regulations and any guidelines, rules, or directives provided by the Council or Executive Committee. A copy of the committee's current operating procedures together with a report of actions taken during the academic year will be submitted to the Executive Committee by the 15<sup>th</sup> of May each year.
- e. One duty of the Committee Chair of any Council Committee will be to observe University and Council policies and regulations and to make sure that committee members are familiar with such rules. In particular, it is the duty of all Committees and Committee Chairs to assure the protection and observance of due process and appeal rights and procedures.
- f. As needed, the Executive Committee or the Council may elect or appoint such other Committees, standing or ad hoc, to conduct the work of the Council. Unless proscribed by Council, all committees formed under this Provision shall have at least one student member.

Section 2. College Retention, Promotion, and Tenure Committee (College Advisory Committee)

- a. (Election)  
The membership of the College Retention, Promotion, and Tenure Committee shall be elected prior to the beginning of Fall term of each year.
- b. (Composition)  
The College Retention, Promotion, and Tenure Committee shall be composed of regular faculty members elected, two each, from each of the academic Departments. In all cases where possible, the elected faculty members will be tenured. If this is not possible due to the tenure constellation of a given Department, they will have the option of electing a non-tenured faculty member to the Committee.
- c. (Terms of Office)  
The faculty members elected to this committee shall serve for two-year terms unless other circumstances dictate differently. No faculty member shall serve two consecutive terms. Terms of Committee members will be staggered within departments, such that one of a Department's members is elected on a given year and the second on the following year.
- d. (Duties)
  - (1) The duties of the Committee shall be to review the recommendations of the Departments concerning retention, promotion, and tenure and to forward its recommendation to the Dean.
  - (2) The Committee shall report on its general operations to the Dean and to the Executive Committee of the College Council for forwarding to the Council. Unless otherwise directed by the Council, the action of the Committee shall be reported on the information calendar.
  - (3) The Committee shall be responsible for providing written documentation for the decisions it makes.
  - (4) The Committee shall review the file of each case referred to it and advise the dean in writing of its recommendations. The dean shall then review the entire file for each candidate for retention, promotion, or tenure and shall make recommendations in writing, stating reasons therefore, and shall forward the file, including all the recommendations, to the cognizant vice president. Prior to forwarding the file, the dean shall send an exact copy of the college advisory committee's report of its evaluation and an exact copy of the dean's evaluation of each faculty member to that faculty member. (See 9.5.1 of the University Policy and Procedures Manual).
- e. (Guidelines)

members and two graduate student members who are either from the relevant Student Advisory Committee or listed as a major within the college. Undergraduate student and graduate student members will be appointed for staggered two-year terms (2). No more than one faculty member and two Committee members in total may come from the same department in a multi-department college. The members of the Committee who shall hear the case are the three faculty members and the two students from the peer group of the student accused of professional misconduct (i.e., undergraduates or graduates). The dean shall designate one of the faculty members to serve as chair of the Committee. The Committee shall establish internal procedures consistent with the Student Code."

Section 5. College Curriculum Committee

Each department shall elect a representative to the Curriculum Committee once every other year, prior to the beginning of Fall term. The Committee shall be composed of a faculty representative from each department plus two student representatives – preferably one undergraduate student representative and one graduate student representative. Terms of the departmental representatives shall be staggered, such that the full Committee does not reconstitute itself every year. The duties of this Committee shall be: (1) to review the recommendations of the Departments for course additions, deletions, or modifications, (2) to review the recommendations of the Departments for program additions, deletions, or modifications at both the undergraduate and graduate level, (3) to recommend to the Dean official actions regarding course or program additions, deletions or modifications, (4) to recommend to Departments curriculum or program changes which are related to interdepartmental and inter-college programs, and (5) to report its action to the Executive Committee of the College Council for forwarding to the Council.

V. MEETINGS

Section 1. Meetings of the Council will occur at least annually during the academic year. Meetings of the Council may be called at other times by a written petition signed by at least 2 faculty members of the College or by the Dean.

Section 2. Except in cases of emergency, no meeting of the Council will be called without at least one week's notice, and the purpose of the meeting will be stated in the call.

Section 3. A quorum of the Council shall be defined as 35 percent of the legally defined voting membership.

VI. AMENDMENT OF THE CHARTER

Section 1. This Charter may be amended by a majority of the faculty present at a meeting called for that purpose provided that a quorum is present. Alternatively, this Charter may be amended by a majority vote of the

ballots returned by the voting membership in a mail ballot, provided that at least 35 percent of the voting members cast a ballot.

Section 2. Proposals to amend this Charter may be made by either a majority of those present and voting in favor of such proposals at a Council meeting or by a majority of the Executive Committee.

Section 3. This Charter may and will be amended, as needed, to conform to University Senate Regulations.

#### VII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which way they are not inconsistent with this Charter and any special rules or order the Council may adopt.

Section 2. While main motions, motions to amend, or substitute motions are on the floor, a motion to go into general discussion for a specified period of time on the substantive issues before the house may be made. This motion, if seconded and passed, shall have the effect of nullifying all main motions, motions to amend, and substitute motions then pending and shall provide a period of time for discussion of the relevant issues without a specific motion. Debate on this motion shall be limited to five minutes.

Revised 9/11/01 = Graduate School of Education to College of Education