

Proposal to amend Bylaw 6, to be introduced at the March 3, 2004, meeting.
Proposed Changes are shown in **blue bold**.

BYLAW 6 APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committees and Subcommittees, General Provisions:

(a) The membership of each committee and subcommittee, **except for the Professional Conduct Committee**, shall include faculty members, administrative members, and student members. In addition to nonvoting ex officio members, (as stipulated below in Section 2), all administrative members, except for the Student Academic Grievances Subcommittee **and the Professional Conduct Committee**, shall be nonvoting members. Quorum shall consist of a simple majority of the voting and nonvoting membership, **except for the Professional Conduct Committee**.

(b) Committee and subcommittee members shall be selected as follows:

(1) Faculty members, congruent with provisions in Section 2, shall be appointed by the Senate Executive Committee, **except for the Professional Conduct Committee**.

(2) Administrative members, congruent with provisions in Section 2, shall be appointed annually by the President of the University.

(3) Student members, congruent with provisions in Section 2, shall be appointed by Student Council.

(c) Faculty and student members may serve on no more than one committee or subcommittee unless serving as an ex officio, or liaison, member.

(d) Except for the Student Academic Grievances Subcommittee **and for the Professional Conduct Committee**, the committee (subcommittee) chair shall be elected annually by the membership at the organizational meeting from among the faculty and student voting membership. Members may not be elected as chairs of committees to which they are assigned, ex officio, as liaison members. Responsibility for the call of the annual organizational meeting will be assigned by the Senate Executive Committee.

(e) The committee (subcommittee) chair shall have the responsibility for reporting on the work of the committee (subcommittee) to the Academic Senate as necessary, but no less than once annually. The committee

(subcommittee) chair shall be privileged to offer motions on the floor of the Senate on behalf of the committee (subcommittee).

(f) Length of term for faculty members on chartered committees and subcommittees shall be established by the Senate Executive Committee. Vacancies shall be made known to the Senate Executive Committee and filled by the appropriate appointing body or officer, at the initiation of the Senate Executive Committee. The latter committee shall make known to the Academic Senate the names of all committee and subcommittee members, as well as the names of chairs, once elected.

Section 2. Appointed Chartered Committees and Standing Subcommittees, Composition of and Charges to:

(a) Academic Planning Committee

(1) The committee shall be composed of eight faculty, with representation from each undergraduate college of the University; two undergraduate students; three representatives from administration, one of whom shall be an undergraduate college Dean.

(2) The committee shall be responsible for making recommendations to the Academic Senate concerning academic planning.

(b) Academic Programs Committee

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate college, one academic advisor, and one undergraduate student. There shall also be one representative of administration, the chair of the Undergraduate Curriculum Committee, and the Director of the Individualized Curriculum Program, all of whom are nonvoting ex officio members.

(2) The responsibility of the Academic Programs Committee shall include the examination and processing of proposals for new programs, change in existing programs, or termination of existing programs, as such proposals are forwarded by the undergraduate colleges of the University. The committee is also responsible for monitoring individualized curriculum programs (ICP) and determining procedures and policies for these programs.

(c) **Undergraduate Curriculum Committee**

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate college, one academic advisor, and one undergraduate student. The University Director of Enrollment Services and the chair of the Academic Programs Committee are nonvoting ex officio members.

(2) The responsibility of the Curriculum Committee shall include the examination and processing of proposals for new courses, changes in existing courses, deletion of courses, as such proposals are forwarded by the undergraduate colleges of the University.

For procedures adopted by the University Academic Senate see Appendix A [these procedures are being revised and are not included in the online Bylaws].

(d) **Honors Committee**

(1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University, two undergraduate students who are, or have been, enrolled in honors courses, and two representatives from administration, one of whom shall be the Director of the Honors Program, who are nonvoting ex officio members.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to honor courses and programs. The committee shall have authority to approve an honors section of any course currently listed in the YSU Bulletin. Such approval shall not be subject to further approval by the University Curriculum Committee.

(e) **University Outreach Committee**

(1) The committee shall consist of eight faculty members, with representation from each undergraduate college of the University, two undergraduate students, and three representatives from administration, one of whom is the Director of University Outreach who is a nonvoting ex officio member.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the development of and recruitment for University Outreach services and programs inclusive of non-credit, continuing education credit instruction, over sixty programs, and travel/study programs.

(f) **Integrated Technologies Committee**

(1) The committee shall be composed of eight faculty members with representatives from each undergraduate college of the University and two undergraduate students, all of whom shall be voting members. Non-voting members shall be two academic deans, the University Librarian, the Director of the Computer Center, the Director of Media Services and two members to represent such areas as the Fine and Performing Arts Materials Center, Foreign Language Laboratory, Education Curriculum Resource Center, Telephone, Electronic Maintenance Services, Mail Room, Writing Center, Reading Laboratory and Mathematics Assistance Center.

(2) The committee shall be responsible for making policy recommendations to the Academic Senate concerning faculty and student use of, acquisition of, and accessibility to instructional and research technologies. This shall include computing and networking hardware and software; video, audio, and text materials; access to and distribution of electronically stored and transmitted data; support, maintenance, and training; and classroom and laboratory design.

This committee has no policy responsibility for the content or format of materials acquired by Maag Library; however, it does have policy responsibility for the electronic compatibility of such materials within the existing computing infrastructure.

(g) **Library Committee**

(1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University and two undergraduate students all of whom shall be voting members. Non-voting members shall be four representatives from administration,

one of whom shall be the University Librarian, as ex officio members.

(2) The committee shall be responsible for making recommendations to the Academic Senate concerning policy related to faculty and student instructional and research use of Maag Library. This responsibility shall include the making of recommendations concerned with allocation of budgeted resources for the acquisition of all instructional and research materials for Maag Library.

(h) Academic Research Committee

(1) The Committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; one undergraduate student; three representatives from administration, one of whom shall be the Dean of the School of Graduate Studies.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to general policy related to both internally and externally supported research.

(i) Academic Standards Committee

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; two undergraduate students; two representatives from administration, including one undergraduate college Dean; one academic adviser; and ex officio, as liaison members, the chairs of the Academic Programs and the Undergraduate Curriculum Committees.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to academic standards. This responsibility shall include the making of recommendations concerned with University general requirements, undergraduate college degree requirements; the grading system honors criteria for deans list and graduation.

(j) Student Academic Affairs Committee

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate

college of the University; six undergraduate students, with representation from each college of the University; two representatives from administration; and, ex officio, as liaison member, the chair of the committee's standing subcommittee.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the academic sector of student affairs. This responsibility shall include the making of recommendations concerned with policies related to general University undergraduate admissions; registration; orientation of students, academic advisement; student retention; and violations of the regulations governing student academic honesty.

The committee shall be responsible for hearing appeals of the Student Grievances Subcommittee actions when there are allegations of procedural violations and returning the case to the Student Grievances Subcommittee for rehearing when the Student Academic Affairs Committee determines there were procedural violations. If the Student Academic Affairs Committee determines there were procedural violations a second time, the Student Academic Affairs Committee will hear the case and render the final verdict.

(j-i) Student Academic Grievances Subcommittee

(1) The subcommittee shall be composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each college of the University; and the Provost or designee. The Provost or designee will chair the subcommittee, maintain all records, only vote in case of a tie, and serve as liaison member to the parent Student Academic Affairs Committee.

(2) The subcommittee shall hear and determine cases involving undergraduate students accused of academic dishonesty as well as undergraduate student academic grievances. The subcommittee shall hold hearings that follow due process procedures that will be developed by the Vice President--Student Affairs and approved by the Academic Senate; and shall have the power to issue disciplinary sanctions. The subcommittee shall have the power to mandate a grade change only in the cases of

academic dishonesty or when the instructor materially deviates from the grading scale or weight distribution indicated on the course syllabus to the detriment of an individual student or the entire class. The subcommittee shall have the power to mandate a grade change after holding a due process hearing and after consulting with the affected department.

a. No members of the subcommittee will hear a case directly affecting them. The appropriate body will appoint a temporary substitute for that case.

b. A student and/or instructor may be accompanied by a representative of his or her choice in any hearing.

c. If an instructor refuses to or cannot participate in the formal grievance or discipline procedure, the appropriate department will provide a substitute who will exercise all the rights and responsibilities of the instructor.

d. The student must file a grievance prior to the last day of the final examinations during the subsequent semester.

e. Except for cases in which the subcommittee has the power to mandate a grade change, the teacher of record shall have the power to assign a final grade.

f. The subcommittee may consider intent in making its determinations.

g. In any disciplinary case exonerating the student, the record will be removed from the student's conduct file.

h. A student or instructor may appeal to the Student Academic Affairs Committee only allegations of procedural violations.

(3) The subcommittee shall be responsible for making recommendations to the parent committee, and to the

Academic Senate, as to policy related to student academic grievances. This responsibility shall include the development and adoption, subject to approval by the Academic Senate, of rules and procedures for the processing of student academic grievances.

(k) **Academic Events Committee**

(1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University, two undergraduate students, and two representatives of the administration, all of whom shall be voting members.

(2) The committee shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees to the University's President.

(l) **Professional Conduct Committee**

(1) The committee shall be composed of six (6) tenured faculty, one (1) from each undergraduate college appointed by the chair of the academic Senate, and six (6) professional/administrative employees appointed by the President of the University. At least two (2) tenured faculty members of the Committee shall be regular members of the graduate faculty. Members of the Committee shall serve for staggered three (3) year terms. Initially two (2) faculty members and two (2) non-faculty members shall be appointed for a one (1) year term, two (2) faculty members and two (2) non-faculty members shall be appointed for a two (2) year term, and two (2) faculty members and two (2) non-faculty members shall be appointed for a three (3) year term. The committee shall elect its own chairperson who shall serve a three (3) year term as chairperson and member. The Committee shall operate under majority rule, and a quorum shall consist of seven (7) members.

(2) The committee shall be responsible for addressing allegations of professional misconduct pursuant to Policy 9006.1 in the University Guidebook.