Rules Committee

Date: 9 November 2016

Meeting opened at 6:00 p.m. in 1 West Conference Room

Call to Order: Status of items forwarded to the Executive Committee, review of the COE By-laws, to-do list.

Attendance: Anne Wortham, Sean Sibley, Daniel Munoz, Patrick Broderick, Salvatore Catanzaro, Martha Horst, Craig Blum, John Glascock, Logan Robb, John Monroy, John McHale

Absent: None

Guests: None

Athletics Council Blue Book

* Was forwarded to the Executive Committee and is on the Academic Senate agenda for the November 9th meeting

Faculty Liaison to SGA

* Currently on hold in the Executive Committee because of changes made in the blue book

Grad Council By-Laws

* Academic Senate Chairperson Susan Kalter added changes to the document
* Amy Hurd will be making the changes
* Will be on Academic Senate agenda for the December meeting

College of Education By-Laws

* The Rules Committee continued to review the College of Education By-Laws

**Article VIII. Committees-College**

**Section 4. College of Education Elections Committee**

1. **Duties and Responsibilities**
2. Recommend to the COEC policies and procedures related to election issues.
3. Develop, review, and revise election procedures, issues, and concerns as they arise and send a copy of those procedures, issues, and concerns to the COEC. **The Rules Committee would like this to read develop, review, and revise faculty election procedures.**
4. Develop and maintain a database of all College of Education committees, including respective membership rosters and terms of office.
5. Perform other duties as recommended by the COEC.
6. Submit a fall report (see Appendix B) to the College of Education Council with the committee’s review of procedures, issues, and concerns for the academic year.
7. Submit a completed spring report (see Appendix C) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.
8. As elections occur, report results via memoranda to (a) the College Council, (b) department chairs, school directors, and laboratory school principals for posting, (c) chairs of committees involved in the elections, and (d) the College Council Secretary for record keeping. **The Rules Committee would like this to read as faculty elections occur.**

**The Rules Committee would like for the process of student appointments to be added here.**

**Article VIII. Committees-College**

**Section 6. College of Education Scholarships and Awards Committee**

1. **Duties and Responsibilities** 
   1. Determine the recipients of all awards and scholarships under the responsibility of the Scholarships and Awards Committee.
   2. Seek appropriate linkages and communication with College departments, schools. and laboratory schools to encourage the growth and availability of scholarships and awards. **The Rules Committee would like for a comma to be added after schools instead of a period.**
   3. Monitor college, school, department, and laboratory school scholarships and awards committees to establish and maintain procedures for reporting results to the COEC of scholarships and awards activities.
   4. Be responsible for establishing procedures and administering scholarships and awards that are not affiliated with individual departments, schools, or laboratory school **The Rules Committee would like for the COE to clarify which laboratory school the COE is referring to.**
2. **Membership (9)**

The College Scholarships and Awards Committee is composed of two members from the scholarship committees in each of COE’s departments/schools (EAF, SED,TCH) and two full-time, continuing-contract faculty associates from the laboratory schools--one from Thomas Metcalf and one from University High School--who serve on the respective scholarship committees of those Laboratory Schools. An individual from the College of Education Dean's Office who is responsible for scholarships and awards accounts will serve as an ex-officio, non-voting member member. **The Rules Committee wants the COE to delete the second member in the last sentence.**

**Elections and Term Add D. before Elections and Term**

The eight faculty members of the College Scholarships and Awards Committee are elected annually for two-year terms by their respective departments, school or laboratory school. Members will serve staggered terms so that only one individual from each department or school will be new during any given year. The College Elections Committee shall assure the nomination and election of new members by April 15. Terms of office are for two years and normally begin in the fall semester. **The Rules Committee would like the letters to be updated throughout this section.**

**Section 7. Teaching and Learning Committee**

1. **Membership (10)**

The College Teaching and Learning Committee is composed of two voting faculty representatives and one voting student representative from each COE department or school (EAF, SED, TCH). The Dean of the COE or designee shall serve as an ex-officio, non-voting member. **The Rules Committee would like the COE to clarify if the students are elected or appointed to be on the committee.**

**E. Vacancies**

College Teaching and Learning Committee members who are unable to perform their duties for more than one semester or because of some change in status, position or appointment are no longer eligible to serve, must vacate their committee seats. The College Elections Committee is responsible for seeing that all vacancies are filled immediately through standard election procedures. **The Rules Committee would like the COE to clarify how the student position is handled when there is a vacancy on the College Elections Committee.**

**Section 8. College Alumni Relations Committee**

**B. Membership (7)**

The Alumni Relations Committee is composed of 1 voting faculty representative from faculty representative and one voting student representative from each COE department or school (EAF, SED, TCH). In addition, a representative from The Development Office and COE Communications will also serve as non-voting members. The Dean of the COE or designee(s) shall serve as an ex-officio, non-voting member(s). **The Rules Committee would like the COE clarify the number of members that can be included on the Alumni Relations Committee. Also, the COE should write out one in the first sentence.**

**D. Election and Term**

The four faculty members of the College Alumni Relations Committee are elected annually for two-year terms by their respective departments or school. The College Elections Committee shall assure the nomination and election of new members by April 15. Terms of office are for two years and normally begin in the fall semester. **The Rules Committee would like the COE to clarify who the fourth member in the College Alumni Relations Committee is.**

**ARTICLE IX. DEPARTMENTS**

**Section 3. Selection of Department Chairperson or School Director**

E. **Internal and Targeted Searches. (See University Policies and Procedures, Administrator Selection and Search Polices 3.2.13)** It is sometimes appropriate, especially for positions covered in section II.G. of this policy, to limit searches to internal, campus applicants only.  It also maybe appropriate to conduct targeted, as opposed to open, searches for positions covered in section II.G. of this policy.

In these instances, before a search begins, due consideration and consultation should be given to:

1. The efficacy and need for an internal search, including whether existing local expertise and/or administrative continuity is preferable to newer, fresh approaches
2. Whether a targeted or an open search is appropriate in a specific case

In order to satisfy requirement (1) and (2) above, the appointing officer - President or Provost or others - must make an effort to consult all constituencies, whether directly or indirectly affected by the search, about the efficacy of an internal versus an external search, the appropriateness of a targeted internal search versus an open internal search, and the qualifications and merit of candidates being considered for a position. **The Rules Committee would like the COE to update this section for the new document that they have created.**

**Section 4. Selection of Laboratory School Principal**

**B. Acting Principal**

1. Upon the vacancy of the laboratory school principal, the Superintendent of the Laboratory Schools shall inform the Dean of the College and the Chairperson of the COEC. **The Rules Committee would like the COE to capitalize principal.**

**C. Search Committee Composition**

The following Candidate Search Committee composition shall be utilized in the process for filling vacancies in the laboratory school principals.

1. A faculty member appointed by the Superintendent of the laboratory schools from a laboratory school other than the one for which the vacancy exists shall be selected to chair the committee.
2. Three faculty members elected by, and from, the unit seeking a principal; one possible candidate should be a HILIA (Heart of Illinois Low Incidence Association) representative.
3. One voting faculty member who will represent the shared faculty governance committee from the unit for which the vacancy exists.
4. A student of the unit in which the vacancy exists, to be selected by procedures determined by the Superintendent of the Laboratory Schools.
5. A Parent from the unit in which the vacancy exists, to be selected by procedures determined by the Superintendent of the Laboratory Schools
6. In order to assure sufficient diversity, the Superintendent may add up to three other faculty members to the Search Committee.
7. An elected AP and civil service representative shall to serve on this committee **Add a period at the end of the sentence.**

E. **Internal and Targeted Searches. (See University Policies and Procedures, Administrator Selection and Search Polices 3.2.13)** It is sometimes appropriate, especially for positions covered in section II.G. of this policy, to limit searches to internal, campus applicants only.  It also maybe appropriate to conduct targeted, as opposed to open, searches for positions covered in section II.G. of this policy. **The Rules Committee would like the COE to make the word maybe two separate words so it will read may be.**

**Section 5. Selection of Laboratory School Superintendent**

E. **Internal and Targeted Searches. (See University Policies and Procedures, Administrator Selection and Search Polices 3.2.13)** It is sometimes appropriate, especially for positions covered in section II.G. of this policy, to limit searches to internal, campus applicants only.  It also maybe appropriate to conduct targeted, as opposed to open, searches for positions covered in section II.G. of this policy. **The Rules Committee would like for clarification of the policy to read section II.G. of University Policy 3.2.13**

To-do list

* Review the alcohol policy that was approved by former President Flanagan
* Changes to the policy were made without going through the shared governance process

Committee Agenda for next meeting

* Invite a member from the COE By-Law Council to discuss the COE By-Laws
* Review changes that were made to the alcohol policy

Meeting adjourned at 6:50 p.m.

Patrick Broderick

Secretary of Rules Committee