Rules Committee

Date: 7 December 2016

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

Call to Order: Review of the College of Education College Council By-Laws, Overview of the Alcohol Policy Revision History

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: Diane Dean of the College of Education College Council

COE By-Laws

**Article III. Section 2. Eligibility for Membership**

1. **Faculty**

All COE faculty members and Laboratory School faculty associates who hold full-time tenure track appointments or continuing contract status, and who have been full-time faculty members at Illinois State University for at least one academic year preceding election to the COEC, shall be eligible for membership unless—during their term on the COEC—they are (1) elected to sit on the College Faculty Status Committee or (2) serving as chairperson or acting chairperson of a department, or as director or acting director of a school. **The Rules Committee would like consistency with uppercase or lowercase spelling of the laboratory schools throughout the COE By-Laws. Editorial changes were accepted. Will clarify the spelling throughout the document.**

**Article V. Section 3. Duties of the Officers**

1. **Chairperson**

The Chairperson shall conduct COEC meetings. In addition, the Chairperson shall convene a meeting of the chairpersons of all COEC committees (with the exception of the College Faculty Status Committee) at least once each semester to identify and coordinate (as needed) overlapping work across those committees. The Chairperson also shall participate in the regular standing meetings of the Dean’s COE leadership team **The Rules Committee would like a period to be added to the end of this paragraph. Editorial changes were accepted.**

**Article VIII. Section 1**

1. **Eligibility**
2. Faculty members shall be eligible to serve on only one of the following elected bodies at a time: the University Review Committee, the Faculty Review Committee, a College Faculty Status Committee, or a Department/School Faculty Status Committee. (see I. Section C of the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*) **The Rules Committee would like the COE to clarify that one cannot be on the CFSC and the College Council. Originally, there was a sentence that was in here that discussed this. However, it has been removed.** **The COE will clarify this in the new document.**

**Article VIII. Section 2**

**B. Membership (7-10) Should read 10**

The COE Curriculum Committee is composed of two voting faculty representatives from each department or school (EAF, SED, TCH), as well as the COE Dean or his or her designee (ex-officio, non-voting). A student from each department or school, selected by the department chairperson or school director, may also be included as a voting member, at the discretion of the chairperson or director. **The Rules Committee would like the COE to clarify the number of students who can be considered members of the COE Curriculum Committee. Also, the COE should clarify whether the students are voting members or not. There is always 7 members on this committee. The dean is a representative who serves on the committee. Three of the members are students, however, there are not always students who are willing to serve. The COE says that this is the reality of the situation when finding student representation. Will read 10 members in the future.**

**Article VIII. Section 3**

 **B. Membership (9)**

The College of Education Diversity in Education Committee is composed of two voting faculty representatives from each department or school (EAF, SED, TCH), as well as two full-time continuing-contract faculty associates from the laboratory schools. The Dean of the College of Education or his or her designee shall serve as an ex-officio member. **The Rules Committee would like the COE to clarify whether the members can vote or not. Also, the Rules Committee would like the COE to consider adding students to this committee. The COE will specify whether the dean is a voting or non-voting member. The college will look into adding students to the membership of this committee. The number of students on the committee is to be determined. The COE will state who is eligible to serve as the student representative. There is a possibility of the representative being in a major that is not from the College of Education.**

**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. Editorial changes were accepted**
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. Editorial changes were accepted.**

**The Rules Committee would like for the process of student appointments to be added here. The COE would like for top performing students who have the availability to attend the meetings to be on the committee. The student will be appointed by professors and faculty in the COE. In previous documents the Student Government was supposed to be involved in the selection process. This has been since deleted by the COE. The COE will consider allowing the College of Education Student Government Senator to be involved with the process in determining who the representative is. The COE has not clarified whether the student will be an undergraduate or graduate student.**

**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. Editorial changes were accepted.**
	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. The COE will clarify this in the new document.**
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. Editorial changes were accepted.**

**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. Editorial changes were accepted.**

**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. Will be clarified in the new document.**

 **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. Will be clarified in the new document.**

**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. Editorial changes were accepted. The membership total will be nine. This is a new committee within the COE. The committee is currently an ad-hoc committee where the members are volunteers.**

**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. The committee is supposed to be three faculty members. The number will be updated.**

**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. Will fix the document to not reference a section that is not in the COE By-Laws. Editorial changes were accepted.**

**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. Editorial changes were accepted.**

**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. Editorial changes were accepted.**

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. Editorial changes were accepted.**

**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 Will fix the document to not reference a section that is not in the COE By-Laws.**

Alcohol Policy

* The President of the university has made changes to the policy without going through the shared governance process
* The entire preamble of the document was deleted
* Possibility of bringing a guest from the legal team in to go over the changes to the document.

Rules Committee agenda for the January meeting

* Bring in a guest from the legal team or student affairs to go over the changes to the alcohol policy

Meeting adjourned at 6:50 p.m.

Patrick Broderick

Secretary of Rules Committee