**Attendance:**

Craig Blum [X] Martha Horst [X] Connie Dyar [] Scott Seeman [X] Jihad Qaddour [X]

Tyler Smith [X] LaDelya Jones [X] Angel Zamudio [X] Hannah Beer [X] Caroline Kernan [X]

Sam Catanzaro [X]

**Absences:** 1

Meeting called at 6:01pm

**6:01-02**

Minutes approval

- Dr. Catanzaro was referred to as senator, when in fact he is not a senator

- Will change “Senator” to “Dr.”

-Passed by unanimous vote

The Rules Committee created a list of questions and comments regarding the CAST Bylaws. Below is the list submitted to the Chair of the CAST College Council of suggested revisions and items requiring discussion.

**Article I**

Section 3 – CAST bylaws need to include mechanism for approval by the academic senate of evaluation instruments of dean and chairs. Consider adding the language stated below.

C. The College Council shall conduct the evaluation of the Dean of the College according to ISU Policies, Procedures, and Guidelines (Policy 3.2.15 Administrator Evaluation). The College Council will forward either the College of Applied Science and Technology dean evaluation instrument or chair evaluation instrument to the Academic Senate for approval if changes are made to these documents.

Section 4 -why are students non-voting members of the CAST College Council? Here is the composition of other college councils at Illinois State University.

CAS Council Voting Members: 9 faculty, 1 A/P, 1 Civil Service, 1 NTT, 6 students, Dean

CFA Voting Members: 4 Directors, 6 faculty, 1 NTT, 1 A/P, 1 Civil Service, 7 students

COE Voting Members: 14 faculty, Dean, 3 students

Mennonite: all faculty, 3 students

COB: 4 elected chairpersons (faculty) of committees/teams. Dean as ex-officio (non voting?)

Section 7 E – Per the Illinois Open Meetings Act, ISU meetings may be attended by anyone. Consider the following word change:

“Anyone may attend any meeting of the council except when the council is in executive sessions, but may participate in discussion only with the consent of the Council.”

sect. 7 G- if students are given voting rights on the council, this text will need to be changed.

**Article II**

Section 1 - A and B should cite specific ISU policy numbers and names.

Wording suggestions:

A. Responsibilities of the Dean

The Dean of CAST is the chief academic and administrative officer of the College, and the principal intermediary between the College and the University. The Dean is accountable to the Vice President and Provost for every aspect of the conduct and development of the College over which he/she has authority. The Dean shall serve at the pleasure of the Provost ~~President and shall be accountable to the Vice President and Provost~~ (refer to: *ISU Policies and Procedures:* *Academic Dean, Responsibilities, Appointment, Compensation, Terms, Evaluation* (3.2.16)).

B. The College Dean shall be selected according to the Illinois State University Administrator Selection Policy 3.2.13.

Section 2 B

Wording suggestion:

B. Faculty/Student Participation in Selection of Administrators

While the Dean shall be responsible for the nomination of all administrative officers to the Vice President and Provost, faculty members, ~~and~~ students and potentially staff members shall be involved in the determination of the need for and in the selection process of administrators such as associate deans. Details for the procedures established for hiring Chairs and Directors are outlined in Appendix 5.

**Article III** (and other spots)

In section 1, the bylaws refer to “any full time adjunct faculty member within the Department of Military Science.” The Committee would suggest the term “any full time non-tenure track member.” Throughout the document, the term “adjunct” is used when the term “non-tenure track” would be more appropriate.

Please note that, in other colleges such as the College of Fine Arts, members of the community other than faculty are allowed to propose amendments to bylaws, call for a referendum, and cast votes for such amendments and referendums.

Examples:

CAS – “all members of the college community are entitled to vote” (majority of students and majority of faculty voting)

CFA – (all college constituencies mentioned “decision or action from the following college constituencies….) requires 10% signatures from college constituencies… voting members separated out into constituencies.

COE – amendments can be put forth by 20% of voting members of faculty. Or 100 students.

**Appendix 1**

p. 9 and 10 – periods in headers should be removed (Functions of the Committee and Procedures for Handling Course Proposals and Programs, and Changes Submitted to the Committee)

**Appendix 3**

CAST Research committee – is the associate dean an ex-officio voting or non-voting member?

Does the associate dean rank the faculty applications as well?

**Appendix 5** Procedures and Policies for Selecting Department Chairpersons/School Directors

II. The Selection Process

A.1. and 2. reference acting chairperson/director. The term “interim” should be used here.

In this section, there is an extra number 1. that should be deleted.

Comment- Language regarding targeted internal searches was deleted here. This is still a possibility under policy 3.2.13.

III. Organization of Search Committee – are all members of the search committee voting members?

Why is there no NTT representative mentioned in III. A.? (NTT representative is mentioned in III.D)

In IV. E. it mentions that “students whom the committee selects and invites to participate in the evaluation process shall be involved in the interviewing and evaluating of all candidates brought to the campus for this purpose.” Why are students selected to evaluate in the evaluation of candidates? Shouldn’t this process be accomplished via open forums that any student is able to attend?

**Appendix VI**

The Rules Committee would like to request that CAST verify that this is the most current language for this section. URC has been evaluating revised CFSC standards and the current ASPT document was effective January 1, 2017.

The Rules Committee will invite the Michelle Kibler, Chair of the CAST College Council, to the meeting on October 10th to review this list of suggested revisions.

**Meeting Adjourned 6:53pm**

Secretary of Rules Committee,

Angel Zamudio