

BYLAWS OF THE COUNCIL ON ACADEMIC AFFAIRS

ARTICLE I

Name

The name of this council shall be The Council on Academic Affairs.

ARTICLE II

Object

The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations.

ARTICLE III

Members

A. The Council shall consist of:

1. The Vice President for Academic Affairs as an ex officio member without vote.
2. Nine members (with voting privileges), one from each academic college (Arts & Humanities, Education and Professional Studies, Lumpkin College of Business and Applied Sciences, and Sciences) elected by the faculty of the respective colleges, and five elected from the faculty at large. The council members will serve three-year, overlapping terms. Elections are conducted by the Faculty Senate and newly elected members shall take office at the first meeting of the Fall semester after the election.
3. Three student members with voting privileges appointed by Student Senate. An alternate student member shall be appointed in the same manner. Students serving on the Council must carry at least 12 semester hours of course work in each of the semesters they serve. If a student serves during the Summer Term, the student must carry at least 3 semester hours. If student members and the alternate are not enrolled during the summer term, Student Government Executive Officers or their appointee(s) may serve to achieve the full complement of three enrolled student representatives.
4. One member (with voting privileges) from the Academic Advising Center selected by the Center's staff representing the Campus Advising Network for a three-year term.

B. Replacements, in case of resignations or absences, shall be made as follows:

1. If a replacement is required among the elected faculty members of the Council, the alternate shall be chosen according to Faculty Senate procedures.
2. If a replacement is required among the student members of the Council, the alternate shall be chosen according to Student Senate procedures.
3. If a replacement is required from the Academic Advising Center, the alternate shall be chosen according to Academic Advising Center procedures.
4. If a member of the Council is to be absent from the campus for one school term or more, his/her place shall be filled by an alternate for the length of his/her absence.
5. Replacement by an alternate should be effected within a month of the time of the resignation or the start of the member's absence from campus.

ARTICLE IV

Officers

A. The Vice President for Academic Affairs shall serve as Executive Officer.

B. At the last meeting held in the spring semester, the seated council shall elect a Chairperson and Vice Chairperson. Only members who have served the previous year on the Council are eligible to serve as Chairperson. Election shall be by a majority vote. The term of office for both the Chairperson and

the Vice Chairperson shall be one year, beginning at the first meeting in the fall semester. It shall be the duty of the Chairperson, and in his/her absence the Vice Chairperson, to call and preside over the meetings of the Council. The Chairperson retains the right to vote.

- C. The Executive Officer of the Council shall provide non-voting personnel to serve as secretary and to record, maintain, and distribute the minutes of the Council and to otherwise assist with the business of the Council.

ARTICLE V

Executive Committee

The Executive Committee shall consist of the Chairperson, the Vice Chairperson, and the Executive Officer or his/her designee. The duties of the Executive Committee are to set the agenda for meetings, to serve as spokespersons for Council actions, and to make committee assignments on behalf of the Council when time constraints prohibit consultation with the full Council.

ARTICLE VI

Committees

The Council may have standing committees, subcommittees, ad hoc committees, and any other committees deemed necessary by the Council.

ARTICLE VII

Jurisdiction and Procedures

- A. Jurisdiction and Duties of the Council on Academic Affairs.

- 1. Curriculum

- a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to:
 - (1). Changes in undergraduate degrees or degree requirements other than for teacher preparation.
 - (2). Addition, deletion, or revision of all undergraduate programs other than teacher preparation programs which fall under the jurisdiction of the Council on Teacher Education.
 - (3). Addition, deletion, or revision of courses numbered below 5000. The recommendations may include content, credit value, descriptions, titles and related aspects.
- b. Periodically the Council shall review undergraduate courses and programs, other than teacher preparation programs, and, if deemed necessary, make appropriate recommendations.
- c. Concerns of the Council on Academic Affairs include:
 - (1). Proliferation of courses.
 - (2). Duplication of content involving courses.
 - (3). Maintenance of desirable standards.

- 2. General Academic Policies, Requirements, and Regulations for Undergraduates.

- a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations and requirements, including:
 - (1). Admission, retention, dismissal, and reinstatement standards.
 - (2). General education requirements for all undergraduate degrees.
 - (3). Requirements for graduation.
 - (4). Student academic load.

- (5). Grading systems.
 - (6). Other pertinent issues and problems.
3. Communication and Implementation of Actions taken by the Council.
- a. Minutes of the Council, including recommendations, shall be posted on the CAA web site within three working days following the meeting.
 - b. All actions shown in the minutes shall be considered as recommendations to the President for implementation.
 - c. If the Vice President for Academic Affairs does not agree with the recommendations of the Council, he/she may submit an analysis and recommendation to the President.
 - d. The President may:
 - (1). Approve, disapprove, or modify the Council's recommendations.
 - (2). Return recommendations to the Council for further study.
 - (3). Forward appropriate recommendations to the Board of Trustees for its consideration.
 - e. The President has ten working days to act on recommendations contained in the Council minutes. If the President is away during the ten day period, the period will be increased by the number of days he/she is away.
4. Procedures of the Council on Academic Affairs
- a. Meetings
 - (1). Meetings of the Council shall be called by the Chairperson, or in his/her absence by the Vice Chairperson, or in their absence by the Executive Officer, and in his/her absence by the Chair's designee.
 - (2). A quorum shall consist of eight voting members.
 - (3). All meetings shall adhere to the provisions of the Illinois Open Meetings Act.
 - b. Agenda
 - (1). The agenda of each meeting shall be available to at least 48 hours in advance of the meeting. It is recommended that this be published as a supplement to the minutes of the previous meeting or with the notice of the meeting.
 - (2). Responsibility for preparation of the agenda rests with the Executive Officer and/or the Chairperson of the Council.
 - (3). By consensus, changes may be made in the agenda before or during the meeting and any member may request the addition of an item to the agenda.
 - (4). Although proposals will be added to the agenda in the order in which they are received, circumstances may make it desirable to consider items in other than their assigned order.
 - c. Voting
 - (1). Except in matters which can be settled by common consent, the Council shall record all its votes either by electronic ballot or by roll call ballot.
 - (2). The only votes that may be cast are yes, no, and abstain.
 - (3). If electronic ballot using an audience response system is used, each Council member shall be assigned a unique keypad (clicker) at the beginning of each meeting. When a vote is taken, each member will record his or her vote on the keypad. Voting will remain open until all members present have completed his or her vote. Immediately after voting

is closed, the results shall be displayed showing each member's vote. If any member disputes the accuracy of his/her vote, the electronic vote shall be considered invalid and the entire vote shall be retaken using roll call ballot as described in VII, A. 4. c. (4).

- (4). If roll call ballot is used, the roll call shall be alphabetical. With each subsequent vote, the first voter shall be the person who voted second on the previous roll call.
 - (5). Any member of the Council may request publication of the explanation of his/her vote, but not the explanation of his/her abstention from voting.
 - (6). All actions taken by the Council require a majority vote. A majority vote means more than half of the votes cast based on attendance with a minimum of five (5) majority votes (excluding abstentions).
- d. Handling of Proposals
- (1). All proposals to the committee should be submitted in electronic form to the Executive Officer.
 - (2). Proposals may originate with departments, curriculum committees, individual faculty members, administrative officers, members of the Council, or students. The Council reserves the right to refer proposals to what it considers the proper department, committee, or executive office of the university for recommendation prior to giving the proposal extended consideration.
 - (3). Proposals submitted to the Council regarding changes in undergraduate general education and university graduation requirements must have university-wide public discussion by faculty and administration before consideration by the Council. This requires, at the minimum, discussion of such proposals before the college curriculum committees, faculty senate, student senate, and other appropriate administrative bodies before such proposals, along with the results of the discussion, are considered by the Council.
 - (4). Each item received for the agenda shall be identified with a permanent number designating both the calendar year and the order in which the items are received, beginning with the number one for the first item in January. (For example, the first item added to the agenda in January 2003 was identified as 03-1).
 - (5). Proposals for new courses will be considered only if submitted in the format prescribed by CAA.
 - (6). In order to be placed on the agenda, a proposal must be moved and seconded by a member of the Council. The agenda item is then published in the minutes of the Council and is voted upon in a subsequent meeting. Alternatively, in the event a meeting is cancelled, the Chairperson of the Council may place a proposal on the agenda for a future meeting. The agenda item is then to be published with the notice of the meeting cancellation and can be voted on at a subsequent meeting.
 - (7). The Chairperson shall invite the proposer(s) to be present for discussion of the proposal.
 - (8). Where a proposal has been referred to a given department or curriculum committee and no action is reported after a reasonable time, the person with which the proposal originated may request the Council to consider the proposal.
 - (9). If a proposal originated in the Council, the Council may assume direct jurisdiction where unreasonable delay occurs.
 - (10). When a department has a proposal which is part of a program, or a service to a program other than its own, the proposal must bear the approval signature of the appropriate dean(s), as well as the signatures of the appropriate department chairpersons and the departments' curriculum committee chairpersons.
 - (11). If the Council requires major changes in a proposal from a college or department, the proposal is returned to the proposing unit for revision.

If the Council requires only minor changes, and those changes are acceptable to the department concerned, the proposal need not be returned to its originator for revision.

- (12). Final action may be taken on a proposal ruled non-controversial by the Executive Officer and the Chairperson after the item has appeared on the agenda without the motion having been published in the minutes or published with the announcement of a meeting cancellation. In some exceptional cases, final action on a proposal which has been declared non-controversial by the Executive Officer and the Chairperson may be taken before it has appeared on the agenda of the Council, if the Council by a two-thirds vote of those present, suspends this rule to take immediate action.

Final action may not be taken on a proposal that is ruled controversial by either the Executive Officer or the Chairperson unless the proposal (1) has been published with the meeting agenda and (2) has previously been published in the minutes as moved and seconded or published with the notice of a meeting cancellation. This rule may not be suspended.

e. Executive Decisions

- (1). The Executive Officer may make decisions upon request from either a Dean or a Department Chairperson concerning the following:
- (a). Minor changes in course titles and course descriptions, where course content remains generally the same.
 - (b.) Minor changes to programs:
 - Additions or deletions of electives in majors, minors, and concentrations
 - Changes in the title of existing concentration titles
 - (c). Changes in course numbers. However, changes in course numbers that result in a change in a course's level, e.g., from 1000 to 2000, are not permitted by executive action.
 - (d). Changes in course prerequisites.
 - (e). Catalog changes which merely clarify the Council's intent.
 - (f). Deletion of courses.
 - (g). Changes in class, lab, and/or credit hours.
- (2). Changes which are approved by the Executive Officer will be reported to the Council and are subject to discussion and revocation by the Council. The changes will be published in the minutes.
- (3). No executive action is permitted concerning General Education Program Requirements or Graduation Requirements.

ARTICLE VIII

Parliamentary Authority

Any procedural questions not covered by the foregoing rules shall be determined by the current edition of Robert's Rules of Order Newly Revised.

ARTICLE IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, providing the amendment has been submitted in writing at the previous regular meeting