

## **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. Eight members (with voting privileges), From the College of Liberal Arts & Sciences, one member from the sciences and one member from the humanities, one from the College of Education, one from the College of Health & Human Services, and one from the Lumpkin College of Business and Technology. Members representing colleges shall be elected by the faculty from their respective colleges. In addition, three members shall be 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. One student member 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 Success Center, the alternate shall be chosen according to procedures determined by the Academic Advising staff.
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. Standing committees shall include the General Education Committee. The structure and function of these committees are described in Article IX.

## **ARTICLE VII**

### **Jurisdiction and Procedures**

- A. Jurisdiction and Duties of the Council on Academic Affairs.
  - 1. Curriculum
    - b. 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.
    - c. Periodically the Council shall review undergraduate courses and programs, other than teacher preparation programs, and, if deemed necessary, make appropriate recommendations.
    - d. 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 six 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, or by recorded show of hands.
- (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 four (4) 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 General Education Committees, 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 for a course which is part of a program, or a service to a program other than its own, the proposal must bear evidence of consultation with the appropriate department representative(s), including a list of affected departments and dates consulted.
- (11). When a degree program proposal may be reasonably anticipated to materially affect enrollment in any course(s) outside of the proposing unit, the proposal must bear evidence of consultation with the appropriate department representative(s), including a list of affected departments and dates consulted.
- (12). 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.

- (13). 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.
  - (h). All undergraduate courses that seek to change the mode of delivery to include online and/or hybrid delivery, where course content and learning objectives remain the same. Requests seeking to add hybrid delivery mode shall provide the following information:
    - a rationale for the addition of hybrid delivery mode.
    - the approximate percentage of face-to-face and online class delivery of the hybrid class.
    - for hybrid classes with an online delivery percentage of 50% or higher, a statement assuring that all instructors teaching the hybrid class will have completed OCDI training or received an approved exemption from the training requirement based on prior experience.
  - (i). Addition, deletion, or revision of certificates or related course combinations of less than 18 credit hours which do not appear in the catalog.
- (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.
  - (4). Any executive action that entails modifications to a degree program that may be reasonably anticipated to materially affect enrollment in any course(s) outside of the proposing department must bear evidence of consultation with the appropriate department representative(s), including a list of affected departments and dates consulted.
  - (5). When a department has an executive action for a course which is part of a program, or a service to a program other than its own, the executive action must bear evidence of consultation with the appropriate department representative(s), including a list of affected departments and dates consulted.

## **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**

### **Standing Committees**

The General Education Committee is a Standing Committee for the Council on Academic Affairs.

#### **A. Membership**

- 1. The 9 voting members of the Committee shall be as follows: Each of the five undergraduate learning goals shall be represented. The speaking and listening learning goal shall be represented by a faculty member from Communication Studies, and the writing and critical reading learning goal shall be represented by a faculty member from English. In addition, three at-large members with voting privileges shall be solicited university-wide, and one CAA representative or designee. The Provost (or his/her delegated representative) shall serve as ex-officio members of the committee.
- 2. The General Education Coordinator shall serve as chair of the Committee and will vote only in the event of a tie

3. The method of selection of the faculty members of the Committee shall be as follows:
  - a. During the Spring term new appointments will be made as needed for the following academic year.
    - (1). Regarding learning goal representatives, in February, the chair of CAA will consult with the chair of the General Education committee and notify the dean of the college of an opening on the General Education committee in the upcoming year. The department chairs will be asked to solicit volunteers who indicate their willingness to serve to the chair of CAA, specifying which learning goal they wish to represent. If more than one eligible faculty member volunteers, then the chair of CAA in consultation with the General Education Coordinator shall determine who will serve as the representative on the General Education Committee. Learning goal representatives shall serve a three-year term.
    - (2). Regarding at-large representatives, in February, the chair of CAA will notify the deans of the colleges of an opening on the General Education Committee in the upcoming year. The department chairs will be asked to solicit volunteers who indicate their willingness to serve to the chair of CAA. If more eligible faculty members volunteer than are needed, then the chair of CAA in consultation with the General Education Coordinator shall determine who will serve as the representative on the General Education Committee. At-large representatives shall serve a three-year term.
    - (3). CAA will select their representative from members of CAA or a designee. If more than one member volunteers from CAA, then CAA will vote to select their representative. The CAA representative shall serve a one-year term.
  - b. The candidates shall be presented for confirmation by CAA at their April meetings.
  - c. Vacancies created in the middle of a term by resignation or inability to serve shall be filled according to procedure in A3a within one month of the resignation.
  - d. 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 and alternate for the length of his/her absence.
- B. The responsibilities of the Chair shall be as follows:
  1. To call meetings of the Committee (or in the Chair's absence the meeting may be called by his/her designee) for the timely consideration of such matters as shall have been submitted to it
  2. To enact the Committee's oversight (see below) of the General Education Program.
  3. To attend CAA meetings when requested by the CAA chairperson.
- C. The Provost shall provide non-voting personnel to serve as secretary and to record, maintain, and distribute the minutes of the Committee and to otherwise assist with the business of the Committee.
- D. The General Education Committee shall meet at the call of its Chairperson. A quorum of the Committee shall be five (5) voting members, excluding the Chairperson.
- E. The General Education Committee bears the primary responsibility for maintaining and developing the General Education Program at Eastern Illinois University. Its responsibilities include the following:
  1. To review proposals for additions, terminations, and modification of all general education courses and requirements.
  2. To place any general education course or requirements that the General Education Committee deems deficient in satisfying the goals established for the relevant general education components on probationary status for one year. The course can be offered during the probationary year. If the department or unit is unable to make satisfactory amendments to the course, the General Education Committee, in consultation with the Provost, will recommend to CAA that the course be removed from the General Education Program.
- F. All decisions of the General Education Committee are subject to review and approval by CAA and ultimately the President.

- G. Procedures of the General Education Committee shall be as follows:
1. All proposals for the addition of general education courses shall be circulated to members one week prior to the meeting at which it is considered.
  2. Representatives of the proposing Department(s), College or School(s) shall be invited to meet with the General Education Committee during the discussion portion of deliberations relating to their proposal and respond to proposed modifications.
  3. Except in matters which can be settled by common consent, the General Education Committee shall record all its votes either by electronic ballot or by roll call ballot. The only votes that may be cast are yes, no, and abstain.
  4. All actions taken by the Council require a majority vote. A majority vote means more than half of the votes cast based on attendance (excluding abstentions).
- H. Requests to propose, modify, or delete general education courses shall be routed in the following sequence:
1. Originated by the individual faculty members or departments who desire to teach the course;
  2. Approved by the Curriculum Committee(s) of the Department(s) or School involved;
  3. Approved by the Curriculum Committee(s) of the College; and Honor's Council when applicable;
  4. Routed to the Office of the Provost and directed to the General Education Committee; and reviewed and approved by the General Education Committee, as appropriate;
  5. Reviewed and approved by the CAA; recommendation to President of EIU.
- I. The General Education Committee shall have responsibility for the continuing review of the General Education program. Responsibilities include:
1. Conducting a continuous review of the General Education program beginning in 2020. The review shall be done annually in such a way that it is completed at the end of five years, when the review process shall begin again.
  2. Reviewing, in a manner determined by CAA, the General Education program on an annual basis. For example, "Foundations" and Natural Science courses reviewed in the first year, Humanities and Fine Arts courses in the second year, Social and Behavioral Science courses in the third year, and Seminar courses in the fourth year. The fifth year in the cycle shall be devoted to reviewing the entire program from a holistic and comprehensive perspective.  
  
Each year, the Committee may be augmented with additional non-voting members as needed to help with the review.
  3. Placing all courses that are not re-approved in the General Education Committee's annual review on probationary status. Departments will have one year to address satisfactorily the Committee's concerns; otherwise, such courses may be recommended to be removed from the lists of courses approved for General Education credit.
  4. Preparing materials in support of any special reviews that CAA, CASL, or the Provost shall undertake.

## **ARTICLE X**

### **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