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# Bylaws of the Armstrong Faculty Senate

Armstrong State University

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## **ARTICLE I. Senate Jurisdiction**

The Armstrong Faculty Senate shall make, subject to the approval of the President of the University, statutes, rules, and regulations for the joint effort of governance; provide such committees as may be required to support governance; prescribe academic regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the Faculty Senate shall be filed with the Chancellor of the University System of Georgia. The Faculty Senate shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the President of the University (BOR Minutes, 1986-87, p. 333).

## **ARTICLE II. Duties of the Senate**

**SECTION A.** Coordinate the activities of the Standing Committees of the Senate by appointing faculty to these committees and by responding to recommendations from these committees.

**SECTION B.** Advise the President of the University regarding overall allocation of resources in pursuit of the needs of students, the quality of their instruction, and the academic curriculum.

**SECTION C.** Monitor and make recommendations on the development of policies affecting the welfare of faculty.

**SECTION D.** Monitor and make recommendations on the development of policies affecting the academic mission of the university.

**SECTION E.** Act upon recommendations, institutional objectives, or other matters that shall be brought before it by Senators, Senate committees, the President of the University, vice presidents, or individual faculty members, and make recommendations to the President of the University.

**SECTION F.** Maintain a Faculty Senate website for regular and effective communication with the faculty. This website will include, but not be limited to, the following:

1. all agendas and minutes of Faculty Senate meetings
2. minutes of meetings of all Senate committees
3. recommendations from the Faculty Senate to the President of the University, and the President's responses to these recommendations
4. bills of the Senate and a record of their resolution, including a record of votes
5. the annual report of the Senate
6. a discussion board to allow faculty members to comment on Senate agenda items and actions
7. a resource page for university and system policies
8. links to appropriate online resources
9. the constitution and bylaws of the Faculty Senate
10. record of the amendments to the constitution and bylaws.

**SECTION G.** Monitor and update the constitution and bylaws of the Faculty Senate.

**SECTION H.** Monitor, review, and develop policies and procedures related to the curricular and co-curricular activities of students; these areas shall include:

1. admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation
2. other aspects of student life as may be necessary and appropriate for the maintenance of high educational standards.

**SECTION I.** Report approved motions of the Faculty Senate to the President of the University in the form of recommendations, according to the following procedures:

1. Recommendations will be made in printed format and will be signed by the President of the Senate.
2. The President of the University will be invited to respond to these recommendations within thirty days.
3. The President of the University may approve, veto, remand to the Senate, or otherwise defer action on a Senate recommendation.
4. If a recommendation to the President of the University is vetoed, remanded, or otherwise deferred, the President will, through a written response, provide the Senate with the reason(s) for such action.
5. In response to a veto, the Senate may, accept the President's veto, or by a majority vote, revise and resubmit the recommendation, or by a two-thirds majority vote, resubmit the recommendation unchanged.
6. Following discussions with the President of the University, if no acceptable resolution can be reached, the Senate President, following an additional affirmative vote by a two-thirds majority of the Senate, may submit an appeal to the Board of Regents under Board of Regents Bylaws, Article VIII, with the understanding that the Board may choose not to hear the matter or address it further.

### **ARTICLE III. Membership of the Senate**

**SECTION A.** Senators will be nominated and elected at the departmental level.

**SECTION B.** There will be forty Senators. Apportionment will be calculated using the Huntington-Hill formula with each department being represented by at least one Senator. For purposes of apportionment, the Library will be considered a department. Apportionment shall be based on the number of "Voting Members of the Faculty" as defined in Article I, SECTION C of the Constitution of the Faculty Senate on September 15 in the year of apportionment to be effective for the next election following apportionment. In the event of a tie that precludes the calculation of 40 Senators, using the Huntington-Hill formula, a comparison of the total faculty population to the previous year will be made. If the population increases, the total number of Senators will increase to 41. If the population decreases, the total number of Senators will decrease to 39.

**SECTION C.** Every five years or upon the creation or deletion of a department, the Senate's Constitution and Bylaws Committee shall review the composition of the Senate. As a result of this review, the committee may recommend a reapportionment of the forty seats to the Senate and propose a plan for modifying the length of terms to maintain appropriate representation

during the period of redistribution.

**SECTION D.** Because of the responsibility attendant upon membership in the Senate, department chairpersons shall make every effort to arrange schedules to permit attendance of Senators at regular meetings of the Senate.

Approved May 2013

#### **ARTICLE IV. Duties and Privileges of Senators**

**SECTION A.** Senators shall have full privileges of the Senate, including but not limited to the following: rights to introduce resolutions, make motions, vote on motions, call for additional meetings, and other privileges as defined in the most current edition of Robert's Rules of Order.

**SECTION B.** Senators are required to attend all Senate meetings and to take part in the Senate's committee work assigned by the President of the Senate.

**SECTION C.** A Senator who is unable to attend a meeting must notify the Secretary of the Senate. That Senator's academic department will send the elected alternate, who will have full voting privileges. In such cases, because the department is represented, the Senator's absence will be considered "excused."

**SECTION D.** More than two unexcused absences per year from Senate meetings will be communicated to the Senator's department.

**SECTION E.** Senators will bring forth the concerns of their respective departments.

**SECTION F.** Senators will make regular reports of Senate actions to their departments' faculties.

#### **ARTICLE V. Election of Senators**

**SECTION A.** Senators shall hold office according to the following terms:

1. Senators shall be elected for a three-year term. Each department shall elect one alternate for each Senator with each alternate elected for a one-year term.
2. During the first three years of the Faculty Senate, staggered elections will be held so that one-third of the Senators will be newly elected each year.
3. Following a three-year wait period, Senators may be re-elected for another three-year term.
4. If a Senator is transferred from one academic department to another or is reassigned to an administrative position during his or her term of office that Senator's term shall end as of the date of the transfer.

**SECTION B.** By January 15 of each year, the Senate Elections Committee shall inform university departments of (1) the names of Senators whose terms will expire during the current academic year, and (2) any changes in apportionment as stated in the bylaws.

**SECTION C.** Department heads shall report the results of elections to the Senate Elections Committee not later than March 1 of each year.

**ARTICLE VI.** Duties and Responsibilities of the Officers of the Senate

**SECTION A.** The President shall

1. chair the Steering Committee of the Senate
2. sign the official copies of all Senate actions and communicate all formal actions to the President of the University
3. serve as the official representative of the faculty at university functions
4. appoint committees
5. form ad hoc committees
6. assign specific duties to officers of the Senate.

**SECTION B.** The Vice President shall

1. assist the President as a member of the Senate Steering Committee
2. schedule rooms needed for meetings of the Senate.

**SECTION C.** The Secretary shall

1. collect, publish, and distribute the agendas and approved minutes of the Senate and committees
2. create other documents on behalf of the Senate
3. maintain and ensure the accuracy of the information on the Senate website
4. take minutes and keep attendance records for all meetings of the Steering Committee and the Senate
5. notify departments of unexcused absences of Senators
6. keep records of all proceedings and file all committee reports
7. keep the Senate's official membership roll and call the roll where it is required
8. assign a number to each bill or resolution.

**SECTION D.** The Parliamentarian shall

1. ensure that Senate meetings are conducted in accordance with the most current edition of Robert's Rules of Order, the constitution, and the bylaws of the Faculty Senate
2. ensure that a quorum is maintained during Senate meetings
3. monitor Senate voting procedures for accuracy.

**ARTICLE VII.** Election of Officers

The Elections Committee will develop a slate of officers by April 1 of each year. Senators may make nominations to the Elections Committee. Senators-elect are eligible for nomination.

Senators who are completing the last year of their term(s) of service are eligible for nomination and service to Senate office.

**ARTICLE VIII.** Faculty Senate Meetings and Procedures

**SECTION A.** The Senate shall meet regularly in accordance with the following:

1. The Steering Committee shall determine the meeting schedule that will be provided to the faculty at the beginning of each academic year. Minutes of Senate meetings shall be made public no later than seven calendar days following Senate approval.
2. The Senate shall meet in open session, in space adequate for visitors, at least four times per semester during the academic year.

**SECTION B.** Except as determined by majority vote of the Senators (in which case the Senate would be in executive session, in accordance with Robert's Rules of Order), all meetings of the Senate shall be open for members of the general faculty to attend.

**SECTION C.** Faculty or staff members who are not Senators may be recognized to speak to specific agenda items at the discretion of the presiding officer.

**SECTION D.** Members of the faculty, individually or collectively, or through campus committees, are encouraged to submit items for consideration for the Faculty Senate meeting agenda to their elected representative or directly to the Steering Committee.

In addition, members of the Faculty Senate may raise suggestions for agenda items from the floor during meetings of the Faculty Senate.

**SECTION E. Special Meetings of the Senate**

Special meetings may be convened only to consider an item or items specific to the published purpose of the meeting. Typically such a meeting may be called to discuss any important matter that may arise between regularly scheduled meetings or that requires immediate action by the body before the next regularly scheduled meeting. Notice of the meeting must be published at least three working days before the meeting. Only business stated in the call for a special meeting may be transacted.

**ARTICLE IX. Committees of the Senate**

Each committee will develop a set of bylaws, have them approved by the Constitution and Bylaws Committee, and keep these bylaws current. Each committee shall conduct its business in accordance with Robert's Rules of Order. With the exception of the Steering Committee as noted below in Article IX, SECTION A, each committee shall elect a chair person from its voting membership.

Each will establish a schedule for meetings and submit it to the Secretary of the Senate.

**SECTION A. Steering Committee**

**Charge:** The President of the Senate shall convene a Steering Committee with the primary responsibility to facilitate the administration of the Senate.

**Duties:** The Committee sets the agenda for meetings. The committee meets with the President of the Senate before each regular meeting to determine the agenda. The agenda as agreed upon by the committee shall be sent by the Secretary of the Senate to the faculty prior to each meeting.

**Membership:** Membership is composed of the officers of the Senate. In addition, one Senator

each from the College of Liberal Arts, the College of Education, the College of Health Professions, and the College of Science and Technology shall be appointed by the President of the Senate. The appointed members shall be confirmed by the Senate at its first meeting in the fall. The Parliamentarian shall serve as an ex officio, non-voting member. The President of the Senate shall chair this committee.

**SECTION B. Elections Committee**

Charge: This committee shall develop the nominations and election processes.

Duties: This committee shall

1. solicit nominations and accept nominations
2. determine willingness to serve
3. prepare slates of nominees
4. conduct university wide elections for the Standing Committees of the Senate
5. conduct elections for the Senate Committees
6. manage the election process
7. announce the results of elections
8. have the authority to call special elections.

Membership: The Elections Committee shall consist of five Senators elected by the Senate. No member of the Elections Committee can be nominated for Senate office.

**SECTION C. Committee on Committees**

Charge: The committee will regularly review the charge of each committee of the Senate to keep it up-to-date and effective.

Duties: The Committee assures that the work of each committee is consistent with its bylaws. The Committee can propose changes to committee bylaws and inform the Senate of any change(s) in committee structure. This committee has the responsibility to propose revise, or eliminate Senate committees and standing committees of the Senate. The Senate must approve any changes in committees' bylaws.

Membership: The Committee on Committees shall consist of four Senators elected by the Senate.

**SECTION D. Constitution and Bylaws Committee**

Charge: The Committee shall annually review the Constitution and Bylaws of the Senate and make recommendations for changes to the Senate.

Duties: This committee will review and make recommendations on the bylaws of each Senate committee and each Standing Committee of the Senate. Proposals for changes to the Constitution of the Senate and/or the Senate's bylaws must be reviewed by this committee.

Membership: The Committee on the Constitution and Bylaws shall consist of three Senators elected by the Senate.

## **ARTICLE X. Operational Framework for Standing Committees of the Senate**

**SECTION A.** Standing Committees serve as agents of the faculty and its Senate and also as prime contributors of information and recommendations to the Senate. Committees will provide agendas at least five working days before a meeting and file approved minutes of each meeting with the Secretary of the Senate. Committees may be charged further by the President of the Senate for special reports on prescribed subjects.

**SECTION B.** Each committee will develop a set of bylaws, have them approved by the Constitution and Bylaws Committee, and keep these bylaws current. Each committee shall elect a chair person from its voting membership and conduct its business in accordance with Robert's Rules of Order.

**SECTION C.** All committees are charged to report to the Faculty Senate in writing at least once annually.

**SECTION D.** A committee may divide itself into working subcommittees in performing its duties and may appeal to the President of the Senate for the establishment of task forces, study panels, and the like to expedite its work.

**SECTION E.** In the conduct of its business, a committee may hold hearings and forums as well as joint meetings with other committees.

**SECTION F.** Members of the Standing Committees shall be elected according to procedures established by the Elections Committee. Faculty members are elected to committees for terms of two years, unless otherwise specified in the bylaws of the committee, and terms will be staggered so as to ensure satisfactory continuity. Faculty members shall not serve for more than two consecutive terms on any one committee.

**SECTION G.** The Elections Committee will solicit nominations of Senators and conduct elections of Senators who will serve on standing committees. One Senator shall serve on each standing committee. The Senator will be a voting member of the committee but will not serve as the chair. This SECTION does not apply to the University Curriculum Committee.

**SECTION H.** Where committee structure provides, students shall serve on Standing Committees of the Senate for one-year terms. Unless otherwise specified in the individual Bylaws of each Standing Committee of the Senate, 1) students shall have voting rights on all Standing Committees of the Senate which allow for student members; 2) undergraduate student members will be nominated by the Student Government Association, and graduate students will be nominated by the Graduate Student Council.

## **ARTICLE XI. Standing Committees of the Senate**

### **SECTION A. Faculty Welfare Committee**

#### **Mission**

The Faculty Welfare Committee will protect the welfare of the faculty and promote a sense of

faculty community.

#### Duties

The committee shall consider issues and proposals related to faculty welfare including all matters relevant to faculty conditions of employment. The committee shall be involved in issues of policy and shall not consider individual cases. The committee shall make recommendations to the Senate for either information purposes or for action. The committee will make recommendations to the Senate concerning faculty evaluation policies and procedures after receiving reports from its Evaluation Subcommittee. The committee may promote various intellectual, educational and social activities that foster a sense of the faculty community.

#### Meetings

The committee shall meet three times per academic year or more as needed. The committee will determine meeting dates and times to be posted on the senate website.

#### Reports

Upon approval, the minutes of each Faculty Welfare Committee meeting will be submitted to the Secretary of the Faculty Senate. Furthermore, an annual summary report shall be submitted at the end of each academic year by the chair of the committee.

#### Membership

The committee shall be composed of nine faculty members, with two from the College of Liberal Arts, two from the College of Science and Technology, two from the College of Education, two from the College of Health Professions, and one from the Library. At least one member must hold graduate faculty status.

Approved December 2008

### **SECTION B. Student Success Committee**

#### Mission

The Student Success Committee shall recommend policies on recruitment, admissions, advisement, and retention. It will also select award recipients for scholarships.

#### Duties

The committee will define and evaluate advisement goals, objectives and procedures as well as evaluate the relationship between academic advisement and retention. The committee will review both current and proposed policies concerning advisement and recommend changes to the Senate. The committee will additionally identify resource needs for advisement and retention and develop, assess, and help implement an annual advisement and retention plan. Committee work will also include the review of scholarship applications compiled by the Office of Financial Aid, and selection of award recipients. The committee will present the list of candidates for graduation.

#### Membership

The committee shall be composed of ten faculty representatives with at least two from each college, one undergraduate student, one graduate student, and seven ex officio non-voting

members. The ex officio, non-voting members are the Director of Academic Orientation and Advisement, the Director of Multicultural Affairs, the Registrar, the Director of the Honors Program, the Director of Financial Aid, the Associate Vice President for Enrollment Management, and the assistant Vice President of Graduate Studies.

#### Meetings

This committee shall meet at least once per month during the Fall and Spring semesters. The committee will determine meeting dates and times to be posted on the senate website.

#### Reports

The minutes of each meeting will be provided to the Secretary of the Senate for posting. A separate report will be submitted to the faculty senate when a recommendation for action is made by this committee. At the end of each semester, the chair of the committee will submit to the Senate a summary of committee activities.

Approved January 2009

### **SECTION C. Library Committee**

#### Mission

The Library Committee will make recommendations to the Senate concerning library issues that affect the educational mission of the university and will act in an advisory capacity to the University Librarian.

#### Duties

The committee shall review and make recommendations concerning the library budget and library allocations policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Lane Library/Brockmeier Award for Outstanding Junior Faculty Member.

#### Membership

The voting membership of the committee includes one faculty member from each college, one faculty member from the Library other than the University Librarian, and one undergraduate student member. The University Librarian will be a non-voting, ex officio member of the committee.

#### Meetings

The committee shall meet at least once each semester. The committee will determine meeting dates and times to be posted on the senate website.

#### Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Approved February 2009

## **SECTION D. Research and Scholarship Committee**

### **Mission**

The Research and Scholarship Committee will facilitate, support, and advocate for issues related to research endeavors of faculty and students at Armstrong Atlantic State University.

### **Duties**

The duties of the committee include but are not limited to making recommendations concerning faculty Research and Scholarship Grants, the Arthur M. Gignilliat Summer Research Fellowship, and Advanced Academic Leave recipients to the Vice President of Academic Affairs. The committee will also determine the recipient of the Alumni Award for Distinguished Faculty Service to the Discipline, coordinate the Student Research and Scholarship Exhibition, and coordinate with the Faculty Development Committee in calling for internal grant proposals, including scheduling review processes, recommending grant recipients, and providing feedback to grant proposal applicants upon request. When appropriate, the committee shall also collaborate with the Faculty Development Committee, the Faculty Welfare Committee, the Writing Committee, the Office of Sponsored Programs, External Affairs, and the Honors Advisory Committee to assist in completing the charge of advocating for the support of faculty and student research and scholarship.

### **Membership**

The committee is comprised of fourteen faculty members: at least two from each college, and six at-large members. At least two faculty members must hold graduate faculty status. At the beginning of the first meeting of the academic year, the committee shall elect a chair. No more than one member from any one department may serve on the committee at the same time. The fourteen faculty members will be divided evenly into two subcommittees: the Faculty Research and Scholarship Subcommittee and the Student Research and Scholarship Subcommittee, such that subcommittee membership requirements are met. No one member will serve on both subcommittees. The chair of this committee will also serve as chair of the Faculty Research and Scholarship Subcommittee.

### **Meetings**

The committee will convene at least once each semester and on an as needed basis (especially for voting and discussion of grants and awards). The committee will determine meeting dates and times to be posted on the Senate website.

Approved March 2009

## **SECTION E. Academic Standards Committee**

### **Mission**

The Academic Standards Committee shall hear appeals on undergraduate academic admission and readmission and shall be responsible for recommending policies related to the Academic Honor Code and the Code of Conduct. The Academic Standards Committee shall consist of two Subcommittees: The Academic Appeals Subcommittee and the Student Conduct Subcommittee.

### **Membership**

The Academic Standards Committee shall be composed of six (6) faculty members, with at least

one faculty member from each of the four colleges; along with the following ex-officio, non-voting members: the Vice President for Student Affairs or his or her designee; the Vice-President for Academic Affairs or his or her designee; the Registrar or his or her designee; the University Appeals Officer; a representative from the Counseling Services Office; and four non-voting student members. The four students shall be the President and Vice-President of the Student Court, the President of the Student Government Association, and one student-at-large.

#### Reports

The committee will submit reports to the Secretary of the Faculty Senate. The decisions of the Academic Appeals Subcommittee will be available to Senators but are not subject to a vote of the body of the whole. The recommendations from the Student Conduct Subcommittee will be included in the materials to be considered and voted upon by the Senate as a whole.

#### Academic Appeals Subcommittee

##### Duties

The Academic Appeals Subcommittee shall be informed and make decisions regarding students' appeals for academic admission and readmission.

##### Membership

The Academic Appeals Subcommittee shall be composed of the six faculty members of the Academic Standards Committee along with the following ex-officio, non-voting members: the Vice President for Student Affairs or his or her designee, the Vice-President for Academic Affairs or his/her designee, the Registrar or his or her designee, the University Appeals Officer, and a representative from the Counseling Services Office. The representative from the Counseling Services Office may be the designee for the Vice-President for Student Affairs. The University Appeals Officer will serve as chair of this subcommittee so long as he/she is a full time member of the faculty.

##### Meetings

The Academic Appeals Subcommittee shall meet a minimum of six (6) times per academic year: the first weekday in August, two days before the start of fall semester classes, mid-November, two days before the start of spring semester classes, mid-April, and one day before the start of summer classes.

##### Reports

This subcommittee shall report a summary of their decisions to the Academic Standards Committee for informational purposes only.

#### Student Conduct Subcommittee

##### Duties

All rules and regulations relating to student conduct that are proposed by any University official, committee, or student group, and for which sanctions may be imposed in the name of the University, must be submitted to the Student Conduct Subcommittee for consideration and review prior to submission to the Faculty Senate and the student body. The Student Conduct Subcommittee will also select the members of the Student Court.

### Membership

The Student Conduct Subcommittee shall be composed of the six (6) faculty members and the four (4) student members of the Academic Standards Committee, and the Vice-President of Student Affairs or his or her designee. The Vice-President of Student Affairs or his or her designee will have voting rights on this subcommittee.

### Meetings

This subcommittee shall meet at the beginning of the academic year to determine student membership. Otherwise, this subcommittee will meet when necessary.

### Reports

This subcommittee shall report their decisions and make recommendations to the Academic Standard Committee for their approval.

Approved March 2009

### **SECTION F. University Curriculum Committee**

**Charge:** The University Curriculum Committee shall recommend to the Senate general curricular policies affecting the undergraduate academic programs offered by the university (e.g., core curriculum, university exit examinations, etc.).

**Duties:** The committee shall consider all proposals for new degree programs, majors, and/or minors, and make its recommendations to the Senate for action. The committee shall review all actions of the college curriculum committees, and shall be the organ of the university to which any college or autonomous department/program may make recommendations concerning undergraduate curricular matters. The committee may also make recommendations on curricular matters to the Graduate Affairs Committee. The committee will meet two weeks before each scheduled meeting of the Senate. The report of the University Curriculum Committee will be published at least five business days prior to the meeting of the Senate.

**Membership:** The University Curriculum Committee shall consist of thirteen members of the faculty plus the catalog editor (*ex officio*, non-voting). At the beginning of the first meeting of the academic year, the committee shall elect a chair by private ballot. The chair shall retain voting privileges. There shall be four faculty members from the College of Liberal Arts, two members from the College of Education, three members from the College of Health Professions, and four members from the College of Science and Technology. Reapportionment of the committee will be evaluated on the same schedule as for the Senate. Faculty terms shall be two years; no more than two successive terms shall be served by any person. Each college will elect their own representatives. No more than one member from any one department/program may serve at one time on the committee.

**College Curriculum Committees:** The College of Health Professions, the College of Liberal Arts, the College of Education and the College of Science and Technology shall each have a standing curriculum committee. Each College Curriculum Committee shall be composed of the dean of the college as chair and at least one faculty member from each department or program of the college to be elected by the department or program faculty.

Procedure for consideration of curriculum issues: The College Curriculum Committee, upon receiving recommendations on curricular issues from departments or programs within the respective college, shall take appropriate action and/or make recommendations to the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Curricular issues are defined as issues pertaining to program or curriculum development, change, or implementation and issues that significantly and broadly affect the nature and quality of instruction in a program. Any action of the College Curriculum Committee shall be in accordance with the general curriculum policies established by the Faculty Senate, and shall be reviewed by the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Any curricular matters that involve curricular policy or have a direct effect on departments or programs outside the college structure shall be forwarded, with recommendations, to the University Curriculum Committee and/or Graduate Curriculum Committee for action after notification of the affected departments. Curricular changes that affect certification programs (e.g., teacher certification) shall be reviewed by the curriculum committee of the college in which the certifying department or program resides prior to forwarding to the University Curriculum Committee for action.

The normal path for curricular issues is as follows: Issues related only to undergraduate programs proceed from the academic department to the College Curriculum Committee, then to the University Curriculum Committee and finally to the Faculty Senate. Issues related only to graduate programs proceed from the academic department to the College Curriculum Committee, to the Graduate Curriculum Committee and then to the Graduate Affairs Committee. Issues related to both undergraduate and graduate programs proceed from the academic department to the College Curriculum Committee, then to the University Curriculum Committee, then to the Graduate Curriculum Committee, and finally to the Graduate Affairs Committee.

## **SECTION G. Planning, Budget, and Facilities Committee**

### **Mission**

The Planning, Budget, and Facilities Committee shall advise the President of the University through the Senate on the issues related to the budget and planning processes where they affect the academic mission of the university.

### **Duties**

Responsibilities include recommendations concerning strategic planning, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents), as well as planning, development, and expansion of physical facilities when such endeavors affect the academic mission of the university.

### **Membership**

The committee shall be composed of nine faculty representatives, one undergraduate and one graduate student, and various ex officio, non-voting members. The nine faculty representatives shall consist of two faculty representatives from each of the four colleges, and one from the Library, where at least one of the faculty representatives must hold graduate faculty status. Ex officio, non-voting members will be one department head, one dean, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Financial

Services, and the Vice President of External Affairs.

#### Meetings

The committee shall meet at least four times each semester of the academic year and make recommendations to the Senate. The committee will determine meeting dates and times to be posted on the senate website.

#### Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Approved November 2008

### **SECTION H. Faculty Development Committee**

#### Mission

The Faculty Development Committee will facilitate, coordinate, and oversee activities directly related to the professional development of faculty.

#### Duties

The committee shall help develop, maintain, and promote the services and resources provided by the university's Teaching and Learning Center; solicit and evaluate applications for internal Teaching and Learning Grants for faculty; coordinate with the Research and Scholarship committee in calling for internal grants proposals, scheduling review processes, and recommending grant recipients to the Vice President of Academic Affairs; sponsor and co-sponsor workshops, symposiums, and forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; and advocate for other activities and services that support the development, review, and implementation of teaching methods, assessment practices, curricular innovations, and current technologies.

#### Membership

The committee shall be composed of eight faculty members, with at least one member/representative from each of the University's Colleges. The Director of Faculty Development and a representative from the Office of Sponsored programs shall serve as ex officio, nonvoting members.

#### Meetings

In addition to review sessions for internal grant applications, the committee shall meet at least once each semester. Subgroups of the committee may also meet to work on specific projects approved by the committee as a whole.

#### Reports

At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities. The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting.

Approved November 10, 2008

## **SECTION I. Writing Committee**

### **Mission**

The Writing Committee will promote student achievement in writing and foster campus-wide support for the principles of effective writing in all academic disciplines.

### **Duties**

The committee shall conduct an annual campus-wide forum and may sponsor other activities to address writing strategies that are generic, program, or discipline specific. The committee will also assist the Director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

### **Membership**

The committee shall consist of seven faculty members and two students: one faculty representative from each of the four colleges of the university, one at-large member, one Faculty Senate Representative, the Director of the Writing Center, one student nominated by the Director of the Writing Center and one undergraduate student nominated by the Student Government Association. The Director of the Writing Center shall serve as an ex officio, non-voting member of the committee.

### **Meetings**

The committee shall meet at least twice each semester of the academic year. The committee will determine meeting dates and times to be posted on the senate website.

### **Reports**

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each academic year, the chair of the committee will submit to the Senate a summary report of committee activities.

Approved February 2009

## **SECTION J. International Programs and Activities Committee**

### **Mission**

The International Programs and Activities Committee shall clarify, review, and implement regulations and policies regarding the quality and administration of international education programs. The committee shall work with the Office of International Education to advance the development of its programs and activities, and to provide recommendations regarding resource allocation for international programs.

### **Duties**

The committee works with the Office of International Education to promote faculty and student international exchange programs; promote study abroad programs; promote integrating campus global perspectives in and beyond the curriculum; to improve campus and community awareness of international programs; to clarify and update policies; to evaluate adherence to these policies; and to serve as a forum for discussing relevant administrative and resource issues. The committee shall provide advice and expertise to the Office of International Education on issues

related to program development, activities, and resource allocation. The committee shall report to the Senate its actions regarding international program development, activities, and resource allocation. The student member of the committee shall report the activities of the committee to the student Senate.

#### Meetings

The committee shall meet at least once each semester. The committee will determine meeting dates and times and publish them on the senate website.

#### Reports

Upon approval of the minutes, the committee shall report to the Senate its actions regarding international program development, activities, and resource allocation. The student member of the committee shall report the activities of the committee to the student Senate. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

#### Membership

The committee shall be composed of five faculty representatives; one student representative (nominated by the Student Government Association); two representatives from the various international councils, organizations, and programs (nominated by the Director of International Education and drawn from the campus representatives to the European, Asian, African and Americas Councils of the University System of Georgia; the campus representative to the Georgia Consortium for International Studies; members of the European Union Certificate Program; and members of the Latin American Certificate Program); two study abroad program directors (nominated by the Director of International Education); The Director of International Education shall serve as an ex officio, non-voting member. The members of the committee shall elect one of the five voting faculty representatives as Chairperson.

Approved March 2009

### **SECTION K. Honors Advisory Committee**

#### Mission

The mission of the Honors Advisory Committee is to serve as advocate for the Honors Program, its students and faculty, and to aid the administration of the program.

#### Duties

The committee shall monitor adherence to guidelines and policies, update and clarify policies, resolve requests for exceptions to policies, invite and review proposals for Honors Program courses, review Honors Program scholarship applications, and select Honors Program scholarship recipients.

#### Meetings

The committee shall meet at least once per semester during the academic year. The committee will determine meeting dates and times to be posted on the senate website.

#### Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. Reports and recommendations shall be directed to the Faculty Senate. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

#### Membership

The committee shall consist of five faculty members, of whom at least three have working experience in the honors program, the Director of the Honors Program, and one undergraduate student representative, all of whom have voting rights. In consultation with the Director of the Honors Program, the President of the Student Government Association shall appoint the student representative on the Honors Committee. One faculty member shall serve as Committee chair and one faculty member shall serve as Committee secretary.

Approved December 2008

### **SECTION L. Graduate Affairs Committee**

#### Mission

The Graduate Affairs Committee, serving as the official representative of the Graduate Faculty, and acting under the oversight of the President, will exercise jurisdiction over all matters related to graduate-level programming at Armstrong Atlantic State University.

#### Duties

The committee will

1. act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws;
2. develop, review, and keep current all policies and procedures affecting graduate-level recruitment, admissions, progression through programs, retention, and graduation;
3. approve the list of graduate students for fall and spring commencements;
4. receive reports from the Graduate Student Coordinating Council;
5. establish and maintain the following committees, and receive and act upon their recommendations:
  - o Graduate Faculty Status Committee
  - o Graduate Student Appeals Committee
  - o Graduate Curriculum Committee
6. report to the Senate regarding all matters related to graduate school programming;

#### Meetings

Regularly scheduled meetings will convene during fall and spring semesters at least once per month from August through April. Special meetings may be called by the Vice President for Academic Affairs or the Chair of the committee in consultation with the membership.

#### Reports

Upon approval of the minutes from each meeting, the committee will report its actions to the Senate, including all actions originating from its various committees.

#### Membership

The committee will be composed of a representative of each graduate program. Two additional

at-large member will be included from disciplines not otherwise represented on this committee. The Vice President for Academic Affairs, Academic Deans (or their designees), and the Advisor to the Graduate Student Coordinating Council serve as ex-officio, non-voting members of the committee.

#### Graduate Faculty Status Committee

Charge: The Graduate Faculty Status Committee will make recommendations to the Graduate Affairs Committee regarding the granting of graduate faculty status.

Duties: The committee will review and submit recommendations concerning proposals for categories of graduate faculty status, appointment criteria in each category, procedures whereby graduate faculty applications are reviewed by the committee, and graduate faculty applications submitted in accordance with adopted policies and procedures.

Meetings: This committee will meet monthly (August through April) unless otherwise specified or required.

Reports: All committee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The committee will be composed of seven members as approved by the Graduate Affairs Committee. Members will have associate or full graduate faculty status. A chair of this committee will be determined at the first Graduate Affairs Committee meeting of the academic year.

#### Graduate Student Appeals Committee

Charge: The Graduate Student Appeals Committee will make recommendations to the Graduate Affairs Committee involving graduate student academic appeals issues.

Duties: The committee will develop and submit recommendations to the Graduate Affairs Committee concerning policies and procedures for graduate student appeals. The committee will supervise the formal adjudication of any such appeals, and may serve in an advisory capacity to the Academic Standards Committee of the Faculty Senate.

Meetings: As needed or requested by the Chair of Graduate Affairs Committee

Reports: All committee recommendations are reported to the Graduate Affairs Committee while maintaining the privacy of student information.

Membership: The committee will be composed of seven members as approved by the Graduate Affairs Committee. Members will have associate or full graduate faculty status. A chair of this committee will be determined at the first Graduate Affairs Committee meeting of the academic year.

#### Graduate Curriculum Committee

Charge: The Graduate Curriculum Committee will make recommendations to the Graduate Affairs Committee involving graduate curricula issues

Duties: The committee will make recommendations concerning general curricular policies and

procedures, consider all proposals for new graduate degrees, programs, majors, and courses, and review all actions of college and university curriculum committees pertinent to graduate education.

Meetings: This committee will meet monthly (August through April) unless otherwise specified or required.

Reports: All committee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The committee will be composed of seven members as approved by the Graduate Affairs Committee. Members will have associate or full graduate faculty status. Committee membership will be structured as follows: two members from the College of Health Professions, one member from the College of Liberal Arts, one member from the College of Science and Technology, two members from the College of Education, and one at-large member. A chair of this committee will be determined at the first Graduate Affairs Committee meeting of the academic year.

Amended: February 2011

## **SECTION M. Interdisciplinary Studies Committee**

### Mission

The Interdisciplinary Studies Committee will establish and maintain liaisons with departments in all schools and colleges for the purposes of encouraging program development, promoting existing programs, and coordinating interdisciplinary studies at Armstrong Atlantic State University.

### Duties

The committee will (1) serve as an advisory group that will monitor and advocate for the development and effectiveness of interdisciplinary courses and programs and (2) assume ad hoc responsibilities as they arise.

### Membership

The committee shall be composed of nine to fifteen faculty members: it must include the coordinators of all interdisciplinary majors. A minimum of five faculty representing various interdisciplinary minors or certificates shall serve on this committee. A chair for the committee shall be elected at the first meeting of each academic year. The faculty members of the committee shall serve two year terms.

### Meetings

This committee shall meet at least once per academic semester. The committee will determine meeting dates and times to be posted on the senate website.

### Reports

The minutes of each meeting will be provided to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary of committee activities.

Approved January 2010

## **SECTION N. Educational Technology Committee**

### **Mission**

The Education Technology Committee will review policies and practices in technological infrastructure, and University policies governing the use of technology in collaboration with other University and senate committees to insure an optimal environment for the educational use of technology, to promote the use of technology in education, and to assist faculty in using technology for teaching, service, and scholarship.

### **Duties**

The committee will provide coordination and communication among the various University committees and other committees of the Senate that are involved with technology use at Armstrong for the purpose of ensuring faculty awareness of technology applications related to teaching, learning, and professional development, as well as providing a faculty voice in the evolving policies related to such use.

Specifically, this committee will make recommendations regarding:

- \* Campus access to educational technology for students and faculty;
- \* University policies governing the use of technology and technology infrastructure of the University, in collaboration with the Committee on Information Technology;
- \* The use of technological tools in teaching and learning in collaboration with other appropriate committees. Student issues will be addressed by the Student Voice Subcommittee. This subcommittee will consist of the chair of the ETC, at least two other ETC committee members, and one graduate and one undergraduate student representative nominated by the SGA and the Graduate Student Council.
- \* The allocation of technology fee funds for the purchase and support of technology and software for academic and student use.

The committee will also communicate and coordinate with other appropriate university committees and departments to facilitate a coherent and coordinated implementation of education technology.

Student issues will be addressed by the Student Voice Subcommittee. This subcommittee will consist of the chair of the ETC, at least two other ETC committee members, and one graduate and one undergraduate student representative nominated by the SGA and the Graduate Student Council.

### **Membership**

The committee shall be composed of ten members, including seven faculty members with at least one member from each of the Colleges, and a representative from Computer and Information Services who shall serve as an ex-officio, non-voting member. One undergraduate and one graduate student, nominated by the Student Government Association and Graduate Student Council respectively, will serve as voting members of the Student Voice subcommittee.

### **Meetings**

The Committee will meet at least twice each academic semester. The committee will determine meeting dates and time to be posted on the Senate website.

## Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Amended April 2013