



Old Westbury

MEMORANDUM

TO: Faculty Senate

FROM: Working Group on Bylaws: CAP and Conveners Council *CE*
Carolyn Etheridge Selby Hickey
Maureen Feder-Marcus Marie Metlay

DATE: June 17, 1993

RE: Recommendations for Bylaws Revisions for CAP,
Conveners/Chairs and Conveners Council

The following recommendations reflect examination and discussion of the existing Bylaws concerning CAP (pp. 17-18) and Conveners/Chairs and Council (pp. 23-26). The discussion included reference to the Visiting Team's reflections, but primarily reflected concerns that have been chrysalizing for some time about the inappropriate overlap and lack of clarity in the Bylaws for these two Faculty Committees. The current Bylaws for both Committees reflect the specific historical context within which they were written in 1982 - the major reason for many ambiguities and redundancies. The current CAP Bylaws reflect its then new status, growing out of the work of the Long Range Planning Committee on Curriculum Development; the current Conveners Bylaws reflect the uneasy change from the 12 years or so during which Conveners Council was both the primary College Academic Planning AND the Administrative Committee for individual Academic Programs. The revised Bylaws are designed to create a clear separation of responsibility for College Curriculum/Resource Planning (CAP and the Budget Committee) versus individual Academic Program Administration (Council of Conveners/Chairs).

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Attachments

RECOMMENDATIONS FOR BYLAWS REVISIONS: DRAFT

I. CAP: Current Bylaws pp. 17-19

Section D: Committee on Curriculum and Academic Planning

I. Structure:

The Committee on Curriculum and Academic Planning shall consist of nine faculty members. In addition, the Academic Vice President shall be a member ex officio. Faculty members shall be elected from the faculty at large. They shall serve three-year terms on a staggered basis, so that one-third of the committee will be replaced each year.

**Faculty members of the Committee on Curriculum and Academic Planning shall be elected from a slate prepared by the Nominations and Elections Committee. The Nominations Committee is instructed to prepare a slate which will reflect substantial representation from the various curriculum components of the College: humanities, natural sciences, social sciences and career oriented programs. Three candidates shall be elected each year to a three year term.

The Committee shall elect a representative to Faculty Senate at the beginning of each academic year. He/she will act as liaison between CAP and Faculty Senate, and will present all CAP recommendations to the Faculty Senate for formal action.

The Committee on Curriculum and Academic Planning shall be empowered to form sub-committees and ad hoc task forces, including additional people not on the full committee, in carrying out the work of the Committee.

II. Responsibilities [complete revision]

The Committee is charged with guiding the overall curricular development of the College.

A. The Committee will forward recommendations to the Faculty Senate for action:

1. A statement of general principles that will guide curriculum development at the College.
2. A long range academic plan that will guide overall curriculum development at the College.
3. Guidelines and procedures to be used in
 - i. the assessment of existing academic programs
 - ii. making recommendations concerning the allocation and reallocation of faculty lines

4. Proposals approved by CAP concerning:

- i. new programs and/or majors
- ii. significant revisions of existing college-wide programs
- iii. phasing-out, terminating, deactivating, or deregistering existing programs
- iv. college-wide rules and regulations affecting curricular options for students (such as independent study, internships and minors). Such proposals will be jointly prepared with the Academic Policy Committee.

All proposals should include a detailed analysis of the impact on the allocation of college resources.

B. The Committee will facilitate Academic Program curriculum development by:

- i. carrying out regular periodic program assessments, within the guidelines approved by the Senate.
- ii. reviewing the sections of the Year-End Report (prepared for the Office of Academic Affairs) that describe any changes made over the past year in curricular development and resource uses, such as new or terminated course offerings, degree requirements, use of teaching resources, and curriculum links with other programs/departments or other institutions.
- iii. receiving and reviewing program/departmental requests for additional faculty resources.
- iv. taking the initiative in facilitating interprogram/departmental cooperation in curriculum development, consistent with the approved long-range plan.

C. The Committee will make recommendations to the Academic Vice President and the Budget Committee concerning priorities for the allocation of resources to the curricular needs of the college. These recommendations will be made in the context of information to be provided on a regular basis by the Budget Committee during the crucial stages of the budget cycle: the initiation and preparation of budget requests for the next academic year and the final allocation of operating funds for each current year.

**This should also be included in the Bylaws for the Nominations Committee - see pp. 8-9 of Bylaws, perhaps as ii. b under "diversity."
See attached chart: illustrative data

CURRICULUM AND ACADEMIC PLANNING COMMITTEE

***DISTRIBUTION OF CURRICULUM COMPONENTS: 1987-88 TO 1993-94

Re. Bylaws "Structure" Paragraph 2

	Natural Sciences	Humanities	Social Sciences	Career	Library
1987-88:	1-BS	2-ML 1-ELS 1-AS 1-CH	1-SY	2-BM	
	1	5	1	2	
1988-89	1-BS	2-AS 2-ELS	1-PY	1-BM 2-TE	
	1	4	1	3	
1989-90	1-BS	1-AS	1-PES 1-SY	2-BM 1-CS 1-TE	1
	1	1	2	4	1
1990-91	1-BS	1-VA 1-ML 1-CH	1-PES 1-PY	1-BM 1-TE	1
	1	3	2	2	1
1991-92	1-CP 1-BS	1-ML 1-CH	1-PES	2-BM 1-TE	1
	2	2	1	3	1
1992-93	1-CP	1-ML 2-CH	1-PES	2-BM 2-TE	
	1	3	1	4	
1993-94	1-CP	3-CH	1-PES	2-BM 2-TE	
	1	3	1	4	

***NOTE: It has never been the intention to have this be a "representational" Committee, but the Bylaws do require the Nominations Committee to attend to this issue in generating a slate for the election.

II. CONVENERS/CHAIRS AND COUNCIL: Bylaws pp. 23-26

***ARTICLE VII: Academic Program Conveners/Chairs and the Council of Conveners/Chairs

Section A: The Conveners/Chairs

1. The curriculum of the College shall be organized into academic programs. These include: American Studies; Biological Sciences; Business and Management; Chemistry and Physics; Performing Arts; Comparative Humanities; Computer and Information Sciences; Elementary and Early Childhood Education; English Language Studies; Mathematics; Modern Languages; Politics, Economics and Society; Psychology; Sociology; Visual Arts. Academic programs may be increased or diminished by procedures defined in the Policies and/or Contract.

2. Each academic program will elect a convener/chair from among the faculty of the program. The election of the convener/chair shall involve all program faculty with Academic rank or Qualified Academic rank. Election of conveners/chairs should be conducted in April and monitored by the faculty Committee on Nominations and Elections and the Office of Academic Affairs. Programs will file in writing with the Office of Academic Affairs and the Committee on Nominations and Elections their election procedures prior to conducting such elections. Such procedures must conform to accepted standards of academic practice, allowing the full participation of relevant parties in any procedure adopted by a program.

The designation of a convener/chair is subject to acceptance by the President upon the recommendation of the Academic Vice President.

3. Conveners/Chairs shall be elected for one or two year terms, beginning September 1 and ending August 31, and shall be released from one course of their teaching responsibilities during their terms in office.

Between April, when convener/chair-designates are elected, and September, when they assume office, the current convener/chair will continue to be responsible for all functions but he or she will brief the designate on all major issues and developments to ensure a smooth transition.

4. The conveners/chairs shall be the designated representatives of their programs who assume administrative responsibilities to focus and facilitate the work of the program. The conveners/chairs are therefore responsible, with the cooperation and support of members of their programs, for, among other duties:

- a. guiding program development and delegating responsibilities within programs to that end;
- b. assuring that courses offered by faculty satisfy student and program needs;
- c. assuring that courses taught within a program proposed by faculty members from outside their programs have program approval before submission to the catalog or schedule;

- d. organizing program offerings and preparing them for the catalog;
 - e. assuring that skills development also proceeds within their programs;
 - f. conducting internal evaluation of programs and preparing written reports that reflect faculty and student evaluations of program performance and development;
 - g. reporting program staffing needs as determined by the program to the Council of Conveners/Chairs, to the Vice President for Academic Affairs and to CAP;
 - h. submitting timely budget requests for personnel, supplies, equipment, temporary services, etc. to the Vice President for Academic Affairs and overseeing expenditures of program funds;
 - i. assuring that students in their program areas are advised about their options in the program, their progress toward degree requirements, and other matters of concern to students--in short, coordinating advising within the program;
 - j. insuring that programs adopt practical methods of advising applicants for admission to the college who need consultation about their study plans.
5. Each convener/chair will also be a member of the Council of Conveners/Chairs and shall participate fully in the activities of the Council.
6. In the performance of their functions, conveners/chairs shall be responsible to their respective programs, to the Office of Academic Affairs, and to the Council of Conveners/Chairs.
7. Each convener/chair shall make an annual report to his or her program, to the Office of Academic Affairs, to the Council of Conveners/Chairs. The section of the Year-End Report concerning curricular development and resource uses, such as new or terminated course offerings, degree requirements, use of teaching resources, and curriculum links with other programs/departments or other institutions. [see Bylaws: Section D, CAP: B-ii]
8. All recommendations by the conveners/chairs shall accurately reflect the views of their programs and, where specified by the Contract and/or the Policies of the Board of Trustees, will be advisory upon the Chief Administrative Officer.

Section B: The Council of Conveners/Chairs [complete revision]

1. The Council shall consist of the academic program Conveners/Chairs and the Academic Vice President, or his/her designee from the Office of Academic Affairs.
2. At the first meeting at the beginning of the Academic year the Council will elect a Facilitator who will take responsibility for scheduling meetings, circulating agendas and minutes, and presiding over the meetings. The first meeting will be scheduled at the last meeting of

the previous academic year, and will be presided over by the outgoing Facilitator.

3. The Council will meet regularly once a month, with further meetings to be called as needed and/or requested. Agenda items and/or requests for the Council to meet may come to the Facilitator from any Convener/Chair, the Academic Vice-President, Faculty Senate, or any official body of the Faculty (e.g. CAP, Academic Policy Committee).

4. The Council will elect a representative to the Faculty Senate at the first meeting of the academic year. The representative to Senate should be particularly alert to possible conflicts with governance, and alert the Council to appropriate action. He/she will act as liaison to Senate for the Council. He/she will be responsible for forwarding all substantive decisions of the Council to the Chair of Faculty Senate, who will, where necessary, forward them to the appropriate governance unit for further action. The Senate representative will also serve as liaison to such units, will monitor actions taken, and keep the Council informed.

5. The Council is responsible for monitoring the implementation of college policies as reflected in academic and administrative rules, regulations and practices, insofar as these have a direct bearing on the operation of academic programs.

The Council is also responsible for providing impact statements to the Office of Academic Affairs concerning the possible effects of proposed new policies on the quality of education at Old Westbury (e.g. the academic calendar; major revisions of the class schedule etc.). Advanced consultation with Council is crucial to the effective performance of this function by Conveners/Chairs. To facilitate adequate debate and discussion such consultation crucially depends on the provision of substantive information with timely notice by the Office of Academic Affairs.

NOTE:***The Group decided that given the extended debate and very strong feelings on both sides among the Faculty about the issue of Convener v. Chairs, we should continue to use the terminology as recently agreed to by the Faculty.