Winthrop University Faculty Conference

March 6, 2009

2:00 pm
Plowden Auditorium

<u>Agenda</u>

I. Approval of minutes of January 30th meeting   (minutes attached; p.2)

II. Report from the Chair   Cheryl Fortner-Wood

III. Report from the President   Anthony DiGiorgio

IV. Report from the Vice President for Academic Affairs   Tom Moore

V. Committee Reports

       A. Academic Council (see attached; p. 20)   Beth Costner

       B. Standing Committee Reports
         1. Admissions Advisory (see attached; p.24)   Chlotia Garrison
         2. Budget Priorities   Antje Mays
         3. Personnel (sample ballot attached; p.32)   Marshall Jones
         4. Other

       C. SACS   Karen Jones
                                         Pat Graham

       D. TALONS   Tim Drueke

VI. Unfinished Business
       A. Faculty Governance Review Committee   Tom Polaski
         (We will vote to place the attached by-laws on the April 24th agenda; p. 36)

VII. New Business
       A. Summer Session   Yvonne Murnane

VIII. Announcements
       A. Reminders from our Registrar   Tim Drueke
       B. Faculty Concerns meets with the President after Spring Break

IX. Adjournment

Graduate Faculty Assembly will immediately follow adjournment.
35% of Faculty Conference Membership (331) = 116
20% of Faculty Conference Membership (331) = 67

Winthrop University Faculty Conference
January 30, 2009
2:00 pm Barnes Recital Hall

I. Approval of minutes from October 10, 2008 Faculty Conference and from December 18, 2008 Special Meeting

At 2:05 p.m., Dr. Fortner-Wood called the meeting to order. The minutes from both the October 10, 2008 Faculty Conference and the December 18, 2008 special meeting were approved unanimously.

II. Report from the President

Because the President had to leave at 3:00 for an important conference call, Dr. Fortner-Wood rearranged the schedule for him to speak next and present a budget update.   Noting that we are living in unprecedented times, the President explained several points:

- The President stressed that what has been unusual about this economic situation is not only its nature and scope but also its speed, reminding the faculty of the September $700,000 reduction, the October $3.4 million reduction, and the December $1.6 million reduction. Given the speed, normal timetables are not in effect.
- The President noted that in his years at Winthrop, state support has declined from providing 44% of our revenue to about 14%. Current projected 2009 revenue notes that about 50% would come from student tuition, approximately 62 million dollars, with only about 16.6 million dollars coming from the state. Given this reliance on student fees and tuition, the President has been stressing with the General Assembly that we need marketplace capability.
- The President next noted the categories in which money is spent: 73% Personnel and Benefits; 15% Services/Supplies; 8% Scholarships/Waivers; and 4% Utilities. The President explained that we are limited in how much we can operate within non-salary areas.

The President next reviewed national, state, and campus perspectives, again stressing the dynamic and unpredictable nature of this economic situation. Nationally, some federal state stabilization funds are on the horizon, but we cannot yet count on that.

In terms of the state, some opposition to the federal bill exists because it would only be for two years; however, Winthrop's position is that two years would allow the state time to revamp the state's flawed state tax structure as it relies on the more volatile sales tax than the more stable property taxes.

Winthrop and other higher education groups have made presentations to the House already, with the Senate presentation to come. Winthrop has asked the House Ways and Means Committee for authority to make cuts at the campus level rather than have cuts ordered from Columbia. Winthrop also asked for market flexibility on tuition, using the Higher Education Price Index (HEPI), arguing that local control is best.

Also, Winthrop asked for continuing authority to use furloughs to avoid RIFs. Winthrop has also asked for the return of PASCAL funds, for an early decision to give us time to plan, and for an inclusion of the library. The next expected actions are that the Board of Economic Advisers will meet and make recommendations to the State Budget and Control Board. (The January report was inconclusive because all holiday sales information was not yet in.) The group will meet in February. In May, information from March and April tourism will also be examined.

He noted that there is a compounding effect at work as well, given that whatever the General Assembly determines the state budget for next year will be added to next year. In other words, $4.7 million will continue into next year, and perhaps more. If money were to come, the first priority would be rebating the furlough money. The President stressed that the priority remains to focus on the quality of the student campus experience, to provide a safe and secure campus, and to retain/recruit a high-achieving student body in the future.

At the campus level, promotions, the library collection, professional travel, Research Council grants, and normal occasional academic expenses (such as a repair budget) have been maintained. The President does not see ahead invocation of a state-governed RIF process or a declaration of financial exigency; these processes, being externally-driven, would threaten the nature and character of Winthrop as a learning community. The President noted that suggestions could be directed to the Money Matters page. He also stressed that the Board of Trustees wants to respond to the serious circumstances of the present in ways to that do not compromise Winthrop's identity or future. The President encouraged faculty to submit suggestions, ask for clarifications, recognize the trustees' commitment to maintaining our nature and character in face of current demands, and to recognize it's a time when we're all sacrificing in ways unimaginable just six months ago.

The President then responded to questions about furloughs and state/local control, vacancy savings through prioritized searches, the suggestion of a four-day week, and faculty involvement in investigating some of these budgetary issues. The President noted the involvement of faculty in developing ideas for helping non-tenured faculty.

III. Report from the Chair
Dr. Fortner-Wood reported that at the November 7 Board of Trustees meeting, three resolutions passed unanimously: 1) the Vision of Distinction, 2) the Performance Objectives for State Agency Head, and 3) the partial state appropriation reduction adjustment. Dr. Fortner-Wood stressed that the Board is very interested in faculty perspectives.

She also shared a follow-up to the December 18 special meeting, noting that the budget has been placed in the library and that there are multiple mechanisms to get answers to questions about the budget. She responded to concerns about meeting the scholarship needs of our junior faculty with a professional development group looking for viable ways to support non-tenured faculty. Three core groups will look at bringing conferences here, supporting individual research programs, and sharing our expertise on campus. In response to the question of whether a change in base salary is expected next year, the answer is not at this time.

Dr. Fortner-Wood also shared that she had participated in a meeting of chairs of South Carolina faculty senates and conferences. The goal of the meeting was to talk about whether or not the group wanted to become a formal entity; during the conversation, the participants discussed some of what was happening at other institutions. Dr. Fortner-Wood shared that Winthrop's faculty have had significant access and information about the economic situation, especially when compared to other institutions. She closed by thanking Karen Kedrowski, Jennifer McDaniel-Milliken, and Dwight Dimaculangan for their work on bringing forth the items for today under "New Business."

IV. Report from the Vice President for Academic Affairs

Dr. Moore reported that a delay of SACS had been requested and denied. He explained that Pat Graham, Marilyn Sarow, and Karen Jones would be facilitating the SACS work, with key pieces being documentation of institutional effectiveness as well as the Quality Enhancement Plan (QEP). In response to the President's comments, Dr. Moore stressed that a high priority among the Executive Officers is how we maintain the character and nature of the university. He announced that the Executive Officers would be meeting February 12 in anticipation of the Board of Trustees retreat at the end of February. He also thanked the Faculty Governance Review Committee for its work, and he closed by noting his pride of how we live this institution into being every day.

V. Committee Reports

Dr. Fortner-Wood began with an item left over from the last meeting: the proposal to add ANTH 203: *Introduction to Language and Culture* to the list of courses meeting the Global Experience and Social Sciences requirements. This proposal was approved.

Beth Costner, **Chair of Academic Council**, noted that they met on Friday, November 14, 2008 in Tillman 308 at 2:00 pm   **The following items were approved by CUI and presented to AC with no action required or taken. AC presented them to FC where no action was taken.**

> **COLLEGE OF ARTS AND SCIENCES**
> **Department of Sociology and Anthropology**
> **Modify** ANTH 220 (3) Introduction to Archaeology to change course content and change from biological science to earth science. (**modify course**)
> **Add** ANTH 302 (3) Anthropological Theory. (**new course**) *Supports mission statement of department.*
> **Add** ANTH 401 (3) Independent Study in Anthropology. (**new course**) *Allows for more in depth study of a topic in Anthropology.*
> **Add** ANTH 463 (1) Academic Internship in Anthropology. (**new course**) *In response to student requests and interests.*
> **Add** ANTH 464 (2) Academic Internship in Anthropology. (**new course***) In response to student requests and interests.*
> **Add** ANTH 503 A, B (1) (3) Service-Learning in Anthropology. (**new course**) *Supports desire of department for more service learning opportunities.*
> **Modify** SOCL 463 Academic Internship in Sociology (3) to change credit hours **from** 3 **to** 1. (**modify course**) *Coupled with addition of 464 allows for more flexibility and management of Internships.*
> **Add** SOCL 464 (2) Academic Internship in Sociology. (**new course**) *Supports efforts to restructure internships above.*
> **Modify** SOCL 498 (1) Senior Seminar in Sociology to change course number to 598 and to change prerequisites from "Completion of 21 semester hours in SOCL" to "Completion of 21 semester hours in SOCL. Undergraduate Sociology Majors. A grade of C or better in SOCL 516". (**modify course**) *Change in number emphasizes sequencing and scheduling in last semester of program. Not available to grad students.*
> **Modify** SOCL 502 (3) Social Theory to change course number to 302 and to change teaching method from Independent Study to Lecture. (**modify course**) *Better sequencing of courses and effort to better integrate direction of department.*
> **Add** SOCL 503A, B (1) (3) Service-Learning in Sociology. (**new course**) *Supports desire of department for more service learning opportunities.*

Add SOCL 505A, B (1) (3) Service-Learning in Criminology. (**new course**) *Supports desire of department for more service learning opportunities.*

RILEY COLLEGE OF EDUCATION
Department of Curriculum and Instruction
Add TESL 570 (3) Linguistics for Teachers of English Language Learners. (**new course**) *Part of an add-on certification in TESOL*
Add TESL 580 (3) Principles of Teaching Grammar to At-Risk Students and English Language Learners. (**new course**) *Part of an add-on certification in TESOL*
Add TESL 592 (3:1:2) ESOL Practicum: Working with English Language Learners. (**new course**) *Part of an add-on certification in TESOL*
Department of Health and Physical Education
Modify ATRN 561 (2) Advanced Emergency Care to change course number to ATRN 361. (**modify course**) No longer to be offered for Grad credit.

The General Education Committee met on October 30, 2008 and approved the following items. They were then approved by AC on November 14th and were presented to FC for approval.
   1. A proposal to move the course ANTH 220: *Introduction to Archaeology* from the list of life science courses to the list of earth science courses meeting the Natural Science requirements.
   2. A proposal to add the course GEOL 225X: *Fundamentals of Soil Science* to the list of courses meeting the Natural Science requirements.
   3. A proposal to add the course PHIL 575: *Business Ethics* (cross-listed with MGMT 575) to the list of courses meeting the Humanities and Arts requirements.
All three items were approved unanimously.

Dr. Costner reported that AC met on Friday, January 16, 2009 in Tillman 308 at 2:00 pm.
The following items were approved by CUI and presented to AC were they were approved. AC presented them to FC for action.

COLLEGE OF ARTS AND SCIENCES
Department of Political Science
Modify BA in Political Science to make room for the experiential learning requirement. (**modify major**)
Modify BA in Political Science/Public Policy & Administration to make room for the experiential learning requirement. (**modify major**)
Modify BA in Political Science/Certification as Secondary School Teacher for Social Studies to make room for the experiential learning requirement. (**modify major**)
Department of Sociology and Anthropology
Add concentration in Anthropology as an option for the BA in Sociology degree. (**new program**)
Modify the BA in Sociology degree in order to incorporate more anthropology courses, to accommodate the number change of SOCL 502 to 302 and require it to be taken earlier in the major, to require a grade of C in the introductory SOCL courses, and to increase the number and quality of internships and co-ops. (**modify major**)
Modify the BA in Sociology with a concentration in Criminology in order to incorporate more anthropology courses, to accommodate the number change of SOCL 502 to 302 and require it to be taken earlier in the major, to require a C in the introductory SOCL

courses, to drop the PLSC 310 requirement, and to increase the number and quality of internships and co-ops. (**modify major**)

Modify minor in Anthropology to include ANTH 302 as a required course and to include ANTH 220, ANTH 340, ANTH 462, and ANTH 463 as options for fulfilling course requirements. (**modify minor**)

Modify minor in Sociology to include internship and co-op as options for fulfilling course requirements. (**modify minor**)

COLLEGE OF BUSINESS ADMINISTRATION
Department of Computer Science & Quantitative Methods
Modify BS in Info Design - Interactive Media to **drop** ARTH 175, VCOM 251, and VCOM 258 from program and **add** VCOM 150, 151, and 154 (same number of credit hours). These changes reflect the program modifications of the Visual Communication Design program in Graphic Design. VCOM 251 and VCOM 258 no longer exist as they appear in the Interactive Media track. Ancient Art History ARTH 175 is not required for DIFD majors general education requirements nor is it a prerequisite for Modern Art History. (**modify major**)
Change in program name from Information Design to Digital Information Design
All of these items passed unanimously.

The following items were approved by CUI and presented to AC with no action required. AC presented them to FC where no action was required nor taken.
COLLEGE OF ARTS AND SCIENCES
Department of Human Nutrition
Modify NUTR 370 (3) Cultural Foods to change title to "Food and Nutrition in Cultural Perspective." It more adequately describes course content. (**modify course**)
Modify NUTR 480 (3) Dietetics Management to change title to " Nutrition Education Theory & Practice. Title change identifies changes in and expansion of scope of the course to include nutrition diagnosis and nutrition care process including evidence-based professional practice. (**modify course**)
Modify NUTR 523 (3) Food Science Principles to change chemistry pre-requisite from "CHEM 310 and 311" to "CHEM 106/108 or equivalent." (**modify course**)
Department of International Area Studies
Add INAS 275 Culture of the American South (3) to provide a course for international students that introduces them to the culture of the region where they find themselves. (**new course**)
Department of Political Science
Add PLSC 470 (0) Experiential Learning in Political Science. (**new**
Department of Psychology
Modify PSYC198(1) Psychology as a Discipline and Profession to delete PSYC 101 as a prerequisite. (**modify course**)
Modify PSYC 510 (3) Behavior Analysis and Behavior Change to **change** prerequisites from "PSYC 101" to "PSYC 101, SPED 210, or permission of instructor." (**modify course**)
Department of Sociology and Anthropology
Add ANTH 471 (1) Undergraduate Research in Anthropology. (**new course**)
Add ANTH 472 (2) Undergraduate Research in Anthropology. (**new course**)
Add SOCL 401 (3) Independent Study in Sociology. (**new course**)
Add SOCL 471 (1) Undergraduate Research in Sociology. (**new course**)

Add SOCL 472 (2) Undergraduate Research in Sociology. (**new course**)

COLLEGE OF BUSINESS ADMINISTRATION
Department of Accounting, Finance and Economics
Modify ACCT 280 (3) Accounting Information for Business Decisions I by updating description to more clearly align courses with those taught in other state of SC universities. (**modify course**)
Modify ACCT 281 (3) Accounting Information for Business Decisions II by updating description to more clearly align courses with those taught in other state of SC universities. (**modify course**)
Modify ACCT 505 (3) Advanced Accounting Topics by changing title **to** Intermediate Accounting III and updating description to more clearly align courses with those taught in other state of SC universities. (**modify course**)
Drop ACCT 510 (3) Advanced Cost. Course is duplicated at the graduate level and sufficient material is taught at the undergraduate level with other courses. (**drop course**)
Modify ECON 103 (3) Introduction to Political Economy by updating description to more accurately represent course content. (**modify course**)
Modify ECON 345 (3) Labor Economics by updating description to more accurately represent course content. (**modify course**)
Modify FINC 512 (3) Financial Investments Management by changing title **to** Investments and updating both the course description after review by finance faculty. (**modify course**)
Department of Management and Marketing
Drop BADM 503 (3) Commercial Law. Course has not been taught in 15 to 20 years and has been removed from curricula some time ago. (**drop course**)

RILEY COLLEGE OF EDUCATION
Center of Pedagogy
Modify EDUC 210 (3) Psychology of the Learner I by adding wording that reflects increased field hours linked to course and makes clear to students that they will be completing service learning hours. (**modify course**)
Drop EDUC 210E (0) Psychology of the Learner I Practicum Elementary. The purpose of this registration was for student field hour sign-up. This will now be completed in EDUC 210 class. (**delete course**)
Drop EDUC 210M (0) Psychology of the Learner I Practicum Middle School. The purpose of this registration was for student field hour sign-up. This will now be completed in EDUC 210 class. (**delete course**)
Drop EDUC 210S (0) Psychology of the Learner I Practicum Secondary. The purpose of this registration was for student field hour sign-up. This will now be completed in EDUC 210 class. (**delete course**)
Department of Curriculum and Instruction
Modify FACS 502 (3) Family Resource Management to restrict to Family and Consumer Sciences majors in good standing. (**modify course**)
Modify SPED 582 (3) Mental Retardation to **change** title to Intellectual Disabilities: Characteristics and Needs in order to reflect current practice in the field. Will no longer be an Intensive Writing course. (**modify course**)
Department of Health and Physical Education

Modify PHED 290 (2) Assessment in Physical Education to **change** credit hours **to** 3 and to **add** prerequisite of "must be a physical education teacher certification major to take this course." (**modify course**)

Modify PHED 382 (3:2:2) Kinesiology to **change** prerequisites **from** BIOL 305-306 **to** BIOL 307. (**modify course**)

Modify PHED 384 (3:2) Exercise Physiology to **add** prerequisite and/or co-requisite of BIOL 308 to replace co-requisite of BIOL 305 or BIOL 306. (**modify course**)

Modify SPMA 392 (3:0:3) Field Experiences in SPMA to **change** prerequisites **from** "Junior or Senior standing as a SPMA major, 2.00 or greater grade point average, grade of C or higher in SPMA 101, approval of the Sport Management Program coordinator" **to** "Junior or Senior standing as an admitted SPMA major, approval of the Sport Management Program coordinator." (**modify course**)

Modify SPMA 398 (1:1:0) Seminar in Sport Management to **change** prerequisites **from** "Junior standing as a Sport Management major, Grade of C or higher in SPMA 101, good academic standing, minimum 2.00 GPA, and approval of sport management program coordinator" **to** "Junior standing as a Sport Management major, Grade of C or higher in SPMA 101 and approval of sport management program coordinator." (**modify course**)

Modify SPMA 425 (3:3:0) Current Issues in Sport to **change** title **to** Global and Behavioral Perspectives in Sport. (**modify course**)

Modify SPMA 493 (12) Internship in Sport Management to **change** prerequisites **from** "Grade of C or higher in SPMA 392 and SPMA 398, Junior or Senior standing as a sport management major, minimum 2.0 GPA, approval of the Sport Management Program Coordinator. Course must be completed with a C or better" **to** "Grade of C or higher in SPMA 392 and SPMA 398, Junior or Senior standing as an SPMA major, and approval of the Sport Management Program Coordinator." (**modify course**)

The General Education Committee met on December 4, 2008 and approved the following items. They were then approved by AC on January 16th and were presented to FC for approval.

1. A proposal to add the course GEOG 500: *Global Environment and Sustainable Development* to the list of courses meeting the Oral Communication requirements.
2. A proposal to add the course MGMT 575: *Business Ethics* (cross-listed with PHIL 575) to the list of courses meeting the Humanities and Arts requirements.
3. A proposal to add the course PHYS 101: *Everyday Physics* to the list of courses meeting the Natural Sciences requirements.

All of these items passed unanimously.

The General Education Committee also made a special report to AC at its January meeting and the following information was shared with FC for its information. In cooperation with University College, the General Education committee is participating in a process to modify the General Education Application Form, develop a system for recertifying general education courses, and establish a process for collecting course-specific assessment data. More information will be forthcoming; however, efforts are specifically focused on refining information gathered to better reflect the general education goals and various requirements courses satisfy as part of The Touchstone Program.

Given the time, Dr. Fortner-Wood adjusted the agenda to move next to the Faculty Governance Review Committee information (under Item VI "New Business") so that Tom Polaski, Co-Chair of the committee, could present the recommendations. Dr. Polaski explained that the FRGC was presenting the following recommendations for Faculty Conference approval; once approved, a subcommittee of FRGC will draft bylaws. A preliminary set of bylaws will be presented in

March, and a final version will be presented in April. (Note: During the discussion, Dr. Costner took over facilitating the discussion when Dr. Polaski had to leave the meeting).

Recommendation 1: The Committee on University Life
The Faculty Concerns Committee should be replaced by a new standing committee of Faculty Conference: the Committee on University Life. This new committee will have nine members: two elected from each degree-granting college and one elected from the library. At least one member from each degree-granting college and the member from the library shall be tenured. The committee will examine concerns submitted by faculty members that affect the conduct of university life, and shall have the capacity to address these concerns by communicating directly with the appropriate administrator or staff member to resolve a given problem. The committee will report the concerns received, its findings and its solutions to Faculty Conference, to the Committee on University Priorities (see Recommendation 2), and to the President once each semester.

Recommendation 2: The Committee on University Priorities
The Budget Priorities Committee, Admissions Advisory Committee, and the Financial Exigency Committee should be replaced by a new standing committee of Faculty Conference: the Committee on University Priorities. This committee will have seven elected members: one elected from each academic unit, one from the University College Faculty, and one from the Graduate Faculty Assembly. The Chair of Faculty Conference will serve as an ex-officio member. All members of this committee shall be tenured. Committee terms would be long enough to ensure ongoing dialogue with the Executive Officers and terms would be staggered. This committee will meet three or four times each year with the Executive Officers of the University to provide a combined faculty perspective on strategic planning, admissions policy, and budgeting, as well as other areas of common concern. If this committee deems that a financial exigency is imminent, it shall communicate this information to the Faculty Conference and to the administration promptly.

If a financial exigency is deemed by the President to exist or to be imminent, two untenured members of Faculty Conference will be added to the Committee by the Faculty Conference to serve until the end of the exigency. The Committee will participate in the deliberations relative to the emergency which take place above the level of the major academic divisions, including those relating to how academic programs and teaching service areas at Winthrop University will be affected.

Recommendation 3: The General Education Curriculum Committee
The General Education Committee and the Intensive Writing/Oral Communications Committee should be replaced by a new standing committee of Academic Council: the General Education Curriculum Committee (GECC). This committee will have twelve members: three members elected by the faculty of the College of Arts and Sciences, one member elected by the faculties of each of the other degree-granting colleges and the library, a chair appointed by the Chair of Academic Council from among the members of Academic Council, the Dean of University College, the Director of Freshman Writing, and the Registrar or his/her designate. A final member with expertise in writing shall be appointed by the Dean of University College. Note that the elected membership of this new committee is separate from Academic Council membership. The chair of this committee, the Dean of University College, the Director of Freshman Writing, and the Registrar or his/her designate will be ex-officio members.

This committee will review all courses proposed for meeting a general education requirement and for recommending changes in general education requirements and means for implementing those changes. In addition, the committee will review all courses which have been previously designated as meeting one of the core skill areas within the General Education program to ensure that the courses continue to meet the criteria for inclusion in designated area. This committee should develop a schedule to ensure that each of these courses is reviewed every five years.

Recommendation 4: The Committee on University Curriculum
The Committee on Undergraduate Instruction should be replaced by a new standing committee of Faculty Conference: the Committee on University Curriculum. The Committee on University Curriculum will have six members, one member elected from each of the four degree-granting colleges, one from the Graduate Faculty Assembly, and a chair appointed by the Chair of Academic Council from among the members of Academic Council. All elected members shall have served three years as a full-time faculty member immediately preceding election. The members elected from the four degree-granting colleges shall serve as ex-officio members of their college curriculum committees; the member from the Graduate Faculty Assembly shall serve as an ex-officio member of Graduate Council. Members of this committee will serve three-year terms (staggered so that not all the members turn over in the same year). The Registrar or his/her designate will be an ex-officio member of the committee. The chair of this committee shall be an ex-officio member of the committee. Note that the elected membership of this new committee is separate from Academic Council membership, although the committee will continue to report to Faculty Conference through Academic Council.

The Committee on University Curriculum will be the "last stop" for routine curricular actions that affect individual courses since it can see and respond to questions, conflicts, etc. (See Tables 1 and 2). It will publish curriculum changes in a timely fashion so that, <u>as in the current system, any faculty member who wishes may ask questions and raise concerns about the committee's actions</u>. Faculty would have seven calendar days after a decision is published to ask for clarifications and/or to place a curriculum change on the agenda of the Academic Council for their discussion.

Academic Council will become the "last stop" for curriculum actions that affect undergraduate programs, majors, and minors (See Tables 1 and 2). Faculty would have seven calendar days after a decision is published to ask for clarifications and/or to place a curriculum change on the agenda of the Faculty Conference for their discussion.

Faculty Conference will remain the "last stop" for curriculum actions that affect undergraduate degree programs and degrees offered (See Tables 1 and 2).

Graduate Council and Graduate Faculty Assembly will continue to review curriculum actions that affect only graduate programs.

Process for Approving Matters Relating ONLY to Undergraduate Curriculum

Curriculum Action	College Assembly Votes	TEC/GECC Votes	CUC Votes**	AC Votes**	FC Votes
Rename or change course description	Yes	No; sent forward for information only*	No; sent forward for information only*	No*	No*
Add, drop or change a pre-requisite	Yes	Yes	Yes	No*	No*
Add, drop or renumber a course	Yes	No; sent forward for information only	†Yes, to prevent duplication	No*	No*
Add or change requirements for a minor	Yes	No; sent forward for information only*	Yes	No*	No*
Add or drop a minor	Yes	No; sent forward for information only*	Yes	Yes	No*
Change graduation requirements in a major (no change in overall # of hours)	Yes	If applicable	Yes	Yes	No*
Add , change or drop a designator	Yes	If applicable	Sent forward for information only*†	Sent forward for information only*†	Sent forward for information only*†
Change # of hours needed to complete a degree program	Yes	If applicable	Yes	Yes	Yes
Add or drop a degree program	Yes	If applicable	Yes	Yes	Yes

*As in the current system, any member of Academic Council or Faculty Conference may ask to have a discussion of any particular curriculum action put on the agenda for full discussion. Faculty will have seven calendar days to make this request so that the process is not unduly slowed.

** All curricular items (including those sent forward for information only) will be reported to the faculty by CUC. All curricular items discussed by AC will be reported to the faculty by AC.

†Registrar's office will research the change and make it immediately in the computer system rather than delaying implementation.

Process for <u>Approving Courses</u> Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS

Curriculum Action	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through committee if necessary), and			
	College Assembly Votes	Graduate Council Votes	TEC/GECC Committees Vote	CUI Votes**	AC Votes	FC and GFA Vote
Rename or change course description	Yes	Yes	Sent forward for information only*	Sent forward for information only*	No*	No*
Add, drop or change a pre-requisite	Yes	Yes	Yes	Yes	No*	No*
Add, drop or renumber a course	Yes	Yes	†Sent forward for information only*	Yes, to prevent duplication	No*	No*

* As in the current system, any member of Academic Council or Faculty Conference may ask to have a discussion of any particular curriculum action put on the agenda for full discussion. Faculty will have seven calendar days to make this request so that the process is not unduly slowed.

** All curricular items (including those sent forward for information only) will be reported to the faculty by CUC. All curricular items discussed by AC will be reported to the faculty by AC.

†Registrar's office will research the change and make it immediately in the computer system rather than delaying implementation.

Proposal for Courses Enrolling GRADUATE STUDENTS ONLY

Curriculum Action	College Assembly Votes on Change	Graduate Council Votes on Change and Reports to the Faculty	Graduate Faculty Assembly Votes on Change
Rename or change course description	Yes	Sent forward for information only*	Sent forward for information only*
Add, drop or change a pre-requisite	Yes	Sent forward for information only*	Sent forward for information only*
Add, drop or renumber a course	Yes	†Sent forward for information only*	Sent forward for information only*
Change graduation requirements in a degree program (no change in overall # of hours)	Yes	Yes	Sent forward for information only*
Add , change or drop a designator	Yes	† Sent forward for information only Yes	† Sent forward for information only Yes
Change # of hours needed to complete a degree program	Yes	Yes	Yes
Add or drop a degree program	Yes	Yes	Yes

* As in the current system, any member of Graduate Council or Graduate Faculty Assembly may ask to have a discussion of any particular curriculum action put on the agenda for full discussion. Faculty will have seven calendar days to make this request so that the process is not unduly slowed.
†Registrar's office will research the change and make it immediately in the computer system rather than delaying implementation.

Recommendation 5: The Undergraduate Petitions Committee
The description of the Undergraduate Petitions Committee's report should be clarified in the Faculty Manual by adding language such as "The committee report to Academic Council shall include, but not be limited to, a summary of undergraduate petitions giving the type of petitions, the number denied, the number approved, and the number approved on appeal."

Recommendations 6-7:
Further Review of Governance Issues
The following two recommendations seek to deal with issues that arose during the committee's work that either do not require changes to the Faculty Conference By-Laws or were felt to be best sent to Academic Council for their deliberation. Should either of these recommendations be approved, it would go into effect immediately.

Recommendation 6: The Ad Hoc Committee on Faculty Roles and Rewards
The Faculty Governance Review Committee recognizes that the proposals from the committee relating to the roles and rewards of faculty will require work beyond the life of the committee, and are tied to an ongoing discussion with the Executive Officers. To continue these discussions

with more emphasis, the Faculty Governance Review Committee recommends that the Faculty Conference form an ad hoc committee on Faculty Roles and Rewards as soon as possible. This committee should be appointed by the Chair of Faculty Conference, the Chair of Graduate Faculty Assembly, and the Chair of the University Personnel Committee. The committee should contain at least one faculty member from each major academic unit, at least one department chair, at least one Dean, and at least one untenured faculty member. The committee would elect its own chair. Issues it should study include but are not limited to the following:

- The annual review for tenured faculty should be studied to determine the best use of faculty and administrative time. Both short and long forms for reporting faculty activity should be considered.
- Developing a consistent annual report schedule across campus should be considered.
- The timeline for review of tenure and promotion portfolios should be restructured to provide more time for college level review and to allow faculty to find out about tenure and promotion decisions before the end of the spring semester.
- To better distinguish service, the differences between Academic Responsibility and Professional Stewardship should be more clearly defined.
- The ideas of academic responsibility and professional stewardship should be incorporated into the descriptions of tenure, promotion to associate professor, and promotion to professor.
- The expectations for tenure, promotion to associate professor, and promotion to professor should be better distinguished. The service expectations outside of the department for junior faculty should be reduced, thus encouraging sustained involvement of faculty at the level of associate professor and professor.
- The constitution of the college representation on the Faculty Personnel Committee should be studied, as the various colleges have different requirements for service on this committee.
- Because non-tenured and part-time faculty are essential to the mission of the University, the extent to which part-time faculty are covered by the Faculty Manual should be studied.

Recommendation 7: Academic Council and Curriculum Approval
The Faculty Governance Review Committee recommends that Academic Council establish at its earliest convenience an ad hoc group to investigate the following issues in the curriculum approval process.

- The guidelines for which courses must go to the General Education Curriculum Committee and Teacher Education committees should be clarified.
- Guidelines for the approval of degree programs that involve courses in several colleges should be developed.
- A mechanism for submitting blanket petitions should, if possible, be incorporated into the online curriculum action process so that these don't get "lost in translation," as sometimes happens now.

To replace Figure VII in the current *Faculty Manual*
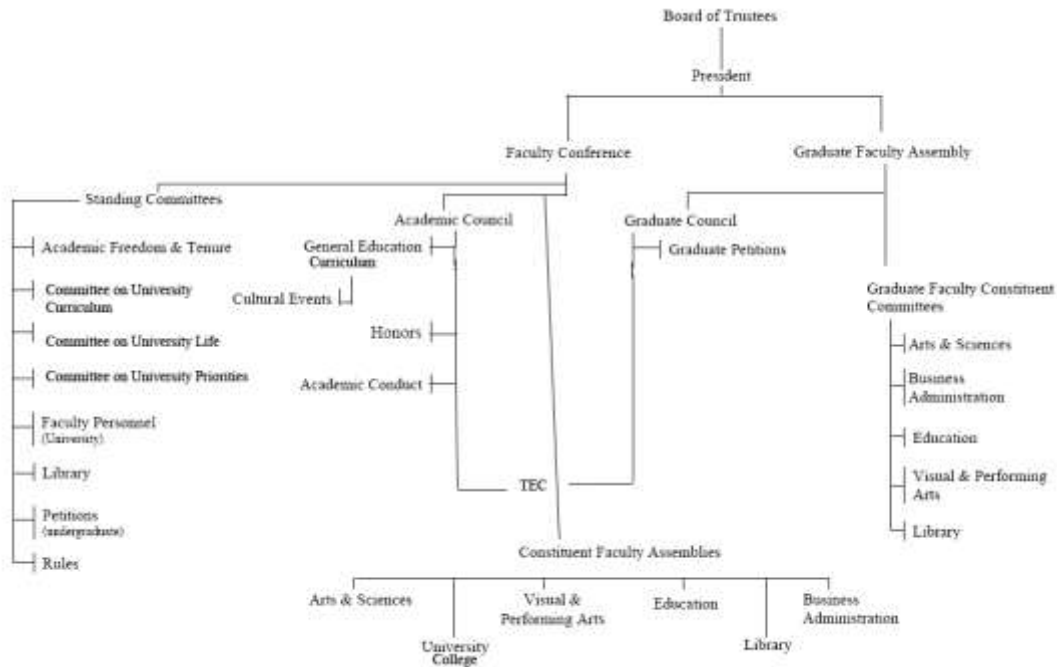
After some discussion of concerns in regards to the first two recommendations, recommendations 1 and 2 passed with a majority, while recommendations 3 to 7 were approved unanimously.

At the conclusion of this report from New Business, the agenda returned to its original order, with Antje Mays, **Chair of Budget Priorities**, next reporting that the current budget is in the library. She has also developed a website with budget information:
http://faculty.winthrop.edu/maysa/lca/bpc

Jennifer McDaniel-Milliken, **Chair of the Library Committee**, next reported and shared concerns about PASCAL. She also encouraged faculty to continue to use Turn It In because of continuing concerns about plagiarism as well as a goal of improving the information literacy of our students.

Karen Jones, Pat Graham, and Marilyn Sarow next presented information about **SACS**. They explained the purpose and importance of SACS as well as the four phases of the SACS Reaffirmation process: Readiness Audit, Compliance Report, the Quality Enhancement Plan (QEP), and the QEP Implementation and Five-Year Report. Moreover, they reviewed the roles and responsibilities of the office of Accreditation, Accountability, and Academic Services as well as shared a timeline for SACS Reaffirmation.

Tim Drueke, Registrar, next spoke about **TALONS** with full use being anticipated for Fall 2010. Dr. Fortner-Wood reminded faculty that training in computer labs would be taking place.

VII. New Business
Four items were presented:

1) The following resolution to restore funding for PASCAL was presented:

Purpose: To support the restoration of funding to PASCAL by the South Carolina General Assembly

Whereas, PASCAL is a statewide library consortium consisting of 60 academic libraries of which Winthrop University is one, and

Whereas, PASCAL's funding is supported by the member colleges and the S.C. General Assembly, and

Whereas, the state funding for PASCAL was decreased by 90% from nearly 2 million dollars to $200,000 compared to the average budget cut of 3% to all state budgets, and

Whereas, this decrease in funding necessitates PASCAL to cut a number of its databases, decrease frequency of deliveries, and greatly increase dues and fees to member institutions, and

Whereas, the cost of maintaining licenses for content currently provided by PASCAL for member institutions would be severely detrimental, and

Whereas, without restored funding, PASCAL will cease to exist in 2009-2010, and

Whereas, The South Carolina Commission for Higher Education has identified PASCAL as "the best current example for sharing inter-institutional costs for technology on South Carolina" and appealed for the $2.3 million dollars to fund PASCAL, and

Whereas, the presidents of South Carolina's colleges and universities are on record as advocating a return of funding to PASCAL to support the infrastructure necessary to keep South Carolina competitive with other states' similar collaborative digital resource capacities and to help fuel the state's economic engine,

Whereas, The General Assembly of South Carolina has the authority to reinstate the $2.3 million funding for PASCAL,

Whereas, Winthrop University uses vital information and resources passed through PASCAL, receiving an estimated $400,000 in PASCAL resources for only $6,000 in membership dues, therefore,

Be it enacted, by the Winthrop University Faculty Conference the following:

That, the Winthrop University Faculty Conference strongly appeals to the South Carolina General Assembly to fund PASCAL at the $2.3 million recommended amount.

It passed unanimously.

2) A second resolution to survey the faculty about budget priorities was presented:

Resolution to Survey on Funding Preferences and Priorities

Whereas Winthrop University faces an unprecedented financial challenges, and these challenges are likely to continue beyond fiscal year 2010, and

Whereas, according to the *Faculty Manual,* the jurisdiction of the Winthrop University Faculty Conference includes the University's "academic programs, policies and regulations," and

Whereas Winthrop University's academic programs have been, and will continue to be, affected by the budgetary decisions that the administration, the state legislature and the governor will make in the coming weeks, and

Whereas the Winthrop University Faculty Conference seeks to support and advise the administration as it makes difficult decisions in the current climate, and

Whereas the Winthrop University Faculty Conference wishes to inform its representative to the Board of Trustees, the members of the Budget and Priorities Committee and the Financial Exigency Committee, and any other faculty members who may be consulted by the administration, of the budgetary preferences and priorities of the Faculty Conference, and

Whereas Winthrop University faculty are concerned that Winthrop University staff have no governing body whereby they can collectively support and advise the administration on budgetary matters,

Therefore be it resolved that the Winthrop University Faculty Conference, under the leadership of the Faculty Conference Chair and those individuals with whom she may confer, conduct surveys of Winthrop University faculty and staff to determine their funding preferences and priorities, and

Be it further resolved that these surveys shall be conducted within one month of the date when this resolution is enacted, and

Be it further resolved that the Chair of Faculty Conference shall communicate the results of these surveys to the President, the Board of Trustees, and all other members of the administration who are involved in budgetary decisions.

It passed unanimously.

3) Dwight Dimaculangan presented the following proposal:
1. Create the Faculty Leadership Committee, which will allow greater communication between committees/faculty groups, the administration, and the Board of Trustees. In the future members of this committee could be incorporated into the Committee on University Priorities. This committee would be comprised of the following:
   - Chair of Faculty Conference
   - Chair of Graduate Faculty Assembly

- Chair (or committee representative) of Academic Council
- Chair (or committee representative) of Graduate Council
- Chair (or committee representative) of Budget Priorities
- Chair (or committee representative) of Financial Exigency
- Chair (or committee representative) of Faculty Concerns

2. Have members of Faculty Leadership Committee attend the Board of Trustees meetings (See table below). By attending these meetings the leadership of key committees/faculty groups will have a greater understanding of the decisions made by the Administration and the Board. Although the Faculty Conference is represented at the Board of Trustees meetings by the Chair of the Faculty Conference, he/she is not able to attend all of the Board committee meetings (i.e. Academic Affairs, Finance, and University Relations) that occur simultaneously: the faculty representative is only present at the Academic Affairs meeting. Although the entire Board reconvenes to re-cap the discussions and recommendations of the committees, there is no faculty representation in the other meetings where a significant amount of work and discussion occurs.

Justification: Attendance at the Board of Trustees meetings by more members of the faculty leadership will allow a greater number of faculty access to important policy discussions that occur during the meetings, and it will provide greater opportunities for the faculty perspective to be heard by the Board. It will also help the Faculty Conference Chair represent the faculty, since that person can rely on other members of the Leadership Committee to obtain and understand the information provided to and generated by the Board. Ultimately it will allow for more complete and timelier information to be provided to the faculty and the Committee on University Priorities.

Attendance by faculty leadership at the Board of Trustees meetings

Board Subcommittees	Under Current Faculty Governance Structure	Under Proposed Faculty Governance Structure
Academic Affairs	Chair of Faculty Conference Chair of Graduate Faculty Assembly	Chair of Faculty Conference Chair of Graduate Faculty Assembly
Finance	Chair of Budget Priorities Chair of Financial Exigency	Chair of University Priorities
University Relations	Chair of Faculty Concerns	Chair of University Life

Committee descriptions are from the administrative structure webpage
(http://www.winthrop.edu/trustees/committees.htm).

<u>Academic Affairs Committee:</u> provides general oversight for all matters related to academic program proposals; academic program reviews; curricular matters; accreditation matters; and admissions and student recruitment.

<u>Finance Committee:</u> provides general oversight of the finances of the University, including the annual audit of the University, as well as the oversight of routine physical plant matters.

<u>University Relations Committee</u>: provides general oversight for all matters related to student life; intercollegiate athletics; and alumni relations. It also considers matters relating to fundraising for the University

During the discussion, a motion was approved to continue business without a quorum present. After much discussion, the resolution to create an ad hoc committee of Faculty Leadership Committee to attend open trustees meetings passed with a majority.

4) A fourth motion asking the President to make a detailed budget presentation in the future was made; **however, the motion failed**.

IX. Announcements
Registrar's reminders included February 2 being the last day to apply for August or December 2009 graduation without late fee penalty. Also, March 11 is the last day to withdraw from a full semester course as well as the last day to rescind the S/U option.

The Student Excellence, Engagement, and Development (SEED) conference will be held Saturday, March 14, 2009, 8:30-4:00 with registration and breakout session proposals online at www.winthrop.edu/corecommitments.

A Graduate Faculty Assembly meeting would follow today's Faculty Conference.

The next Faculty Conference meeting will be March 6, 2009.

X. Adjournment
The meeting adjourned at approximately 5:30 p.m.

Respectfully submitted,
Kelly L. Richardson
(substituting for Lynn DeNoia)

Report
ACADEMIC COUNCIL

Academic Council met on Friday, February 20, 2009 at 2:00 pm

The following items were recommended by CUI, approved unanimously by Academic Council, and are now forwarded to FC for action:

COLLEGE OF ARTS AND SCIENCES
Department of Biology
> **Modify** Bachelor of Science in Biology, Certification as a Secondary School Teacher to **delete** 8 hours of required biology courses, add 4 credit hours of BIO electives allowing for some flexibility in an often very rigid course schedule, and making changes to reflect course actions from other departments. **(modify program)**

Department of Chemistry, Geology, and Physics
> **Modify** Bachelor of Science in Chemistry, Forensics track to meet the new American Chemical Society curricular guidelines published in 2008. **(modify program)**
> **Drop** Bachelor of Science in Chemistry, Dual Engineering **(drop program)** Note: students still have options to pursue careers in engineering through other tracks.
> **Drop** Bachelor of Science in Chemistry, Environmental Chemistry. **(drop program)** Note: students have environmental studies opportunities through other degree programs.

Department of English
> **Modify** Bachelor of Arts in English/Literature-Language track to offer more options (ARTH 175 & 176) to fulfill the history requirement. **(modify program)**
> **Modify** Bachelor of Science in Science Communication by replacing MCOM 340, which is no longer being offered by the Mass Communication department, and bringing the total number of MCOM hours required for the Science Communication major to the correct total of 9. Also, to delete BADM 411 and add MGMT 341 or 355 in the technology requirements for the major. **(modify program)** Note: University technology requirement is met by other courses on the approved list.

Department of History
> **Modify** Minor in International Area Studies to change title to International Studies, and to allow more flexibility in choosing courses best suited to individual students' areas of interest and major within a set of parameters that result in a well-rounded experience.   **(modify program)**

Department of Mass Communication
> **Modify** Bachelor of Science in Integrated Marketing Communication to require MCOM 349 and 471. **(modify program)** Note no change in required hours.

Department of Mathematics
> **Modify** the Bachelor of Arts in Mathematics by using a three-course calculus sequence (rather than four) and by adding and deleting various other courses. **(modify program)**
> **Modify** the Bachelor of Science in Mathematics by using a three-course calculus sequence (rather than four) and by adding and deleting various other courses. **(modify program)**
> **Modify** the Bachelor of Science in Mathematics/Certification as Secondary School Teacher by **using** a three-course calculus sequence (rather than four) and by **adding** and **deleting** various other courses. (increases total hours from 127-134)   **(modify program)**
> **Modify** Bachelor of Arts in Mathematics/Certification as Secondary School Teacher by **using** a three-course calculus sequence (rather than four) and by **adding** and **deleting** various other courses. (increases total hours from 124-126 to 124-130)   **(modify program)**

RILEY COLLEGE OF EDUCATION
Department of Curriculum and Instruction
> **Modify** Bachelor of Science in Family and Consumer Sciences by adding admission requirements, stressing 2.25 gpa requirement, limiting certain FACS courses to majors who have a 2.25, and requiring a C or better in the professional courses. **(modify program)**

The following items were approved by CUI, forwarded to AC where no action was taken, and are no forwarded to FC – no action required

COLLEGE OF ARTS AND SCIENCES
Department of Chemistry, Geology, and Physics
> **Add** CHEM 104 Chemistry and Problem-Solving Fundamentals (3). **(new course)**
> **Modify** CHEM 108 General Chemistry Laboratory (1:1:3) to change prerequisite from CHEM 107 to CHEM 105. **(modify course)**
> **Modify** CHEM 301 Organic Chemistry I (4) to change credit hours to 4 and to delete CHEM 303 as a co-requisite. **(modify course)**
> **Drop** CHEM 303 Organic Laboratory (1:0:3) **(drop course)**
> **Modify** GEOL 113 Physical Geology Laboratory (1:0:3) to increase lab hours from 2 to 3. (course has been this way since 1980) **(modify course)**
> **Modify** GEOL 401 South Carolina Natural History (3:0:6) to change credit, lecture and lab hours to 4:3:3 **(modify course)**
> **Modify** PHYS 101 Everyday Physics (3) to **delete** the co-requisite of PHYS 102.**(modify course)**

Department of Mass Communications
> **Modify** MCOM 260 Writing for Interactive Media (3:3:0.5) to **change** lecture and lab hours to (3:2:2) and to **change** prerequisites **from** "INFD 415 and INFD 322; senior standing" **to** "CSCI 101 and 101 A, B and C, 2.00 or higher GPA or written permission of department chair." **(modify course)**
> **Modify** MCOM 495 Special Topics in Mass Communication (3) to **change** credit hours **to** 1, 2, or 3. **(modify course)**

Department of Mathematics
> **Modify** CTQR 150 Quantitative Methods in Critical Thinking (3) to **change** designator to MATH and title to Introductory Discrete Mathematics. **(modify course)**
> **Modify** MATH 101 Precalculus Mathematics I (3) to **change** title and content to Algebra and Trigonometry for Calculus and to **change** prerequisites **from** "Satisfactory score on Mathematics Department Placement Test" **to** "Satisfactory score on Mathematics Department Placement Test or a C or better in MATH 151." **(modify course)**
> **Drop** MATH 101E Algebra and Precalculus Mathematics (3:3:3). **(drop course)**
> **Drop** MATH 103 Algebra and Trigonometry (4). **(drop course)**
> **Modify** MATH 104 Trigonometry for Calculus (1) to change co-requisites from "MATH 101 or MATH 201" to "MATH 201." **(modify co-requisites)**
> **Add** MATH 151 Applied College Algebra (3) **(new course)**
> **Modify** MATH 201 Calculus I (3) to **increase** credit hours to 4; to **change** prerequisites **from** "Math 101 or Math 101E or satisfactory score on math department placement test; Math 104 or satisfactory score on math department placement test" **to** "A grade of C or better in MATH 101 or satisfactory score on Mathematics Department Placement Test;" and to **change** the co-requisite **from** "Math 104 or satisfactory score on math department placement test" to "Math 104 or satisfactory score on Mathematics Department Placement Test. A grade of C or better in MATH 101 replaces these co-requisites." **(modify course)**
> **Modify** MATH 202 Calculus II (3) to **increase** credit hours to 4; to **change** prerequisites **from** "Math 201; Math 104 or satisfactory score on math department placement test" **to** "A grade of C or better in MATH 201 and either MATH 101 or a C or better in MATH 104 or satisfactory score on Mathematics Department Placement Test;" and to **change** co-requisites **from** "MAED 200; Math 104 or satisfactory score on math department placement test" **to** "MAED 200." **(modify course)**
> **Modify** MATH 202H CALCULUS II HONORS (3) to **increase** credit hours to 4; to **change** prerequisites **from** "AP AB 3 or higher or permission of math dept chair; MAED 200; Math 104 or satisfactory score on the math dept placement test" **to** "A score of 3 or higher on the AB Calculus Advanced Placement exam or permission of math dept chair;" and to **change** co-requisites **from** ""MAED 200; Math 104 or satisfactory score on math department placement test" **to** "MAED 200." **(modify course)**
> **Modify** MATH 261 Foundations of Discrete Mathematics (3) to change prerequisites from "MATH 101 or equivalent" to "MATH 101 or 151." **(modify course)**
> **Modify** MATH 291 Basic Number Concepts for Teachers (3) to **add** a lab hour and to **change** prerequisites **from** "CTQR 150 with a grade of C or better. Restricted to Early Childhood, Elementary, and Special Education majors" **to** "MATH 150 with a grade of C or better. Restricted to Early Childhood, Elementary, Middle Level, and Special Education majors.**(modify course)**

Modify MATH 292 Number, Measurement, and Geometry Concepts for Teachers (3) to **add** a lab hour and to change prerequisites **from** "MATH 291 with a grade of C or better. Restricted to Early Childhood, Elementary, and Special Education majors" **to** "MATH 291 with a grade of C or better. Restricted to Early Childhood, Elementary, Middle Level, and Special Education majors." **(modify course)**

Add MATH 294 Basic Mathematical Concepts for Primary Teachers (3) **(new course)**

Modify MATH 301 Calculus III (3) to **increase** credit hours to 4, and to **change** prerequisites **from** "MATH 202 or MATH 202H; and MAED 200" **to** "A grade of C or better in MATH 202 or MATH 202H." **(modify course)**

Modify MATH 301H Calculus III Honors (3) to **increase** credit hours to 4, and to **change** prerequisites **from** "AP BC 3 or higher or MATH 202H; MAED 200" to "Permission of Department Chair." **(modify course)**

Drop MATH 302 Calculus IV (3). **(drop course)**

Add MATH 310 Mathematical Reasoning (3). **(new course)**

Add MATH 341 Statistical Methods (3). **(new course)**

Modify MATH 351 Introduction to Modern Algebra (3) to **change** prerequisites **from** "MATH 300 and MATH 301" **to** "MATH 301 and MATH 310." **(modify course)**

Modify MATH 355 Combinatoric Methods (3) to **change** prerequisites from "MATH 300" **to** "MATH 300 or permission of department chair" and to **include** basic ideas in the field of graph theory and will be added as a required course in all mathematics degree programs. **(modify course)**

Modify MATH 393 Algebra, Data Analysis, and Geometry Concepts for Teachers (3) to **add** a lab hour. **(modify course)**

Modify MATH 509 Real Analysis I (3) to **change** prerequisites **from** "MATH 522" **to** "MATH 301 and MATH 310." **(modify course)**

Modify MATH 541 Probability and Statistics I (3) to **change** prerequisites from "MATH 302" **to** "MATH 301 and MATH 341 or permission of department chair for MAT students." **(modify course)**

RILEY COLLEGE OF EDUCATION
Department of Health and Physical Education

Modify PHED 380 History of Sport (3) to delete pre-requisites and to request to meet Historical Perspectives requirement. **(modify course)**

Modify PHED 384 Exercise Physiology (3:2) to **add** BIOL 308 as a pre-requisite or co-requisite and **delete** BIOL 305 and 306 as a co-requisite. **(modify course)**

Modify SPMA 392 Field Experiences in SPMA (3:0:3) to **change** lab hours from 3 to 8 and to **change** prerequisites **from** "Junior or Senior standing as a SPMA major, 2.00 or greater grade point average, grade of C or higher in SPMA 101, approval of the Sport Management Program coordinator" **to** "Junior or Senior standing as an admitted SPMA major, approval of the Sport Management Program coordinator." **(modify course)**

The following items were recommended by Gen Ed Committee, approved unanimously by Academic Council, and are now forwarded to FC for action:

1. A proposal to add the course MATH 150: *Introduction to Discrete Mathematics* to the list of courses meeting the Quantitative Reasoning requirements.
2. A proposal to add the course PHED 380: *History of Sport* to the list of courses meeting the Historical Perspective requirements.

The following motion was present to AC by the Academic Leadership, approved by a majority vote of Academic Council, and is now forwarded to FC for action:

To raise the maximum course load for summer session A (Maymester) from 4 credit hours to 6 credit hours. Over the past two summers students have been allowed to take 6 hours. This would make the new limit permanent.

A subcommittee from AC has examined the possibilities and limitations of double majors at Winthrop across colleges; the following represents a summary of their finding and some suggestions for future actions.

Findings:
1. Although there are no specific Winthrop rules that prevent students from choosing to pursue double majors there was discussion that:
    a. In some cases encouraging students to pursue a graduate degree might be more beneficial.
    b. Some degrees prescribe general education requirements in such a way that they are not as easily compatible with other degree programs.
    c. The differences between dual degree requirements (154 hours) and double majors (124 hours) may prevent some students from choosing a BS and BA option.
2. Several departments/programs on campus are already working on double major programs (such as Exercise Science and Nutrition or Biology; Computer Science and Mathematics; Social Work and Human Resources track)

Looking Forward:
1. "Five-years to a Masters" programs would make students more marketable and allow for more opportunities.
2. Additional cross-departmental programs that could be designed to offer students a more diverse range of degree programs with existing resources.
3. Flexible degree options could create a unique Winthrop experience that would be attractive to prospective students—a design your own program option.
4. The distinctions between double majors, dual degrees, and a second undergraduate degree need to be better defined.
    a. Dual degrees could be defined as two degrees sought simultaneously at Winthrop (BS in Mathematics and BA in Economics) with a minimum graduation requirement set at 124 hours.
    b. The 154 hour rule could be used in cases of a second undergraduate degree.

Admissions Advisory Committee Meeting

The Admissions Advisory Committee met on Feb 12, 2009. The following faculty and staff were present: Chlotia Garrison, Spiro Shetuni, Karen Stock, Deborah Barber, Michelle Lynch, Woody Pelton, Lindsey Hill and Karen Kedrowski.

1. Dr. Garrison, President of the Admissions Advisory Committee, informed the committee that Faculty Conference had approved a recommendation that would replace the Admissions Advisory Committee with a new standing committee that could have input into policy. This committee would not just receive information. Dr. Garrison noted that the information received from the International Center and the Admissions Director was valuable and thanked them for their input.

2. Ms. Deborah Barber, Admissions Director, distributed and discussed a report containing both an Admissions and Recruitment Update. The report is attached. She also provided a handout and discussed Fall 2009 End-of-Month Report and comparisons to Fall 2009 Data.
    - Deposits are up though the deadline is not until May 1. They believe this is a result of using Recruitment Plus, a software package that coordinates all enrollment, recruitment, and admissions activities. The software has allowed counselors to build a relationship with prospective students.
    - There has been a significant increase in online applications and commitments.
    - The goal for Fall 2009 is 1200 freshmen. We had 1075 freshmen for Fall 2008
    - Transfer applications are up.
    - The Banner project is a major initiative for the university. The plan is to process applications for Fall 2010 using Banner beginning Aug 2009.

3. Ms. Michelle Lynch, Director of Recruitment, discussed recruitment initiatives and progress.
    - There has been and increase in SAT scores. The average for Fall 2008 was 1075. The average SAT for all admitted students through Jan 2009 was 1089 and if the trend continues, we they hope that our average for the freshman class of Fall 2009 will be closer to 1087.
    - This is the first year Winthrop has actively recruited transfer students. Using names of Phi Theta Kappa, the International Honor Society of two-year colleges, to recruit transfer students. In addition to South Carolina schools, the office is purchasing the names of Phi Theta Kappa students from GA and FL. The recruitment office will monitor the results.
    - The First Look Friday visitation program has been very successful. About 50 students were expected but 100 to 125 students have attended. The goal is to keep the group small for an authentic Winthrop experience. Volunteer faculty and staff create a 30 minute learning experience for the students. The students are primarily juniors but also have some seniors. Evaluations have been good and the office has received several thank you notes. Recruitment expects to continue and do more of these visitations. These may make Preview Days smaller.

- The Recruitment office welcomes faculty participation. The office is providing a list of applicants to the College of Visual and Performing Arts. The College of Education has asked to be provided information about admitted students. The Recruitment office no longer sends each college a list of names to call because they do not want it to seem like an assignment; they only want enthusiastic callers. They will provide name, address, e-mail, and phone number so that students can be contacted in the manner preferred by the college or department. Please contact the Recruitment Office and they will gladly assist in your recruitment efforts.

4. Ms. Lindsey Hill and Mr. Woody Pelton provided information from the International Center.
   - This Spring there are 189 students from 52 countries. A large number of those students are French that are here just for the Spring semester.
   - The center has developed a strategy for recruiting. See attached proposal. The proposal has three categories: 1) does not cost money, 2) costs money we do not currently have, 3) future considerations.
   - Mr. Pelton went to Iraq recently. Iraq plans to fully fund study abroad for up to 10,000 students by 2011. The first students are expected January 2010. Many of the students will need intensive English language work. Winthrop sends students needing to improve their English language skills to a school in Charlotte. Winthrop could admit students conditioned on their English language skills improving. There are twenty US schools on Iraq's short list for places to send their students and Winthrop is on this list.
   - The International Center hopes that Banner will improve their correspondence with students.

5. SC Illegal Immigration Law Update
The SAVE program can be used to verify the status of international students. The International Center is already doing this. The problem lies with domestic students. The colleges in SC are jointly trying to formulate a plan. FAFSA can be used to verify students who have applied for financial aid. The SC DMV could be used to verify students from SC with a driver's license. The other students are the difficult ones. Institutions cannot independently verify residency status. The Board of Trustees is charged with developing the plan.

Office of Admissions
University Advancement Division

FACULTY ADMISSIONS COMMITTEE REPORT
February 12, 2009

I.   Admissions Update

Application Processing
As of February 6, **freshman applications** were up by 18% and acceptances were up by 13% when compared to our numbers for the same period in 2008. (See attached reports.)

We have experienced a significant increase in **online applications** for fall 2009 (36%). Winthrop waives the application fee for participants in the South Carolina Teacher Cadet Program and for students who qualify for a fee waiver from the College Board or the ACT Program. In previous years, students who wished to use an application fee waiver had to submit a paper application. Over the summer, we worked with our online application vendor and beginning with fall 2009 applicants, we now have a process for accepting fee waivers online.

Freshman Scholarships
The scholarship program was completely overhauled and we implemented some of the recommendations from the S&K Consultant's report. The values of merit awards have been reduced, and most eligible students will receive either a one-quarter or one-half tuition award. Additionally, we are notifying students of their award at the time of admission. (Our practice in previous years was to review files and render scholarship decisions in February.)

Transfer Recruitment
The responsibility for **transfer recruitment** was reassigned to the counselor who works with New Start students. She is responsible for attending transfer college fairs, rendering decisions for traditional transfers and New Start applicants (includes freshmen, transfers, five-year readmits, second baccalaureate and senior citizen students.)

Transfer applicants require a lot of hands-on counseling even though they have gone through the enrollment process at another college or university. Information on transfer credit evaluation and the advisement/registration process is enclosed with each acceptance letter. Due to the large number of post-admission telephone calls, we developed a **follow-up flier** that is mailed after the initial offer of admission. Students are encouraged to read all of the materials in the admit packet. Additionally, the flier provides more detailed information on how to register for classes.

Effective with fall 2009, Winthrop will offer **merit scholarships** to transfer students which we hope will provide additional incentive for students to commit to enrolling.

We added an **e-mail account for transfer students** – transfercounselor@winthrop.edu. It has been added to the contact page on our Website and will be added to publications as they are revised for reprinting.

Transfer Recruitment, cont.

Finally, we are working with Karen Jones, staff in Records and Registration, and officials at York Technical College to develop a **bridge program** for York Tech students who wish to enroll as transfer students at Winthrop. We are still in the planning phase, but hope to start the program with students who will enroll at York Tech in fall 2009.

Content Management System (CMS)

Our Web manager has been working on creating the admissions pages for CMS. The pages now have a new look and we changed the format. Many of the pages now incorporate a list of hot links so that students can find the item they are searching for more easily. We have many pages and revising the visual component of each page along with creating hyperlinks for each page has been an extensive project.

The New Start pages will be revised in the next phase of this process.

South Carolina Illegal Immigration Law Update

The new immigration law prohibits enrollment if a students is not a legal resident of the United States, and institutions cannot independently verify residency status. Additionally, the law states that each institution's policy must be developed by the board of trustees.

A Winthrop committee comprised of representatives from the president's office, academic affairs, admissions, the graduate school, the international center, financial aid office, and records and registration has been charged with developing a policy recommendation for complying with the state law. Work on this project has progressed, but we do not yet have a policy recommendation for the board. We expect to submit a recommendation sometime during the spring semester.

Banner Migration

The University will migrate from the SCT/IA-Plus computer system to Banner in 2009. Admissions staff members have participated in three Banner training sessions. We are working on developing Winthrop's policies, procedures and programs for application data processing in Banner. We will begin processing applications for fall 2010 in Banner.

II.   Recruitment Update

Publications

In collaboration with University Relations, the recruitment staff now have the following new or redesigned materials:

> New – applicant birthday cards, career services/outcomes flyer, generic *Live.Learn.Lead* postcard for counselor correspondence, Preview Day postcard invitations, and travel displays
> Redesigned/Updated – viewbook, roadpiece, Making the Most of Your Campus Visit pdf., counselor brunch save the date, and Touchstone Invitational invitations

Student Search Initiative

The final group of search names will reach students in late February. Much of the fall semester was spent identifying names/populations, redesigning the mailer (now postcard style), and updating the website which feeds into RP.

Territory Management
The counselors continue to explore opportunities for outreach to high school counselors. Each admissions counselor plans programs and visits in their territory as needed. The current travel schedule is online and updated regularly. http://www.winthrop.edu/admissions/travel/curr_sched.asp

Visitation Programs
Admissions/Alumni Reception in DC (Josh)
September 18, 2008

Preview Day (David)
September 20, 2008
October 11, 2008
November 8, 2008
April 4, 2009

Dance and theatre Auditions and master Classes (Michael)
September 20, 2008

First Look Friday (David)
January 16, 2009
February 13, 2009
April 10, 2009

Guidance Counselor Brunch (Rebecca)
January 28, 2009

Winthrop Day (Josh)
March 28, 2009

Touchstone Invitational (Michael)
April 1 - 3, 2009

Junior Scholars (Megan)
April 24, 2009

Transfer "Instant Decision Day" (David)
TBA – May and July 09

FL Admissions/Alumni Reception (Josh)
TBA – Spring 09

Anderson, SC Admissions/Alumni Reception (Josh)
Spring 09

Fall 2009 End-of-Month Report

	2009 Inquiries	Freshman Applicants	Applicants Non-SC	Online	Paper	Admits	SAT Average[1]	ACT Average[1]	HS GPA Average[1]	Admissions Deposits[2]	Housing	Orientation	Registered	2010 Inquiries[3]	2011 Inquiries[3]
Sept	46,408	444	55	391	53									15,538	540
Oct	47,722	1,381	164	1057	324	325	1079	23	3.79					16,235	1,613
Nov	52,059	2,338	295	1,844	494	916	1089	24	3.76	13				20,447	3,858
Dec	54,971	3,086	416	2,214	872	1,753	1082	23	3.73	31				21,831	5,949
Jan	**55,504**	**3,795**	**567**	**2,735**	**1,060**	**2,250**	**1089**	**23**	**3.71**	**97**				**22,902**	**7,127**
Feb															
Mar															
April															
May															
June															
July															
August[4]															

Fall 2008 Comparison Data

	2008 Inquiries	Freshman Applicants	Applicants Non-SC	Online	Paper	Admits	SAT Average[1]	ACT Average[1]	HS GPA Average[1]	Admissions Deposits[2]	Housing	Orientation	Registered	2009 Inquiries[3]	2010 Inquiries[3]
Jan	**53,809**	**3229**	**566**	**2023**	**1206**	**1987**	**1077**	**23**	**3.69**	**69**				**30,556**	**2,830**

[1] Average is based on admitted students only.

[2] Figure represents deposits paid by all students including those who withdrew their applications.

[3] Search delayed for GDA input. First group of names were received on January 7, 2008.

[4] Quality indicators for enrolled freshmen.

Proposal for International Student Recruiting

1.   Continue existing low or no cost recruiting initiatives.   These activities can be funded   at some level from existing budgets.

   a.   Information sessions to local high school exchange students & counselors. The International Center has done this twice so far, most recently in November 2008.
   b.   Have admissions counselors visit ELS centers that are in the areas where they are otherwise recruiting (eg, Megan Rolf's visits in Florida).
   c.   Send materials home with students traveling on holidays & ask them to visit their high school or perhaps a local Education Advising Center.
   d.   Work with foreign-born faculty for contacts.   Jordan Cao has been helpful in China, but otherwise nobody else has been involved.
   e.   Get information about Winthrop in the EducationUSA Weekly Update, circulated to 450 centers. Each week they feature 5-7 schools focusing on scholarships and new programs.   We will send the necessary info to educationUSA@state.gov.
   f.   Maintain a relationship with ELS to recruit their language students from Charlotte and elsewhere.   Send materials to the ELS Center in Shanghai.
   g.   Continue to work towards improved retention through "bridging" courses and other programming.   We also have increased the admissions requirements from ELS 109 to ELS 112 to improve retention of those students coming to Winthrop through ELS Language Centers.
   i.   Work with The College of Business to prepare for Nantong University exchange students.
   j.   Maintain our relationship with the Saudi Cultural Mission and Iraqi Embassy and Ministry of Higher Education to promote recruitment of government-sponsored students from those countries. This includes Woody's January trip to Iraq.
   k.   Develop a small poster that can be sent abroad (eg, to OACAC schools or EducationUSA offices).

2.   New initiatives (to begin in 2009-10) <u>requiring new funding</u>.

<u>Cost</u>

$2,000   a.   Add incrementally to the current $10,000 (+ in-state waivers) allowed for
per year   international students by adding $2,000 per year for the next 5 years. This
x 5 years   would increase the scholarship fund from $10,000 to $20,000 over five years.
                    Scholarship recipients still pay in-state tuition.

~ $2,500 per year ongoing	b.	Continue to attend OACAC conferences to meet with academic counselors from "International" and "American" high schools overseas. Total cost was roughly $1,250 per person, which includes airfare, registration, hotel … . One or two people from Winthrop should attend each year to develop relationships with the overseas advisors.
~ $30,000 per year for at least three years	c.	Send a member of the Office of Recruiting on 1-2 overseas recruiting trips per year with one of the reputable fair organizers (eg, Linden, Bob Allen, ISN, Joseph Humadi) for at least 3 years to targeted areas of the world. Recommended areas would be Asia, Caribbean, or the Middle East. Woody could prepare someone from the Recruiting Office for international recruiting. If the Middle East is selected it might be better to have a male make the visits. The general thinking in the industry is that a school must commit to at least 3 consecutive years to the same destination(s) to make it worthwhile, especially for a University without international name recognition.
~ $400	d.	Purchase in-country domain names for various countries at roughly $50 - $100 per country, and then create abbreviated local language sites. We could use the foreign language sites already created as a starting point with links to our International Center site. We could have www.winthropuniversity.jp for Japan, for example. People on campus who know about search engines can help us to make the site more likely to get hits using certain key words. This is inexpensive and we have already done the hard part (translating a part of the website).

3.   Other possible strategies which <u>we do not recommend at this time</u> but might wish to consider in the future

a.   Overseas Agents.   Cost is generally based on a % of the first semester's tuition.   The difficulty is managing all the different agents and finding agents we trust.

b.   USA-based agents (eg, Dr. David Higginson or Dr. Richard Ferrin, WE Group; ….).   These are also based on a per student fee and they basically serve as a general contractor managing many "sub-agents" overseas.   It is much easier to administer because Winthrop just deals with one US-based person, but it is therefore usually more expensive.

c.   ELS American Education Center (AEC) in Shanghai.   This would cost ~$5,000 per year to have access to their facility in Shanghai for recruiting and be promoted by ELS in Shanghai.   This is a new program and I'm not sure what it includes.   Perhaps Peggy Hager could visit the AEC while in China? China will be sending large numbers to the USA as visas are relaxed and there is more discretionary income.

d.   Subscribing to some web-based service, such as U.S. Journal, which directs email leads to Winthrop based on selected criteria such as cost, region, public/private, major … .

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FACULTY ELECTIONS
March 6, 2009

Membership in the Winthrop University Faculty Conference for at least one year is required for election to any Standing Committee. A member of a Standing Committee of Faculty Conference who has served a complete term may not succeed him/herself. Standing Committees are noted on the Ballot.

> **The Kerley method of voting is used to prevent ties and runoff elections. Number your choices 1 (your first choice), 2, 3, etc. for every candidate on the ballot.**

Example In a race to elect 2 committee members:

4	Candidate A	
1	Candidate B	Using check marks will <u>void</u>
3	Candidate C	<u>your ballot</u> for races with
2	Candidate D	more than two candidates

Chair of Faculty Conference

The Chair of the Faculty Conference is elected biennially by its members and shall be a full-time tenured faculty member. Administrative officers and department heads are ineligible to hold this office.

For a 2-year term to replace Cheryl Fortner-Wood, the nominees of the Faculty Personnel Committee are: (elect 1)

_____   Jo Koster, Arts and Sciences (English)
_____   Marsha Bollinger, Arts and Sciences (Geology)
_____   _____

Faculty Representative to Attend Student Governance (CSL) Meetings.

For a 1-year term to replace Brad Tripp (Sociology), the nominees of the Faculty Personnel Committee are: (elect 1)

_____   Mark Lewis, Visual and Performing Arts (Music)
_____   _____

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FACULTY ELECTIONS   Page 2   March 6, 2009

Academic Conduct.

For a 2-year term to replace Brad Tripp (Sociology), the nominees of the Faculty Personnel Committee are: (elect 1)

_____   Charlie Bowers, Education (Health & Physical Education)
_____   Lorrie Crochet, Visual and Performing Arts (Music)
_____   Kristin Kiblinger, Arts and Sciences (Religious Studies)
_____   Sue Lyman, Arts and Sciences (Social Work)
_____   Joe Rusinko, Arts and Sciences (Mathematics)
_____   _____

Academic Council. **(Administrative officers are ineligible to serve except as secretary; department chairs are eligible to serve; a voting member may not serve more than two complete terms in succession; no person shall be eligible to serve as a voting member unless he/she has served 2 years as a faculty member immediately preceding service.)**

For a 3-year term to replace Susan Green (Pedagogy) the nominees of the Faculty Personnel Committee are: (elect 1). This person will also serve on Financial Exigency.

_____   Gary Brooks, Arts and Sciences (Mathematics)
_____   Carol Shields, Education (Pedagogy)
_____   _____

Academic Freedom and Tenure (Standing Committee). **Eligibility shall be limited to faculty members with tenure. Administrative officers and department chairs are ineligible to serve.**

For 3-year terms to replace Mark Dewalt (Pedagogy), Matthew Fike (English), and Jane Thomas (Marketing), the nominees of the Faculty Personnel Committee are: (elect 3)

_____   Pat Ballard, Library (Monographs and Audio Visual Cataloging)
_____   Keith Benson, Business Administration (Health Care Management)
_____   Laura Glasscock, Arts and Sciences (Biology)
_____   David Meeler, Arts and Sciences (Philosophy)
_____   Sue Spencer, Education (Pedagogy)
_____   _____
_____   _____
_____   _____

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FACULTY ELECTIONS   Page 3   March 6, 2009

<u>Dinkins Student Union Advisory Board</u>.

For a 3-year term to replace Kristin Kiblinger (Religious Studies), the nominees of the Faculty Personnel Committee are: (elect 1)

_____	Trent Kull, Arts and Sciences (Mathematics)
_____	Xusheng Wang, Business Administration (Computer Science)
_____	Linda Winter, Education (Pedagogy)
_____	_____

<u>Faculty Concerns (Standing Committee)</u>.

For a 3-year term to replace Lisa Johnson (Pedagogy), the nominees of the Faculty Personnel Committee are: (elect 1)

_____	L.H. Dickert, Visual and Performing Arts (Music)
_____	Cynthia Forrest, Arts and Sciences (Social Work)
_____	Malayka Klimchak, Business Administration (Management)
_____	Heakyung Lee, Arts and Sciences (Mathematics)
_____	Mary Martin, Education (Pedagogy)
_____	Jeannie Weil, Arts and Sciences (Sociology)
_____	Ginger Williams, Arts and Sciences (History)
_____	_____

<u>Faculty Personnel (Standing Committee)</u>. **Eligibility is limited to faculty members with tenure. While serving on the Faculty Personnel Committee, a faculty member shall not be eligible for consideration for promotion. Administrative officers and department chairs are ineligible to serve.**

For a 3-year term to replace David Bradbard (Management), the nominees of the Faculty Personnel Committee are: (elect 1)

_____	Siobhan Brownson, Arts and Sciences (English)
_____	Susan Green, Education (Pedagogy)
_____	David Meeler, Arts and Sciences (Philosophy)
_____	_____

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FACULTY ELECTIONS   Page 4   March 6, 2009

Judicial Council.

For a 2-year term to replace Frank Pullano (Mathematics) the nominees of the Faculty Personnel Committee are: (elect 1)

_____	L.H. Dickert, Visual and Performing Arts (Music)
_____	David Meeler, Arts and Sciences (Philosophy)
_____	Emlee Nicholson, Arts and Sciences (Mathematics)
_____	Gale Teaster, Library (Serials, Acquisitions and Cataloging)
_____	_____

Rules (Standing Committee).

For 3-year terms to replace William Kiblinger (Philosophy & Religious Studies) and Matthew Fike (English), the nominees of the Faculty Personnel Committee are: (elect 2)

_____	John Fowler, Visual and Performing Arts (Music)
_____	Mark Lewis, Visual and Performing Arts (Music)
_____	Frank Pullano, Arts and Sciences (Mathematics)
_____	Brad Tripp, Arts and Sciences (Sociology)
_____	_____
_____	_____

****

NOMINATIONS ARE ACCEPTED FROM THE FLOOR. IF YOU INTEND TO MAKE SUCH A NOMINATION, PLEASE MAKE SURE THAT THE PERSON IS WILLING TO SERVE IF ELECTED, AND CHECK THE FACULTY MANUAL FOR SPECIFIC ELIGIBILITY REQUIREMENTS FOR EACH POSITION.

THE BYLAWS OF THE FACULTY CONFERENCE OF WINTHROP UNIVERSITY
(Adopted by the Faculty Conference, xx-xx-xxxx)

Article I - Name

The name of this organization shall be the Faculty Conference of Winthrop University, hereinafter referred to as the Faculty Conference.

Article II - Responsibilities

Section 1 The Faculty Conference shall be responsible for: (1) its own organization and procedure as provided in these *Bylaws*; (2) the Winthrop University academic programs, policies, and regulations; and (3) such additional matters as shall be referred to it by the President of the University.

Section 2   The Faculty Conference shall create and instruct assemblies, councils, and committees, standing and select, and shall periodically review the major decisions of its subordinate bodies.

Section 3   The Faculty Conference shall be the principal legislative body of the faculty. All actions of the Faculty Conference shall be subject to review by the President of the University. Any disapprovals shall be communicated to the faculty, with reasons therefore, within thirty days. By a two-thirds vote, the Faculty Conference may appeal the disapproval to the Board of Trustees.

Article III - Membership

Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of the Faculty Conference. If the eligibility of a person for membership is questioned, the Faculty Conference shall be the judge of the qualifications of that person for membership.

Article IV - Officers

Section 1 The Chair of the Faculty Conference shall be elected biennially by the Faculty Conference, shall be a full-time tenured faculty member, shall be the official representative of the faculty to the Board of Trustees, and shall represent the faculty on ceremonial occasions. The Chair of the Faculty Conference shall attend open meetings of the Board of Trustees and the Academic Affairs Committee of the Board of Trustees. The Chair of the Faculty Conference shall report on the transactions of the Board of Trustees at each Faculty Conference meeting and shall receive comments and questions from the faculty pertaining to this body. The Chair of the Faculty Conference shall be responsible for establishing a suitable schedule of regular meetings of the Faculty Conference and for recommending the agenda for each regular meeting. Administrative Officers (defined as Deans, Associate Deans and Assistant Deans) and department chairs shall be ineligible to serve as Chair. A vacancy in the office shall be filled by election of the Faculty Conference for the unexpired term.

Section 2 The Vice Chair of the Faculty Conference shall be the presiding officer of the Faculty Conference when the Chair is absent or chooses not to preside. The Chair of the Academic Council shall be the Vice Chair of the Faculty Conference.

Section 3 The Secretary of the Faculty Conference shall be appointed by the Chair of the Faculty Conference.

Section 4 The Parliamentarian of the Faculty Conference shall be appointed by the Chair of the Faculty Conference.

Section 5 The date for the formal commencement of new terms for faculty officers shall be the beginning date of the nine-month contract.

Article V - Meetings

Section 1 The Chair of the Faculty Conference shall prescribe a suitable schedule of regular meetings of the Faculty Conference. At least one meeting shall be held each semester and special meetings shall be held at the call of the President of the University, the Chair of the Faculty Conference, the Rules Committee, or ten percent of the members of the Faculty Conference. Agendas for special meetings must be submitted to the Rules Committee for review.

Section 2 A quorum shall consist of 35 percent of the membership of the Faculty Conference.

  A. The number required for a quorum shall be determined at the beginning of each semester and shall be printed in the agenda of each meeting of the Faculty Conference.

  B. At the beginning of each meeting of the Faculty Conference the Chair shall determine if a quorum is present. If a quorum is not present, the conference shall be able to conduct business subject to the following conditions:

    B.1. Seventy-five percent of the faculty in attendance shall vote that business should be conducted.

    B.2. Final action on all substantive proposals (as distinguished from amendments and procedural actions) shall require the approval of two-thirds of those present and voting.

    B.3. If at any time during the meeting, attendance falls below 20 percent of the membership of the Faculty Conference, debate may continue, but the only motion in order shall be a motion to adjourn.

  C. The agenda shall be distributed so as to be in the hands of faculty no less than one calendar week in advance of the meeting of the Faculty Conference.

  D. Minutes of the meetings of the Faculty Conference shall be distributed to the faculty and deposited in the Louise Pettus Archives no less than one calendar week in advance of the next scheduled meeting of the Faculty Conference. Any amendments or corrections to these minutes shall be distributed with the minutes of the next meeting of the Faculty Conference.

Section 3 All meetings of the Faculty Conference shall be open. However, persons who are not members of the Faculty Conference must gain approval of the Rules Committee prior to any participation in its deliberations.

Article VI - Constituent Assemblies

Section 1 **Graduate Faculty Assembly.** The members of the Faculty Conference who have graduate faculty status shall be eligible for membership in a graduate faculty assembly. The Graduate Faculty Assembly shall be responsible for the graduate programs offered by Winthrop University. It shall adopt bylaws for its own governance, which shall be subordinate to and consistent with these *Bylaws*.

Section 2 **Other Faculty Assemblies.** Each member of the Faculty Conference who holds appointment to a major academic division of the University shall be a member of the faculty assembly in that division. Each such faculty assembly shall be responsible for the academic program of its division, within

limitations prescribed by the Faculty Conference. Each assembly shall adopt bylaws for its own governance which shall be subordinate to and consistent with these *Bylaws*. The following are recognized as major academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, and the Winthrop University Library.

Article VII – Rules for Committees of Faculty Conference

Section 1 **Membership.** Membership in the Faculty Conference for at least one year is required for election to any standing committee of Faculty Conference unless otherwise stated. Membership on standing committees shall be for staggered three-year terms as determined by regulations established by the Faculty Conference, and vacancies shall be filled by election for the remainder of the unexpired term (see Article VII, Section 6). Members of standing committees of Faculty Conference who have served complete terms may not succeed themselves. The date for the formal commencement of new terms for committee members shall be the beginning date of the nine-month contract. From time to time the Faculty Conference, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Faculty Conference.

Section 2 **Committee Officers.** Each committee of the Faculty Conference, standing or select, unless otherwise provided, shall elect its own Chair and Secretary. In order that committees may become organized for the new academic year, each newly-constituted committee is requested to meet prior to the end of classes in the spring semester for the purpose of electing its officers for the next academic year.

Section 3 **Committee Meetings.** Each committee of Faculty Conference, standing or select, shall meet at the call of the Chair or any three members. Meetings of committees shall be announced to the faculty at least one week in advance and shall be open to all members of the Faculty Conference unless the committee specifically votes to meet in executive session or unless the committee deals with confidential information.

If a committee must meet during the summer and a vacancy occurs in the membership of that committee, it shall be filled by the person elected or appointed to assume that position for the following year. It shall be the responsibility of the committee to determine the person who has been elected or appointed.

Section 4 **Committee Reports.** Each committee of the Faculty Conference, standing or select, unless otherwise provided, shall report on its activities at least once each academic year to the Faculty Conference. The Faculty Personnel Committee, which deals with confidential information, reports directly to the Vice President for Academic Affairs. All committee actions may be modified or reversed by the Faculty Conference.

In order that the faculty may be aware of the nature of the deliberations and decision-making within its constituent committees, all faculty committees (with the exceptions noted below) shall make known to the faculty constituency to which they are responsible, either by oral or written report at appropriate intervals, all actions taken by the committee. For each motion brought before such a committee, the committee shall indicate whether the motion was approved or rejected, whether the action was taken after debate or simply routinely acted upon without debate, and what the vote was on the issue, using the following designations to indicate the vote: (1) by unanimous vote, (2) by a majority voice vote, or (3) by a counted vote of _____ to _____. This rule shall also apply to curriculum committees and other committees of constituent assemblies, with the exception that it shall not apply to actions taken in executive session by personnel committees, to actions of the Academic Freedom and Tenure Committee when acting as a grievance committee, to actions of the petitions committees when acting in executive session, or to actions of other committees when they are dealing with personnel or grievance matters in executive session.

<u>Section 5</u> **Elections.** Regular elections by the Faculty Conference of members of all standing committees created by the Faculty Conference shall take place at the March meeting of the Faculty Conference. Special elections to fill vacancies shall take place as soon as practicable after such vacancies occur. When a member of a committee created by the Faculty Conference enters on leave of absence (i.e., medical, unpaid, or sabbatical), a committee vacancy is thereby created (unless the member requests to serve while on sabbatical or unpaid leave). When a vacancy occurs prior to the end of a full term, it shall be filled by election for the remainder of the unexpired term.

<u>Section 6</u> **Electoral Procedures.** The electoral procedures are as follows:

A. **Nomination:** The Faculty Personnel Committee shall nominate at least two persons for each vacancy and circulate these names to the faculty prior to the meeting at which the election shall be held. Additional nominations may be made from the floor, provided that the consent of the nominee has already been obtained.

B. **Voting:** In an election in which there are more than two candidates for one position or multiple candidates for multiple positions, voters shall rank the candidates in order of preference, with the favorite candidate receiving rank 1, the second favorite receiving rank 2, and so on. Ballots in such elections not marked with numerical ranks shall be discarded.

C. **Absences:** Balloting shall be done during a meeting of the Faculty Conference. Those faculty members who are absent may cast their ballots in the office designated by the Secretary of the Faculty Conference before noon of the following business day.

D. **Custody and Counting of Ballots:** Custody and counting of ballots shall be the responsibility of the Secretary of Faculty Conference, who shall tally the votes with the assistance of a faculty monitor designated by the Rules Committee. The faculty monitor may not be a candidate in that election.

    D.1. In an election in which there are two candidates for a single position, a simple majority is required to elect a candidate.

    D.2. The following method of tallying votes (referred to as "the Kerley method") is used to determine the results of an election in which there are more than two candidates for one position or multiple candidates for multiple positions. This method counts the ballots in a series of rounds. Each round eliminates one candidate.

    D.3. Before tallying the votes in each round, the following alterations shall be made to the ballots:

        (1) Gaps in the rankings on a ballot (caused, for example, by the elimination of a candidate) shall be removed by moving lower-ranked candidates up in their rankings. For example, if there were five candidates in an election and the ballot had the candidates ranked 2, 1, 4, 5, then this ballot would be changed to rank the candidates 2, 1, 3, 4.

        (2) If all of the candidates ranked on a ballot have been eliminated in previous rounds, then that ballot shall be discarded.

        (3) If a voter has assigned the same rank to two different candidates in the same election, the ballot shall be discarded when all candidates ranked higher than those assigned the same rank have been eliminated.

D.4. The number of ballots giving each candidate a rank of 1 shall be tallied.

D.5. The candidate receiving the least number of rank 1 ballots shall be eliminated from the election. The ballots giving a rank of 1 to the eliminated candidate shall be altered to remove the eliminated candidate, and these ballots shall be added to the tallies of the remaining candidates using Steps D.3 and D.4.

D.6. Steps D.3, D.4, and D.5 are repeated until as many candidates remain as there are winners needed. The remaining candidates are the winner(s) of the election.

D.7. When more than one person is to be elected to a council or committee and the terms are staggered, the longer terms shall be given to the persons with the larger tallies in the process above.

D.8. Ties:

(1) If, in step D.5, two or more candidates tie for the least number of rank 1 ballots, this tie shall be broken by the number of rank 2 ballots for each candidate. The candidate having the lowest number of rank 2 ballots shall be eliminated. If there is a tie in both rank 1 and rank 2 ballots, the number of rank 3 ballots shall be used to break this tie, and so on.

(2) If there is a tie in the number of rank 1 ballots after only two candidates remain, the faculty monitor shall break the tie by the flip of a fair coin, or otherwise by equal chance.

E. **Notification:** As soon as votes are tabulated, both winning and losing candidates shall be notified of the outcome by the Secretary of the Faculty Conference. Complete election results shall then be distributed promptly to the faculty by the Secretary of the Faculty Conference.

Section 7 **Establishment of Committees.** The Faculty Conference shall establish and regulate such committees as it deems appropriate.

Article VIII – Standing Committees of the Faculty Conference

Section 1 **Academic Freedom and Tenure.** This committee shall be responsible for recommendations to the Faculty Conference with respect to policies on academic freedom and tenure, shall serve as a hearing committee for cases arising under the procedures and policies on academic freedom and tenure, and shall serve as a grievance committee in cases involving the granting of tenure. The committee also hears appeals in cases of post-tenure review. In its role as a grievance committee, it shall report its findings to the President and to the faculty member making the grievance. The President shall then evaluate the case in light of the committee's findings and shall render a decision. If the President decides adversely to the faculty member, the faculty member may appeal the decision to the Board of Trustees. While the Board of Trustees may choose to receive such an appeal on the basis of improper procedure only, the Board affirms that substantive judgments reside and end with the President (Board of Trustees Resolution 11-15-96).

The committee shall consist of nine members elected by the Faculty Conference. Eligibility shall be limited to faculty members with tenure. Administrative Officers and department chairs shall be ineligible to serve on the committee.

Section 2 **Faculty Personnel.** This committee shall be responsible for recommendations to the Faculty Conference concerning membership beyond those members indicated in Article III in these *Bylaws*; for recommendations regarding procedures and conditions of elections and the staggering of terms of office

on appropriate committees and councils; for nominations of at least two qualified persons for each office subject to election by the Faculty Conference, except as elsewhere provided; for advice to the President and the Vice President for Academic Affairs concerning promotions in academic rank and the granting of tenure; and for performing the duties of a faculty grievance committee except in the granting of tenure.

The committee shall consist of three members elected at large by the Faculty Conference and one member elected by the faculty assembly of each major academic division. All members of the committee must be tenured. While serving on the committee, a faculty member shall not be eligible for consideration for promotion. Administrative Officers and department chairs shall be ineligible to serve on the committee.

Section 3 **Library.** This committee shall be responsible for studying library needs in view of the academic programs and for advising the Dean of Library Services on matters of general library policy, on the development of library resources, and on means that may best integrate the library program with other academic activities of the University. The committee shall serve as a liaison between the faculty and the Dean of Library Services.

The committee shall consist of nine members: two faculty representatives from the College of Arts and Sciences; one each from the other major academic divisions; two student representatives; and the Dean of Library Services (ex officio). Faculty representatives shall be elected from their respective divisions for three-year terms, which shall be staggered according to Faculty Conference regulations, and student representatives shall be selected by the Chair of the Council of Student Leaders. The Chair shall be elected by the committee and serve as Chair for one year. The committee shall meet at least once each semester.

Section 4 **Undergraduate Petitions.** This committee shall be responsible for acting on petitions from individual undergraduate students for variations in general education requirements and other University-wide academic regulations. This committee shall make regular reports to the Academic Council that shall include, but need not be limited to, a summary of undergraduate petitions giving the type of petitions, the number denied, the number approved, and the number approved on appeal.

The committee shall consist of five members: one member elected by the faculty assembly of each major academic division. Each degree-granting college may establish its own petitions committee to act on student petitions for variations in departmental and college degree program requirements.

Section 5 **Rules.** This committee shall be responsible for calling special meetings of the Faculty Conference, for determining the meeting agenda when it deems such meetings appropriate, for inviting guests to meetings of the Faculty Conference, for recommending to the Faculty Conference special rules of order and appropriate changes in these *Bylaws*, for reviewing bylaws and amendments to bylaws of constituent assemblies to determine whether they are consistent with these *Bylaws*, and for reviewing the agendas of all special meetings called by other appropriate parties.

The committee shall consist of six members elected by the Faculty Conference.

Section 6 **University Curriculum.** This committee shall be responsible to the Faculty Conference for reviewing proposed changes in the undergraduate curriculum to ensure that the changes are consistent with university policy and that they do not contradict the interests of any academic division. The committee shall have authority to seek the correction of typographical and other non-substantive errors in the recommendations it receives.

The committee shall have authority to act on behalf of the Faculty Conference on recommendations from a college of the following types: adding a course, dropping a course, renumbering a course, changing the prerequisites or corequisites of a course, and adding or changing requirements for a minor. See Article XI. This authority shall not be construed to limit the right of the faculty to review and act on academic policies at any time.

Following each meeting of the committee, a report of its actions shall be communicated promptly to the members of the Faculty Conference.

The committee shall consist of seven members: one member elected from each of the degree-granting colleges, one member elected by the Graduate Faculty Assembly, a Chair appointed by the Chair of the Academic Council from among the membership of Academic Council, and the Registrar or his or her designee. All members of the committee shall have served three years as a full-time faculty member at Winthrop University immediately preceding their election or appointment. The members elected from the degree-granting colleges shall serve as ex officio members of their college curriculum committees; the member elected from the Graduate Faculty Assembly shall be an ex officio member of Graduate Council. The Chair of the committee and the Registrar or his or her designee shall be nonvoting members of the committee. If a voting member cannot attend a meeting, an alternate with vote designated by the faculty from which the member was elected may attend in his or her place.

Section 7   **University Life.** This committee shall be responsible for examining concerns submitted by faculty members that affect the conduct of university life, and shall have the authority to address these concerns by communicating directly with appropriate administrators and members of the University faculty and staff to understand the concern more fully and to effect a positive resolution to the concern. The committee shall report the concerns received, its findings, and the status of the concerns to Faculty Conference, to the Committee on University Priorities, and to the President at least once each semester.

The committee shall consist of nine members: two members elected from each of the degree-granting colleges and one member elected from the Library faculty. At least one member elected from each of the degree-granting colleges and the member elected from the Library faculty shall be tenured. The Chair of the committee shall attend open meetings of the University Relations Committee of the Board of Trustees.

Section 8   **University Priorities.** This committee shall be responsible for meeting at least three times each year with the Executive Officers of the University to provide a combined faculty perspective on admissions policy, planning, objective setting, and resource allocation, as well as other areas of common concern.

The committee shall consist of eight members: one member elected from each of the degree-granting colleges, one member elected from the Library faculty, one member elected from the faculty of University College, and one member elected by the Graduate Faculty Assembly. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the committee shall attend open meetings of the Finance Committee of the Board of Trustees.

If this committee believes that a financial exigency is imminent, it shall communicate this opinion promptly to the Faculty Conference and to the administration. The authority for declaring a financial exigency resides with the President. If the President declares a financial exigency or deems a financial exigency to be imminent, two untenured members of Faculty Conference shall be elected to the committee by the Faculty Conference to serve until the end of the exigency. The enlarged committee shall participate in the emergency-related deliberations that take place above the level of the major academic divisions, including those relating to how academic programs and teaching service areas at Winthrop University shall be affected. See also Appendix II, Termination Due To Financial Exigency.

Article IX – Academic Council

Section 1   The Academic Council shall be responsible to the Faculty Conference for appropriate reports and recommendations concerning general education requirements, academic programs, policies, and regulations exclusive of those peculiar to the graduate program.

The Academic Council shall have authority to act on behalf of the Faculty Conference on the following types of recommendations from a college: adding a minor, dropping a minor, and changing graduation requirements in a major with no change in the overall number of semester hours required by the program. See Article XI. This authority shall not be construed to limit the right of the faculty to review and act on academic policies at any time.

Section 2   Meetings of the Academic Council and its subordinate committees shall be announced to the faculty in advance, and shall be open to all members of the Faculty Conference. Following each meeting of the Academic Council, a report of its actions shall be communicated promptly to the members of Faculty Conference.

Section 3   The Chair of the Academic Council shall be elected by the voting members of the Academic Council, from the voting members of the Academic Council, and shall have served on the Academic Council for at least one year. The Chair will appoint a Vice Chair from the membership of the Academic Council to officiate at meetings when the Chair cannot attend. The Registrar shall serve as Secretary, without vote.

Section 4   The President of the University, upon the recommendation of the Vice President for Academic Affairs, shall appoint three voting members of the Academic Council, each from a different major academic division of the University. The Faculty Conference shall elect three voting members at large. Each major academic division of the University shall elect members according to the following formula: one member for the first 25 full-time-equivalent faculty members or fraction thereof in that division and one additional member for each additional 50 full-time-equivalent faculty members or fraction thereof. Administrative Officers shall be ineligible to serve on the Academic Council, either by election or appointment, except as Secretary. Department chairs are eligible to serve on Academic Council. The term of the Chair shall be one year. The Council of Student Leaders shall select one voting member, who shall serve a one-year term. The terms of the voting members of the Academic Council shall be three years and shall be staggered as determined by regulations adopted by the Faculty Conference. If a member ceases to serve, his or her successor shall be appointed or elected for the unexpired term only. A voting member may not serve in succession more than two complete consecutive terms. No person shall be eligible to serve as a voting member unless he or she has served two years as a student at Winthrop University or two years as a faculty member at Winthrop University immediately preceding his or her service.

Section 5   All faculty assemblies, councils, committees, or other entities not otherwise responsible to a major academic division, to the extent of their responsibilities in the area of undergraduate academic instruction, except as provided elsewhere in these *Bylaws*, shall report to the Academic Council in accordance with procedures specified by the Academic Council. The Academic Council shall approve, modify, or reverse any programs, policies, or regulations made by such entities in the area of undergraduate instruction.

Section 6   The Academic Council may meet in joint session with the Graduate Council, a constituent council of the graduate faculty, to discuss matters of mutual concern when called to do so by the chairs of the two councils. When such a joint meeting takes place, the Chair of the Academic Council shall preside. The two councils may establish joint committees and councils to pursue matters of mutual concern and may establish rules for joint activities, except that if voting takes place it shall be done separately by council.

Article X – Committees of the Academic Council

Section 1 **Committee on Academic Conduct.** This committee shall have jurisdiction in only two kinds of cases: 1) a case in which a student has accused a faculty member of violating stated course grading

policies, and 2) a case in which a student has reason to believe that an error has been made in computing or recording his or her grade for a particular assignment or for the course. The committee shall not hear cases in which a student merely believes he or she has received unfair treatment.

The powers of the committee shall be limited to recommending that a given grade remain unchanged, be changed to a different grade, or be changed to a zero (for a particular piece of work). The recommendation shall be based on a majority decision of the five voting members, and copies of the recommendation shall be forwarded to the student(s), department chair, and academic dean. The committee shall submit reports protecting the anonymity of the parties involved to the Academic Council, and these reports shall be forwarded, upon request, to the Faculty Conference and to the Council of Student Leaders.

The procedure by which the committee shall hear cases is as follows. The student and faculty member should try to resolve the problem informally. If no satisfactory solution is reached, either the student, or the faculty member, or both can call the case to the attention of the appropriate chair or dean. The dean shall then refer the case to the committee for hearing within ten school days. Referrals to the committee should be made within a two-week period following the discovery of the alleged infraction and shall not be accepted after that period except on majority vote of the committee. In all cases, the burden of proof shall rest on the student plaintiff. Records of all committee hearings and actions shall be kept for no more than one year after the committee hears a particular case.

The committee shall consist of six members: a nonvoting Chair to be appointed by the Vice President for Academic Affairs, two faculty members elected by the Faculty Conference, two upper class and/or graduate students appointed by the Chair of the Council of Student Leaders, and one faculty member appointed by the Chair or Dean of the college in which a particular case originates. The Chair shall serve for one year. The faculty members shall be elected for two year terms that are staggered. Students shall be appointed for one-year terms. The appointed faculty member shall serve only for the designated case. The Vice President for Academic Affairs shall have such powers to appoint representatives as necessary for the summer interim.

Section 2 **Cultural Events Committee.** The Cultural Events Committee considers and approves events which shall fulfill the cultural events requirement. This committee is subordinate to the Academic Council and reports at least once annually to the General Education Curriculum Committee.

The President of the University, upon the recommendation of the Vice President for Academic Affairs, appoints a Chair and five other faculty; the Dean of University College, and a representative from Records and Registration serve as nonvoting, ex officio members. Membership on the committee shall be for staggered two-year terms, and the Chair is appointed for the duration of his or her term. The Chair of the Council of Student Leaders appoints two students, each for a one-year term.

Section 3 **General Education Curriculum Committee.** This standing committee of the Academic Council is responsible for reviewing all courses proposed for meeting one of the core skill areas within the general education program, for reviewing modifications to courses designated as meeting one of the core skill areas within the general education program, and for recommending changes in general education requirements and a means for implementing those changes. In addition, the committee shall review all courses that have been previously designated as meeting one of the core skill areas within the General Education program to ensure that these courses continue to meet the criteria for inclusion.

Membership shall consist of eleven members: three members from the faculty of the College of Arts and Sciences, one member from the faculties of each of the other degree-granting colleges and of the Library, a Chair appointed by the Chair of the Academic Council from among the membership of the Academic Council, the Dean of University College, the Director of Freshman Writing, and the Registrar or his or her designee. The Chair of the committee, the Dean of University College, the Director of Freshman Writing, and the Registrar or his or her designee shall be nonvoting members of the committee.

Section 4 **Honors Committee.** The Honors Committee recommends policies related to the implementation and evaluation of the honors program. The President of the University, upon the recommendation of the Vice President for Academic Affairs, appoints seven faculty members for staggered two-year terms. The Director of the Honors Program shall serve as Chair. The Dean of University College and the Dean of the College of Arts and Sciences serve as ex officio members. The committee reports at least once annually to the Academic Council.

Section 5 **Teacher Education Committee.** The Teacher Education Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the teacher education program at Winthrop University. The Teacher Education Committee has the unique responsibility to ensure the integrity of the teacher education program in a manner that benefits South Carolina's learners as well as the profession of education. The composition and full charge of this committee are found in the *Teacher Education Committee Bylaws*.

Article XI – Curricular Review

Section 1 **Renaming a course, changing a course description, adding a designator, changing a designator, dropping a designator.** A recommendation that renames a course, changes a course description, adds a designator, changes a designator, or drops a designator shall be reported to the Committee on University Curriculum for information purposes only. Such recommendations shall be communicated promptly in the report of the committee to the members of the Faculty Conference. If no faculty member places the recommendation on the agenda of the Academic Council for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Faculty Conference.

Section 2 **Adding a course, dropping a course, renumbering a course, adding or changing prerequisites or corequisites to a course, changing requirements for a minor.** A recommendation that adds a course, drops a course, renumbers a course, adds or changes prerequisites or corequisites to a course, or changes requirements for a minor shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other major academic division, the committee shall approve the recommendation. Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference. If no faculty member places the recommendation on the agenda of the Academic Council for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Faculty Conference. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Academic Council.

Section 3 **Adding a minor, dropping a minor, changing graduation requirements in a major with no change in the overall number of semester hours required by the program.** A recommendation that adds a minor, drops a minor, or changes the graduation requirements in a major with no change in the overall number of semester hours required by the program shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other major academic division, the committee shall approve the recommendation. Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Academic Council. If the Academic Council approves the recommendation, this approval shall be communicated promptly in the report of the Academic Council to the members of the Faculty Conference. If no faculty member places the recommendation on the agenda of the Faculty Conference for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Faculty Conference.

Section 4 **Changing the overall number of semester hours required by a degree program, adding a degree program; dropping a degree program.** A recommendation that changes the overall number of semester hours required by a degree program, adds a degree program, or drops a degree program shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other major academic division, the committee shall approve the recommendation. Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Academic Council. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Academic Council with a record of the committee's vote on the recommendation. If the Academic Council approves the recommendation, the recommendation shall be placed on the agenda of the Faculty Conference.

Section 5 **Courses enrolling undergraduate and graduate students.** A recommendation that falls under Sections 1 and 2 of this article and involves a course that enrolls both undergraduate and graduate students shall be reported by the college curriculum committee to both the college faculty assembly and to the Graduate Council. If both of these bodies approve the recommendation, it shall be forwarded to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article. If both of these bodies deny the recommendation, it is denied. If one of these bodies approves the recommendation and the other denies the recommendation, it is denied, but the Committee on University Curriculum may (but is not obliged to) suggest means for producing a recommendation that could be approved by both bodies.

Section 6 **General education courses.** A recommendation that adds a course to the lists of courses meeting the core skill areas of the General Education program or modifies a course on these lists shall be reported to the General Education Curriculum Committee. If the committee approves the recommendation, it shall be placed on the agenda of the Academic Council. If the Academic Council approves the recommendation, it shall be placed on the agenda of the Faculty Conference.   New courses must be added following Section 2 in this article before being reported to the General Education Curriculum Committee.

Section 7 **Teacher education courses.** A recommendation that affects teacher education programs or courses used in these programs shall be reported to the Teacher Education Committee after it is approved by a college faculty assembly. If the recommendation falls under Sections 1 or 2 of this article (except for a recommendation to add or change prerequisites or corequisites to a course), it shall be reported to the Teacher Education Committee for information purposes only. If the recommendation adds or changes prerequisites or corequisites to a course or falls under Sections 3 or 4 of this article, it shall be reported to the Teacher Education Committee. If the committee approves the recommendation, it shall be reported to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article.

Table I: Process for Approving Matters Relating ONLY to Undergraduate Curriculum

Curriculum Action	College Assembly Votes	TEC Votes	CUC Votes	AC Votes	FC Votes
Rename course or change course description; add, change or drop a designator	Yes	No; sent forward for information only	No; sent forward for information only	No	No
Add, drop or renumber a course; add or change requirements for a minor	Yes	No; sent forward for information only	Yes	No	No
Add or change a pre-requisite or corequisite	Yes	If applicable	Yes	No	No
Add or drop a minor	Yes	If applicable	Yes	Yes	No
Change graduation requirements in a major (no change in overall # of hours)	Yes	If applicable	Yes	Yes	No
Change # of hours needed to complete a degree program	Yes	If applicable	Yes	Yes	Yes
Add or drop a degree program	Yes	If applicable	Yes	Yes	Yes

Table II: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS

	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through TEC if applicable), and			
Curriculum Action	College Assembly Votes	Graduate Council Votes	TEC Votes	CUC Votes	AC Votes	FC and GFA Vote
Rename course or change course description	Yes	Yes	No; sent forward for information only	No; sent forward for information only	No	No
Add, drop or renumber a course	Yes	Yes	No; sent forward for information only	Yes	No	No
Add or change a prerequisite or corequisite	Yes	Yes	If applicable	Yes	No	No

Article XII – Approving Degree Candidates

The Faculty Conference, having prescribed the criteria for determining eligibility for conferral of degrees, designates the Registrar as its agent to determine which degree candidates have met those criteria and designates the Committee on Petitions to review and act upon appeals submitted by either students or faculty. The tentative graduation list shall be distributed by the Registrar to all colleges and departments for their information at least ten days prior to commencement.

Article XIII – Requirements for Teaching Courses that Enroll Graduate Students

Faculty teaching courses that enroll graduate students must hold the highest earned degree in their disciplines or be a member of the Winthrop University graduate faculty. In some cases, faculty members who do not have the highest earned degree in their disciplines and who are not members of the graduate faculty may qualify if they have sufficient experience and/or scholarly or creative activity as a substitute.

Article XIV - Notification of Intent to Discuss a Passed Item

Any item that has been passed by the Academic Council or the Committee on University Curriculum may be brought to the floor of a scheduled meeting of the Faculty Conference for discussion. Any faculty member planning to bring such an item to the floor shall notify the Chair of the Rules Committee of the intended action at least one week preceding the meeting of the Faculty Conference.

Article XV - Parliamentary Authority

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the Faculty Conference, all of its constituent assemblies, the Academic Council and its committees, and all committees created under the authority of these *Bylaws*, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order established by the Faculty Conference shall be printed in the *Faculty Manual* of Winthrop University.

Article XVI – Amendments

These *Bylaws* can be amended at any regular meeting of the Faculty Conference by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Conference at the previous meeting.

Article XVII – Ratification

Section 1 These *Bylaws* shall be operative beginning August 15, 2009, provided that they are first passed by the Faculty Conference, confirmed by the President, and ratified by the Board of Trustees of Winthrop University.

Section 2 All programs, policies, and regulations enacted under earlier Bylaws shall be valid and operative until changed.