

To: President DiGiorgio
From: Cheryl Fortner-Wood
Re: Report on Last Meeting of Faculty Conference

Dear Sir,

Please accept this document and attachment as my summary of the actions approved by the faculty at the April 24, 2009 meeting of Faculty Conference. As you can see from these materials, the Faculty accomplished a great deal during our last meeting of the year. On behalf of the faculty, I ask for your approval of the recommendations in this report.

On Friday April 24th, in Barnes Recital Hall, the faculty approved actions in five areas. All actions listed below passed by votes of at least the majority of those present. They are:

1) Call to order:

To proceed without a quorum (having exceeded the 20% necessary to do so)

2) Minutes:

To correct a typo in the minutes (change “be” to “but” in “*The stimulus money may fill a few holes, but...*”)

3) Committee Reports:

All action items presented from Academic Council in their report to the Faculty were approved. (This report begins on page 2 of this document.)

4) Unfinished Business: Proposed Bylaws from the Faculty Governance Review Committee

Before considering the proposed bylaws, amendments to the proposal were considered. Below, I included only those amendments that were approved by the faculty. All five of the amendments suggested by the Faculty Governance Review Committee (FGRC) were approved (see pages 12-13 of this document). Four additional amendments were considered but only one of these amendments was approved (see page 14).

Attached, please find the bylaws reflecting these amendments as prepared by Dr. Tom Polaski, Chair of the FGRC.

5) New Business: Disbanding the FGRC

The Chair of the FGRC, in accordance with the original resolution creating the FGRC, asked the Faculty Conference to entertain a motion to disband the FGRC. The motion was made, seconded, and approved by the body.

A final motion to show appreciation to Dr. Polaski and the FGRC was approved and executed immediately with a rousing round of applause.

Respectfully Submitted,
Cheryl Fortner-Wood, Chair, Faculty Conference

ACADEMIC COUNCIL Report

AC met on Friday, April 10, 2009 in Tillman 308 at 2:00 pm.

Item 1: AC reviewed and accepted a report from the Honor Committee available for faculty review as part of the agenda posted online at http://www2.winthrop.edu/recandreg/services/AC_CUminutes.htm.

Item 2: AC accepted, discussed, and voted to support the following action items from an ad hoc committee formed in response to a proposal from FC. The full report from the committee is available as part of the agenda posted online at http://www2.winthrop.edu/recandreg/services/AC_CUminutes.htm.

AC presents the following descriptions and processes to FC and requests support of the suggestions to be forwarded to the Vice President for Academic Affairs.

Suggestion 1: Make readily available to faculty members submitting curriculum actions the following guidelines for such actions affecting the Teacher Education Committee and the General Education Committee.

Curriculum Actions Needing TEC Approval

Any curriculum action in the following categories must be forwarded to TEC for action.

- a) causing a change to a program requiring NCATE accreditation,
- b) affecting a required course in a program requiring NCATE accreditation, or
- c) causing a change to the MEd in Agency/Community Counseling, MEd in School Counseling, or BS in Family and Consumer Sciences programs or required courses

Representatives of colleges or departments with curriculum being considered by TEC are encouraged to attend TEC meetings to answer questions.

GEC/Touchstone Program Course Actions

A Touchstone Program (TP) Course Application must be completed for the following courses:

- New courses proposed for inclusion in the TP
- Existing courses proposed for inclusion in the TP that are not currently included
- Existing TP courses proposed for inclusion in a different/additional area
- Existing TP courses that have undergone a substantial change (e.g., to the course description)

Existing TP courses that have undergone a minor change (e.g., a change in the course number) should notify the General Education Committee through the Curriculum Action System for information purposes only. If additional information is required the chair of GEC will notify the faculty member initiating action.

A TP Course Recertification form must be completed every five years for all courses that are part of the Touchstone Program.

*Note in the proposed FC Bylaws **General Education Curriculum Committee** will replace GEC and the curriculum path for courses reviewed will be separated from the process that includes TEC and the new **University Curriculum Committee** (UCC). New courses and course changes requiring approval in the curriculum process should be approved before application to GECC is made.*

Suggestion 2: Create a curriculum process for degree programs housed in multiple colleges. A possible process would include:

Curriculum for cross-college programs (degree programs housed in multiple colleges) should follow the general processes described below:

- A. Creation and/or modification of programs will move through the curriculum process of all participating departments and colleges simultaneously.
 - The electronic process will move through the originating department and college with copies of curriculum action sent for review of other participating colleges.
 - TEC and/or CUI (*UCC in proposed FC Bylaws*) will review actions after all participating colleges notify the chair(s) of TEC and/or CUI (*UCC in proposed FC Bylaws*) of action.

- If one or more participating college makes changes and/or does not pass a curriculum action CUI will notify the initiating faculty member of the discrepancies and send the curriculum back to the originating department. CUI (*UCC in proposed FC Bylaws*) may choose to negotiate a compromise, but is not required to do so.
- B. Creation and/or modification of courses with designators associated with a single existing department/college should follow the established process with the addition of a notification to the faculty assemblies of participating colleges.
- C. Creation and/or modification of courses with designators associated with multiple departments/colleges will move through the curriculum process of all participating departments and colleges simultaneously.
 - The electronic process will move through the originating college with copies of curriculum action sent for review in participating colleges.
 - TEC and/or CUI (*UCC in proposed FC Bylaws*) will review actions after all participating colleges notify the chair(s) of TEC and/or CUI (*UCC in proposed FC Bylaws*) of action.
 - If one or more participating college makes changes and/or does not pass a curriculum action CUI (*UCC in proposed FC Bylaws*) will notify the initiating faculty member of the discrepancies and send the curriculum back to the originating department. CUI (*UCC in proposed FC Bylaws*) may choose to negotiate a compromise, but is not required to do so.

Where appropriate, representatives from all participating departments/colleges are encouraged to attend all meetings where action is discussed.

It is the responsibility of initiating faculty/department to work with participating colleges to ensure all appropriate paperwork is shared and in turn monitor progress of curriculum to facilitate timely decisions.

Suggestion 3: Revise the current blanket petition process in light of new features in the student information system and an ongoing need to share information more readily.

Recommendations:

1. The blanket petition process at all levels should be transitioned to an electronic process to facilitate sharing of information across the colleges.
2. A searchable database of existing petitions should be made available to faculty for advising.
3. The ability to incorporate petitions into degree audits should be investigated as management systems are transitioning.

Suggestion 4: The committee would like to make these additional recommendations:

- A. Move ALL committee actions to electronic/digital approvals.
- B. Move to an electronic catalog that would allow for a longer window for course action.
- C. Work to make information in Curriculum Action System (CAS) more accurate/user friendly.
 - a. Degree program documents included in CAS need significant revision.
 - b. Departmental review of course details included in CAS should be placed in a regular rotation.
 - c. Consider more standardized wording for pre- and co-requisites to facilitate catalog review and registration controls.
 - d. Clarify for faculty the way pre- and co-requisites entered into the CAS are used for registration controls.
 - e. Develop a digital-based, user friendly, attribute-driven CAS interface.

Item 3: AC reviewed and, when appropriate, acted upon reports submitted by CUI and Gen Ed as indicated in the following section

The following items were forwarded to AC from CUI and are thus recommended and forwarded to FC for action: (All items found in the Curriculum Action System)

COLLEGE OF ARTS AND SCIENCES

Department of Chemistry, Geology, and Physics

Add Bachelor of Science in Chemistry, Business track to meet new ACS guidelines and to require a set of recommended courses for entry into subsequent MBA programs. **(new program)**

Department of English

Add minor in Medieval Studies. **(new program)**

Department of Human Nutrition (clean up from April 2008)

CHEM 301 and 303 were deleted from the Nutrition Science option in the Bachelor of Science in Human Nutrition. This was an error on the secretary's part as she misread the editorial marks. CHEM 301 and 303 should be reinstated as requirements.

COLLEGE OF BUSINESS

Department of Accounting, Finance & Economics

Modify Bachelor of Science in Business Administration with a concentration in Accounting to add ACCT 509 to the requirements. **(modify course)** *509 was previously an option. Changed from Choose two to chose one course from the following.*

Department of Computer Science & Quantitative Methods

Modify Bachelor of Science in Business Administration with a concentration in Computer Information Systems to reflect course renumbering and to **delete** CSCI 391 and **add** CSCI 293 and 295 as options in the programming languages requirement. **(modify program)** *Changes made to degree to reflect course changes.*

Modify Bachelor of Science in Computer Science to reflect Math department changes which includes reducing the amount of Additional Math and Science by three credit hours. **(modify program)** *Subtotal previously 12-15 should be 11-14.*

Modify Bachelor of Science in Digital Information Design/Web Application Design to drop ECON 103 as a required social science course. **(modify program)** *Facilitates choice*

RILEY COLLEGE OF EDUCATION

Department of Curriculum and Instruction

Modify Bachelor of Science in Special Education/Mental-Severe Disabilities to **drop** SPCH 351 and add SPED 515. **(modify program)** *Content already covered, adds needed experience without increasing hours*

Department of Health and Physical Education

Modify Bachelor of Science in Physical Education/ Certification to **reduce** elective activity credits by 1 since PHED 290 was increased from 2 to 3. **(modify program)** *Cleans up hour requirements based on previously approved action*

Modify Bachelor of Science in Athletic Training to clarify changes in the admission and retention policies of the ATEP for the catalog. (There are no course changes.) **(modify program)** *Adds appeals process, specifies graduation requirements, and specifies requirements for continuing in program.*

Modify Bachelor of Science in Exercise Science to describe procedures for Junior level acceptance in the Exercise Science Program (EXSC), continuation in the program, graduation requirements, and appeals processes. These procedures need to be in place so they can be evaluated when the program applies for accreditation. (There are no course changes.) **(modify program)** *Adds appeals process, specifies graduation requirements, and specifies requirements for continuing in program.*

Modify Bachelor of Science in Sport Management to include a new formalized admission process for acceptance into the SPMA major. **(modify program)**

VISUAL AND PERFORMING ARTS

Department of Design

Modify Bachelor of Fine Arts/Visual Design: Illustration to **add** weight training, anatomy, and several new VCOM courses, and to increase hours from 124 to 125. **(modify program)** *Addressing changes in course offerings and needs of students pursuing advanced experiences. (Subtotal for general education requirements will be reviewed before catalog.)*

Department of Fine Arts

Modify Bachelor of Arts in Art **add** and **drop** various Art courses in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Arts in Art History to **add** and **drop** various Art courses in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in Ceramics to **add** and **drop** various Art courses, resulting in **lowering** total hours **from** 129 to 128, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in General Studio to **add** and **drop** various Art courses, resulting in **lowering** total hours **from** 129 to 128, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in Jewelry & Metals to **add** and **drop** various Art courses, resulting in **lowering** total hours **from** 129 to 128, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in Painting to **add** and **drop** various Art courses, resulting in **lowering** total hours **from** 129 to 128, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in Photography-Commercial track to **add** and **drop** various Art courses, resulting in **lowering** total hours **from** 126 to 125, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in Photography-Fine Arts track to **add** and **drop** various Art courses, resulting in **lowering** total hours **from 129 to 128**, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in Printmaking to **add** and **drop** various Art courses, resulting in **lowering** total hours **from 129 to 128**, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Fine Arts in Sculpture to **add** and **drop** various Art courses, resulting in **lowering** total hours **from 129 to 128**, in order to address assessment changes and enhancements in the Department of Fine Arts Freshman Foundations Program as well as program changes which reflect the department's need to remain current in the discipline. **(modify program)** *(Subtotals for degree requirements will be reviewed before catalog.)*

Department of Theatre and Dance

Modify Bachelor of Arts in Dance to **replace** DANT 260 with THRT 115. **(modify program)** *Reflects change in courses*

Modify Bachelor of Arts in Theatre with Design and Technical emphasis by **adding** a new course, THRT 115, and updating credit hours for THRA160. **(modify program)** *No change in required total. (Subtotals for degree requirements will be reviewed before catalog.)*

Modify Bachelor of Arts in Theatre with Performance emphasis by **adding** a new course—THRT 115, updating credit hours for THRA160, and **lowering** electives. **(modify program)** *No change in required total. (Subtotals for degree requirements will be reviewed before catalog.)*

Modify minor in Theatre by **adding** THRT 115 and **lowering** electives from 12 to 9. **(modify program)**

The following items were forwarded to AC by CUI with action neither required nor taken.

COLLEGE OF ARTS AND SCIENCES

Department of Chemistry, Geology, and Physics

Modify CHEM 105 General Chemistry I (4) to change credits from 3 to 4. **(modify course)** *Increasing lecture hours in first level of chemistry.*

Drop CHEM 107 General Chemistry Laboratory (1:1:3). **(drop course)**

Department of History

Add INAS 381 Exploring a Foreign Culture (1). **(new course)** *Option when students/faculty/staff participate and plan for study abroad.*

Department of Mathematics

Add MATH 400 Senior Seminar (2). **(new course)** *Capstone for students not completing certification program.*

Add MAED 400 (1) Assessment Capstone **(new course)** *Part of department assessment plan and is separated from MATH400 because cert programs have existing 2 credit capstone.*

Modify MATH 105 (3) Calculus for the Managerial and Life Sciences to **change** title to Applied Calculus and to **change** prerequisite **from** "MATH 101" **to** "A grade of C or better in MATH 101 or MATH 151, or satisfactory score on the Mathematics Department Placement Exam." **(modify course)**

COLLEGE OF BUSINESS**Department of Accounting, Finance & Economics**

Modify ACCT 280 Accounting Information for Business Decisions (3) to **change** prerequisites **from** "MATH 101 or CTQR 150 and CSCI 101 and CSCI 101B and two of CSCI 101A, C or P" **to** "MATH 101, 105, 150 or 151 and CSCI 101 and CSCI 101B and two of CSCI 101A, C or P." **(modify course)** *Change to reflect previous changes in MATH courses*

Modify ACCT 309 Budgeting and Executive Control (3) to **change** title to Cost Accounting to align course name with existing content and with name used by all other SC universities for same type course. **(modify course)**

Add ECON 495 Research in Economics (1-3) **(new course)** *Allows difference between research in BADM & ECON.*

Department of Computer Science & Quantitative Methods

Modify CSCI 101A Using Microsoft Windows, Frontpage and Powerpoint(0.5:1) to remove the "Exam" (required) status since no final exam for this course will be given during final exam week. **(modify course)**

Modify CSCI 101B Using Microsoft Excel (0.5:1) to remove the "Exam" (required) status since no final exam for this course will be given during final exam week. **(modify course)**

Modify CSCI 101C Using Microsoft Access (0.5:1) to remove the "Exam" (required) status since no final exam for this course will be given during final exam week. **(modify course)**

Modify CSCI 101I Learning Adobe Illustrator (0.5:1) to remove the "Exam" (required) status since no final exam for this course will be given during final exam week. **(modify course)**

Modify CSCI 540 Web Application Design and Development (3) to **change** number to 441 and to **change** prerequisites **from** "CSCI271 or CSCI325" **to** "CSCI 241; or CSCI 297 and CSCI 355." **(prerequisite change and modify course)**. *Denotes sequence and level of course*

Modify CSCI 521 Introduction to Software Project Management (3) to **change** prerequisites **from** "CSCI 207 or 241, QMTH 205" **to** "Graduate standing or CSCI 475." **(modify course)** *Correcting issues missed due to previous curriculum action*

Modify INFD 141 Introduction to Web Application Design (3) to **change** designator to DIFD and to **change** prerequisites **from** "CSCI 101, 101A, 101P, & 101F" **to** "CSCI 151; or the combination of CSCI 101, 101A, and 101P; or permission of Instructor." **(prerequisite change)** *Not a new course. Changes prerequisites to match petitions that are many times approved and to open course as an option to other majors.*

Modify INFD 211 Communication Theory and the Internet (3) to **change** designator to DIFD and to **change** prerequisites **from** "CSCI 101 and CRTW 201 and sophomore standing" **to** "CSCI 151 or the combination of CSCI 101, CSCI 101A, and CSCI 101P" and to **add** the co-requisite of CRTW 201. **(prerequisite change and modify course)**. *Not a new course. Changes prerequisites to match petitions that are many times approved (including issues with sequencing) and to open course as an option to other majors.*

Modify INFD 322 Visual Design of Complex Systems (3:1:4) to **change** prerequisites **from** "INFD 211 or co-req of INFD 321" **to** "VCOM 262" and co-requisite of DIFD 321. **(prerequisite change)** *Not a new course. Changes prerequisites to match sequencing in program.*

Modify INFD 251 Information Design Seminar: Special Topics to **change** designator and number to DIFD 351. **(course number change)** *Not a new course. Changes course number to match sequencing in program.*

Modify INFD 415 Law and Ethics for Digital Media (3) to **change** designator to DIFD and to **change** prerequisites **from** "senior standing" **to** "DIFD322 or permission of instructor." **(prerequisite change)** *Not a new course.*

Modify QMTH 205 Applied Statistics I (3) to **change** prerequisites **from** "MATH 101 and CSCI 101 AND CSCI 101B (Using Microsoft Excel)" **to** "MATH 101, 105, 150 or 151 and CSCI 101 and CSCI 101B and two of CSCI 101A, C or P." **(prerequisite change)** *Change to reflect previous changes in MATH courses*

RILEY COLLEGE OF EDUCATION**Department of Curriculum and Instruction**

Add SPED 515 (3) Consultation and Collaboration in Special and General Education (new course) See program change

VISUAL AND PERFORMING ARTS**Department of Design**

Modify VCOM 120 (3:1:4) Design Drawing I to refine course description. (modify course)

Add VCOM 121 (3:1:4) Design Drawing II: Structure and Form (new course) adds experience in advanced for majors

Modify VCOM 151 (3:1:4) Design Fundamentals to correct lecture hours, exam offering, and terms offered. (modify course)

Add VCOM 220 (3:1:4) Illustration: The Figure (new course) adds experience in advanced for majors

Add VCOM 320 (3:1:4) Illustration: Comparative Anatomy (new course) adds experience in advanced for majors

Add VCOM 323 (3:1:4) Illustration: the Costumed Figure (new course) adds experience in advanced for majors

Modify VCOM 325 (3:1:4) Illustration: Portraiture to change title to Illustration II and to change prerequisites from "ARTT 300, VCOM 322" to "VCOM 300." (modify course)

Add VCOM 420 (3:1:4) Illustration: Heroes and Antiheroes (new course) adds experience in advanced for majors

Add VCOM 423 (3:1:4) Illustration: Folk Tales and Children's Literature (new course) adds experience in advanced for majors

Modify VCOM 424 (3:1:4) Illustration III to change title to Illustration: Sequential Storytelling and to change prerequisites from "VCOM 325" to "VCOM 300." (modify course)

Add VCOM 425 (3:1:4) Illustration: Persuasion and Propaganda (new course) adds experience in advanced for majors

Add VCOM 427 (3:1:4) Illustration: Narrative and Editorial (new course) adds experience in advanced for majors

Modify VCOM 222 (3) Introduction to Illustration to change title to Visual Thinking and Symbolic Communication. (modify course)

Modify VCOM 261 (3) Introduction to Computer Imaging to change prerequisites from "ARTS 101 or CSCI 101 (including modules F & I) or INFD 141; or permission of area coordinator" to "CSCI 101 (including modules F & I); or permission of area coordinator." (change prerequisites)

Modify VCOM 262 (3) Introduction to Web Design to change prerequisites from "CSCI 101 (including modules "F" and "I") and VCOM 261; or INFD 141; or permission of area coordinator" to "VCOM 261; or CSCI101F and DIFD 141; or permission of program coordinator." (change prerequisites)

Department of Fine Arts

Drop ARTH 281 (3) Arts of Africa, the Americas, Oceania. (drop course) content duplicated in other courses

Drop ARTH 282 (3) Arts of China, Japan, and India. (drop course) content duplicated in other courses

Modify ARTH 375 (3) Ancient Art to change course number and title to 341, Art of Ancient Greece and Rome. (modify course) Content change for majors

Modify ARTH 376 (3) Medieval Art to change course number and title to 342, -----Early Medieval Art. (modify course) Content change for majors

Add ARTH 343 (3) High and Late Medieval Art (new course) Content change for majors

Add ARTH 344 (3) Italian Renaissance Art (new course) Content change for majors

Add ARTH 345 (3) Northern European Renaissance Art (new course) Content change for majors

- Add** ARTH 346 (3) Baroque and Rococo Art (**new course**) *Content change for majors*
- Add** ARTH 347 (3) Neoclassicism and Romantic Art (**new course**) *Content change for majors*
- Add** ARTH 348 (3) Modernism (**new course**) *Content change for majors*
- Modify** ARTH 374 (3) History of Graphic Design and Illustration to **change** number to 349 in order to create a more logical numbering system of courses within the Art History Program. (**modify course**)
- Modify** ARTH 379 (3) The History of Photography to **change** number to 350 in order to create a more logical numbering system of courses within the Art History Program. (**modify course**)
- Modify** ARTH 381 (3) Arts of Africa to **change** number to 351 in order to create a more logical numbering system of courses within the Art History Program. (**modify course**)
- Modify** ARTH 382 (3) Arts of the Americas to **change** number to 352 in order to create a more logical numbering system of courses within the Art History Program. (**modify course**)
- Add** ARTH 354 (3) Arts of India (**new course**) *Content change for majors*
- Add** ARTH 355 (3) Arts of China (**new course**) *Content change for majors*
- Add** ARTH 356 (3) Arts of Japan (**new course**) *Content change for majors*
- Drop** ARTH 377 (3) Renaissance & Baroque Art of Southern Europe (**drop course**) *content duplicated in other courses*
- Drop** ARTH 378 (3) Renaissance & Baroque Art of Northern Europe (**drop course**) *content duplicated in other courses*
- Modify** ARTH 476 (3) Art History Methods to **change** number to 451 in order to create a more logical numbering system of courses within the Art History Program. (**modify course**)
- Modify** ARTH 477 (3) Women in Art to **change** number to 452 in order to create a more logical numbering system of courses within the Art History Program. (**modify course**)
- Add** ARTH 453 (3) Art of the Book (**new course**) *Content change for majors*
- Add** ARTH 454 (3) Contemporary Art and Criticism (**new course**) *Content change for majors*
- Drop** ARTH 478 (3) The Rise of Modernism (**drop course**) *content duplicated in other courses*
- Drop** ARTH 479 (3) Twentieth Century Art (**drop course**) *content duplicated in other courses*
- Add** ARTH 580 (3) Special Topics in Art History (**new course**) *Content change for majors*
- Modify** ARTS 470 (3:7) Photography III to change title to Color Photography in order for the title of course to be more reflective of course content. (**modify course**)
- Drop** ARTT 110 (1) Introduction to the Visual Arts (**drop course**) *Replaced by ARTT112*
- Add** ARTT 112 (2) Introduction to Fine Arts (**new course**) *Used for increased review and exploration*
- Add** ARTT 113 (1) Introduction to Fine Arts Portfolio (**new course**) *Used for increased review and preparation*
- Add** ARTT 200 (0) Foundation Review (**new course**) *Used for increased review*
- Modify** ARTT 300 (0) Specialization Portfolio Review to **add** ARTT 200 as a prerequisite.

Department of Music

- Add** MUSA 110I (1-2) Drum Set: Secondary (**new course**)
- Add** MUSA 131 (1-3) Composition (**new course**)
- Add** MUSA 132 (1-3) Composition (**new course**)
- Add** MUSA 231 (1-3) Composition (**new course**)
- Add** MUSA 232 (1-3) Composition (**new course**)
- Modify** MUSA 331 (1-2) Composition I to **change** title to Composition and hours to (1-3); and to **change** prerequisites **from** "MUSA 211 or consent of the instructor" **to** "Permission of the Department."
- Modify** MUSA 332 (1-2) Composition II to **change** title to Composition and hours to (1-3); and to **change** prerequisite **from** "MUSA 331" **to** "Permission of the Department."
- Modify** MUSA 431 (1-2) Composition III to **change** title to Composition and hours to (1-3); and to **change** prerequisite **from** "MUSA 332" **to** "Permission of the Department."

Modify MUSA 432 (1-2) Composition IV to **change** title to Composition and hours to (1-3); and to **change** prerequisite **from** "MUSA 431" **to** "Permission of the Department."

Department of Theatre and Dance (*All reflect addition of THRT115*)

Add THRT115 (3) Introduction to Production (**new course**) *The course combines content in THRA 170, 171 and DANT 260. The new course provides more complete, intensive instruction in each technical area. The material covered also allows more advanced design courses to focus on their more sophisticated theory and application.*

Modify DANA 443 (1) Dance Production: Practicum to **change** prerequisite **from** "DANT 206" **to** "THRT115."

Modify DANT 201 (3) Choreography I to **change** prerequisites **from** "DANT 200 and DANA 112, 211 or equivalent" **to** "DANT 200 and DANA 112, 211 or equivalent, and THRT115."

Modify DANT 301 (3) Choreography II to **change** prerequisites **from** "DANT 201, DANT 260" **to** "DANT201 and THRT115."

Modify THRA 170 (1) Technical Theatre Practicum: Scene Shop to **change** title to Technical Theatre Practicum: Scenic Studio and to **add** prerequisites THRT 110, 115, THRA 180.

Modify THRA 171 (1) Technical Theatre Practicum: Costume Shop to **change** title to Technical Theatre Practicum: Costume Studio and to **add** prerequisites THRT 110, 115, THRA 180.

Modify THRA 220 (3:6) Voice & Movement for the Actor to **change** prerequisites **from** "THRT110, THRT210, THRA120 with a grade of C or better in each course" **to** "THRT110, 115, 210, THRA120, and 180 with a grade of C or better in each course."

Modify THRA 260 (3) Stagecraft to **change** prerequisites **from** "THRT110, THRT210, THRA120, THRA170 with a grade of C or better in each course" **to** "THRT110, THRT115, THRT210, THRA120, THRA170 with a grade of C or better in each course."

Modify THRA 261 (3) Stage Lighting to **change** prerequisites **from** "THRT110, THRT210, THRA120, THRA170 with a grade of C or better in each course" **to** "THRT110, 115, 210, THRA120, and 180 with a grade of C or better in each course."

Modify THRA 262 (3) Drafting for Theatre to **change** prerequisites **from** "THRT110, THRT210, THRA120 with a grade of C or better in each course" **to** "THRT110, 115, 210, THRA120, and 180 with a grade of C or better in each course."

Modify THRA330 (3) Stage Management to **change** prerequisites **from** "THRT110, THRT210, THRA120 with a grade of C or better in each course" **to** "THRT110, 115, 210, and THRA120 with a grade of C or better in each course."

Modify THRA331 (3) Directing I to **change** prerequisites **from** "THRT110, THRT210, THRA120 with a grade of C or better in each course" **to** "THRT110, 115, 210, THRA120 and 180 with a grade of C or better in each course."

Modify THRA360 (3) Scene Design to **change** prerequisites **from** "THRT110, THRT210, THRA120, THRA170 with a grade of C or better in each course" **to** "THRT110, 115, 210, THRA120, and 180 with a grade of C or better in each course."

Modify THRA 361 (3:2) Costuming to **change** prerequisites **from** "THRT110, THRT210, THRA120, THRA171 with a grade of C or better in each course" **to** "THRT110, 115, 210, THRA120, and 180 with a grade of C or better in each course."

Modify THRA 362 (3) Sound Technology and Design for Theatre to **change** prerequisites **from** "THRT110, THRT210, THRA120 with a grade of C or better in each course" **to** "THRT110, 115, 210, and THRA120 with a grade of C or better in each course."

Add THRA 363 (3) Advanced Stage Make-up (**new course**)

Modify THRT 312 (3) History of Dress and Décor to **change** prerequisites **from** “THRT110, THRT210, THRA120 with a grade of C or better in each course” **to** “THRT110, 115, 210, THRA120 and 180 with a grade of C or better in each course.”

Modify THRT 385 (3) Theatre History and Literature I to **change** prerequisites **from** “THRT110, THRT210, THRA120 with a grade of C or better in each course” **to** “THRT110, 115, 210, THRA120, and 180 with a grade of C or better in each course.”

Modify THRT 386 (3) Theatre History and Literature II to **change** prerequisites **from** “THRT110, THRT210, THRA120 with a grade of C or better in each course” **to** “THRT110, 115, 210, THRA120, and 180 with a grade of C or better in each course.”

The following items were forwarded to AC from the General Education Comm-----ittee and---- are thus recommended and forwarded to FC for action:

1. A proposal to add CHEM 106, 108: *General Chemistry II with Lab* to the list of courses meeting the Natural Science (physical science) requirements. The committee was notified that CHEM 105 and 107 will no longer be part of the Touchstone program.
2. A proposal to add the course GEOL 360: *History of Life* to the list of courses meeting the Natural Science (earth science) requirements.

The additional items were also presented for information only:

- The committee was notified that several ARTH courses are to be dropped from the Touchstone program because they will no longer be part of the ARTH program. The relevant courses are ARTH 281, 282, 377, 378, 478, and 479.
- The committee was notified that the ACAD Advisory Committee recently refined and updated the goals and objectives for ACAD 101. Committee members reviewed these changes and no concerns were raised.

**AMENDMENTS TO THE PROPOSED BYLAWS
FROM THE FACULTY GOVERNANCE REVIEW COMMITTEE**

Article VIII – Standing Committees of the Faculty Conference

Section 7 **Faculty Committee on University Life.** This committee shall be responsible for examining **issues** concerns submitted by faculty members that affect the conduct of university life, and shall have the authority to address these **issues** by communicating directly with appropriate administrators and members of the University faculty and staff to understand the **issue** more fully and to effect a positive resolution to the concern. The committee shall report the **issues** received, its findings, and the status of the **issues** 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 **Faculty Committee on 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. **All members of this committee shall be tenured.** 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 XI – Curricular Review

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 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, 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.

The members of the Faculty Governance Review Committee were:

Tom Polaski (Chair)	Cara Peters (Chair)
Leigh Armistead	Sue Spencer
Beth Costner	Kelly Richardson
Jo Koster	Julian Smith
Marshall Jones	David Weeks
Greg Oakes	Ginger Williams
Anne Olsen	

FROM JENNIFER SOLOMON

Suggested changes are blue. Justifications are purple.

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

In addition to the meetings mentioned above, the chair of this committee shall also have an opportunity to voice serious and immediate faculty concerns and questions to the President at regularly scheduled or special meetings of Faculty Conference.

Justification: These changes are proposed in order to promote an ongoing dialogue between faculty and the President on topics of common concern.

By the first day of each fiscal year, this committee shall be furnished with a complete copy of the current University budget, as well as quarterly updates during the year.

Justification: This change will provide committee members with information necessary for informed discussions on financial issues.

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.

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.

Section 5 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.

Section 6 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.