

# Updates from the Provost Office

## **Sebastian van Delden**

Provost and Vice President for Academic Affairs

April 19, 2024



# Outline

- A note on General Education
- ACUE Training Updates
- Update on Policies, Faculty Manual, Processes.
  - Highlight the Accommodations Policy



# Update Cycle for Faculty Policies, Manual, Processes, etc

- Changes can be proposed through Shared Governance any time
- Time sensitive one-off shared governance approvals/updates may be needed throughout the academic year
- **July**, Provost does preliminary planning on high priority policy work (dated policies; Faculty/Admin/Other recommendations) work for upcoming year
- **March-April**, Provost/Committees draft final policy/document/etc updates
- **April**, updated policies/documents are presented to last Faculty Conference of the academic year as informational items or for vote
- **May-June**, Provost office makes any adjustments based on



# Proposed updates to Policies, Faculty Manual, Processes

- **Attendance Policy**

- Replace Provost with Chair (or next level supervisor) for appeals.

- **Accommodations Policy**

- Added confliction resolution step that brings chairs/dean in help resolve disagreements on “reasonable” accommodations.

- **Department Chair Policy**

- Various updates on appointment, expectations during summer, etc
- States appoint is a 9-month appoint plus stipend, but does not state amount for flexibility.

- **Promotions – Faculty Policy**



# Proposed updates to Policies, Faculty Manual, Processes

- **Others coming out of committee/etc**
  - IP Policy (ALC)
  - Extension of Tenure and Post Tenure Review Policy (AFTP)
- **Faculty Manual**
  - Various editorial updates, fixed broken links, etc.
- **Promotion and Tenure Timeline Updates**
  - To be done in the Provost office over the Summer
  - Start date(s) won't change
  - Provost and President letters might be (re)combined starting in 2024-2025.
  - Any updates to be posted by July 1.



# Accommodations Policy

- “Accommodations are **reasonable adjustments** to the classroom and campus that provide students with equal access to education at Winthrop.”
- “Accommodations and support services are **individualized** and determined via an **interactive process**, involving the student, any history of disability, impairment, condition, or accommodation, and evidence of a positive connection between the requested accommodation and the limitations of any major life activity.”
- Cannot be cover by a generic policy or practice; Cannot be denied just because it creates on inconvenience to faculty members.





# Accommodations Policy

*(shortened for space)*

1. Students self-identify with the Office of Accessibility (OA) by completing the OA Accommodations Request Form ...
2. .. an Intake/Welcome Appointment scheduled. ...additional documentation may be requested..
3. The interactive process between students and OA continues during a Welcome Appointment to determine any appropriate and reasonable accommodations.
4. After the Welcome Appointment, students are typically provided with a Letter of Accommodation (LOA) that they can send to their instructors via AIM.
5. Students and/or Faculty can contact OA regarding any accommodation questions or concerns, as soon as possible.
6. **If a concern cannot be resolved, the Chair or direct supervisor of the faculty member will be consulted to help facilitate a resolution. The Academic Dean and the Dean of Students may be consulted as needed**
7. OA assists with the provision of accommodations, as needed.
8. Students are responsible for sending their LOA to their instructors each semester.
9. Students uphold personal responsibility associated with engagement of



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# Academic Council

Met on 04/05/2024

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# Academic Council

## From the Gen Ed Curriculum Committee

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Nine new courses approved for 2023-2024

Motion from AC to approve the following:

Area	Course	Title
GLOB	ARTH 311x	Medieval Monsters
HUMA	ARTH 311x	Medieval Monsters
	ARTS 324	Intro to Video
HISP	ARTH 311x	Medieval Monsters
NCSP	CHEM 115	Light and Color
SOSC	SOCL 213	Intro to Social Inequalities
TECH	ARTS 324	Intro to Video
	BIOL 383	Data Visualization for Biologists (NOTE: 1sh)
	CSCI 147	Practical Website Creation





# Academic Council

## From the Committee on Undergraduate Curriculum

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College Assemblies approved 6 course action items.

**No CUC/AC/FC action required.**

- **Edit Course (6):** DANA [101, 102, 104, 105, 252], READ330

All actions can be found in CourseDog and AC/FC supporting documents





# Academic Council

## From the Committee on Undergraduate Curriculum

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CUC approved 96 course action items. **No AC/FC action required.**

- **Inactivate (42):** ARTS458, ATRN [101, 151, 152, 201, 201H, 202, 301, 302, 303, 304, 310, 311, 320, 320H, 321, 330, 330H, 331, 350, 350H, 351, 351H, 361, 381, 400, 400X, 401, 402, 402H, 450, 451, 480, 480H, 481], MATH141, QMTH [205, 205H, 206, 206H, 210, 210H]
- **Edit Course (23):** ACCT [306, 407], ARTE593, BADM391, CSCI450, DANA [251, 351], ECED393, EDCI320, EDCO [200, 201, 202, 305, 410], LEAD350, MGMT522, MLED530, VCOM [324, 326, 486], WRIT [366, 367, 465]
- **New Course (31):** ACCT278, ARTS358, BADM361, BSAN [205, 205H, 210, 210H], CSCI [260, 352, 478], DANA [106, 107, 253, 254, 352], DSCI [355, 412], ECON214, EXSC375, HLTH310, LTEC554, MATH241, MGMT485, NUTR323, PESH180, PFST [410, 415, 450], PHIL319, WRIT365, WRIT551

All actions can be found in CourseDog and AC/FC supporting documents



# Academic Council

## From the Committee on Undergraduate Curriculum

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AC approved 07 program change action items (minor or microcertificate).  
**No FC action required.**

- Microcertificate Tech Writing (new)
- Minor in Art-Video (inactivate)
- Minor-Art-Interdiscipl Studio (inactivate)
- Minor-Business Analytics (new)
- Minor-Educational Studies (edit)
- Minor-Financial Technology (edit)
- Minor-Outdoor Leadership (edit)

All actions can be found in CourseDog and AC/FC supporting documents





# Academic Council

## From the Committee on Undergraduate Curriculum

AC approved 25 program change/edit action items.

**No FC action required.**

### Accounting/Finance/Economics Dept.

BS in Bus Admin-Accounting

BS in Bus Admin-Economics

BS in Bus Admin-Finance

### Biology Dept.

BS in Biology

BS in Biology - Conservation

BS in Biology - BioMed Resrch

BS in Biology - Medical Tech

### Chemistry/Physics/Geology Dept.

BS in Environmental Sciences

### Curriculum and Pedagogy Dept.

BS Human Devl/Child-Adoles Stu

### Computing and Info Sciences

BS in Bus Admin-Comp Info Sys

### Counsel, Leadership, Educ. St

BS in Middle Lev Ed-Science

### Design Dept.

BDes in Design-Graphic Design

BDes in Design-Illustration

BDes in Design-Interior Design

### Education Core

BS in Ed Studies-Early Childho

BS in Ed Studies-Elementary

BS in Ed Studies-Mid Lev Math

BS in Ed Studies-Mid Lev Scien

BS in Ed Studies-Mid Lv Eng-LA

BS in Ed Studies-Mid Lv Soc St

### Management and Marketing Dept

BS in Bus Admin-Entreprnship

BS in Bus Admin-Hlth Care Mgmt

BS in Bus Admin-Logs & SupCh

BS in Bus Admin-Management

BS in Bus Admin-Marketing



# Academic Council

## From the Committee on Undergraduate Curriculum

AC approved 09 new program/renaming action items

**FC action required.**

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Motion from AC to approve the following:

- **BA in Theatre – Acting** (edit/rename - Theater and Dance Dept.)
- **New Concentrations** (Interdisc Stud/CAS Deans Office)
  - **BPS-Prof Studies-Commun&Health**
  - **BPS-Prof Studies-Health Inform**
  - **BPS-Prof Studies-Organiz Lead**
  - **BPS-Prof Studies-OrgOps**
- **BS in Artificial Intelligence** (new: Comp & Info Sciences Dept.)
- **BS in Biology - Teacher Cert** (inactivate: Biology Dept.)
- **BS in Financial Technology** (new: Accounting/Finance/Econ Dept.)
- **BS in Ed Studies-Physical Educ** (edit/new track added: Education Core)





# Academic Council

Elections / Appointments 2024-2025

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**Academic Council:** Michael Whitney

**Committee on University Curriculum:** Zach Abernathy

**General Education:** Kelly Costner



# **BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY**

**(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)**

## **Article I NAME**

The name of this organization shall be the School of Graduate, Continuing, and Online Education Assembly (hereinafter “the Assembly”).

## **Article II RESPONSIBILITIES OF THE ASSEMBLY**

**Section 1.** The Assembly shall be responsible for: (1) its own organization and procedure as provided in these bylaws: (2) the academic programs, policies, and regulations of the School of Graduate, Continuing, and Online Education within limitations prescribed by the Faculty Conference of Winthrop University: (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University (The President, Provost/Vice President for Academic Affairs and Dean of the Faculty, and Dean of School of Graduate, Continuing, and Online Education).

**Section 2.** Standing or select committees may be created and instructed as necessary by the Dean or the Assembly, either of whom may periodically review the committees’ decisions. Each standing or select committee created, unless otherwise provided, shall elect its own chair and secretary and shall meet at the call of the chair or one-third of its members. All committee meetings, except those designated by the Assembly as closed, shall be open to all members of the Assembly unless the committee specifically votes to meet in executive session. From time to time the Assembly, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Assembly.

**Section 3.** The Assembly shall be the principal legislative body of the School of Graduate, Continuing, and Online Education (hereinafter “the School”) members. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference, and its actions may be reviewed by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in

accordance with the Bylaws of the Faculty Conference of Winthrop University.

**Article III**  
**MEMBERSHIP OF THE ASSEMBLY**

Every member of the Faculty Conference who teaches a class, directs, or serves in one of the programs under the administrative purview of the School shall be a member of the Assembly. If the eligibility of a person for membership is questioned, the Assembly shall be the judge of the qualifications of that person for membership in the Assembly.

Persons in the Winthrop community who contribute to the mission of the School may be appointed by the Dean of the School to Associate Membership in the Assembly. Associate Members may participate fully in deliberations but may not vote. Attendance by Associate Members does not affect quorum determinations.

**Article IV**  
**OFFICERS OF THE ASSEMBLY**

**Section 1.** The presiding officer of the Assembly shall be titled Chair of the School of Graduate, Continuing, and Online Education Assembly. The Chair shall be a tenured or tenure-track member of the Assembly or a director of an office or program in the School of Graduate, Continuing, and Online Education. Neither the Dean of the School, nor any Associate or Assistant Dean (if applicable) of the School, shall be eligible to chair the Assembly.

**Section 2.** The Chair shall be elected for a one-year term corresponding to the academic year plus the following summer. The Chair shall be eligible to be elected to no more than two consecutive terms.

**Section 3.** The Dean of the School of Graduate, Continuing, and Online Education or the Dean's designee shall designate another faculty member to preside when the elected Chair is absent.

**Section 4.** The Secretary of the Assembly shall be appointed by the Chair of the Assembly.

**Section 5.** The Parliamentarian of the Assembly shall be appointed by the Chair of the Assembly.



## **Article V MEETINGS OF THE ASSEMBLY**

**Section 1.** The Assembly shall prescribe for itself a suitable schedule of regular meetings. The Assembly may delegate to the Chair the responsibility for this scheduling.

**Section 2.** At least **one meeting of the Assembly but no more than four** shall be held each semester. Special meetings may be called by the Chair of the Assembly; the Dean of the School of Graduate, Continuing, and Online Education; or by ten percent of the members of the Assembly.

**Section 3.** The agenda of each scheduled meeting shall be prepared by the Office of the Dean in consultation with the Chair of the Assembly. Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting.

**Section 4.** For purposes of transacting business, a simple majority of the eligible membership of the Assembly shall constitute a quorum. At the beginning of each meeting, the chair shall determine if a quorum is present. If a quorum is not present, the Assembly shall be able to conduct business if 75% of the members in attendance vote that business should be conducted.

**Section 5.** Nothing in these bylaws shall be construed as denying the Dean or any Associate or Assistant Dean or any Administrative Officer the right to place items on the agenda of any scheduled meeting, to present reports to the faculty at any scheduled meeting or special meeting called by the Dean, or to be recognized on the same basis as any member of the Assembly to discuss and act on matters brought before the Assembly at any scheduled or special meeting.

**Section 6.** Curriculum action or other items requiring a vote from the Assembly **may, in special circumstances**, be conducted through an electronic voting forum. This action may be taken only with the approval of the chair of the Assembly and chair of the Curriculum Committee.

**Guidelines for Electronic Voting.** An item may be placed on the electronic forum for a vote after it has received approval from the necessary parties. An email notification will be sent to all Assembly members with a link to the online forum and summary of information regarding the item requiring a vote.

1. Voting members will have **seven** days to review the curriculum item and supporting documentation.
2. During the **seven**-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item.
3. After **seven** days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.
5. Electronic voting options are yes/no/abstention. Members will have **three** days to vote on the motion.
6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.

## **Article VI CURRICULUM COMMITTEE**

**Section 1.** The Curriculum Committee of the School of Graduate, Continuing, and Online Education shall be responsible to the Assembly for appropriate reports and recommendations concerning academic programs, policies, regulations, instruction and curricula within the School.

**Section 2.** The Curriculum Committee of the School shall consist of a maximum of five members of the Assembly, not to include adjunct faculty, elected for two-year terms by the full Assembly. The terms of the faculty members shall be staggered. No more than one member of a department may serve as a voting member on the Curriculum Committee in any given year. A voting member may not serve in succession more than two complete consecutive terms. If a member ceases to serve, a successor shall be elected for the unexpired term only. The Curriculum Committee may seek nominations from members of the Assembly for a student member. In these cases, the recommendations will be forwarded to the Dean of the School who will make the formal appointment.

The Curriculum Committee shall elect its own chair from among its faculty members. The Dean of the School or a designated representative shall sit as a non-voting member. **The faculty member selected in a separate election by the Assembly to serve on the Committee on University Curriculum shall sit on the School’s Curriculum Committee as a non-voting member.**

**Section 3.** The Curriculum Committee shall create such sub-committees as it

deems appropriate.

**Section 4.** The Curriculum Committee shall serve as a petitions committee to consider requests from students for exceptions to academic regulations and program requirements of the School of Graduate, Continuing, and Online Education and its components.

## **Article VII PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are consistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all members of the Assembly.

## **Article VIII AMENDMENTS**

These bylaws can be amended at any regular meeting of the Assembly by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by a vote of the Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Rules Committee of the Faculty Conference of Winthrop University. Any amendments to Article VI (School of Graduate, Continuing, and Online Education) shall only become effective upon the approval of the Dean of the School of Graduate, Continuing, and Online Education, the Provost/Vice President for Academic Affairs and Dean of the Faculty, and the President.

## **Article IX RATIFICATION**

**Section 1.** These bylaws shall be operative beginning August 15, 2024 provided that they are first passed by the School Assembly and ratified by the Faculty Conference of Winthrop University.

**Section 2.** All programs, policies, and regulations previously operative in the area of responsibility of these bylaws shall be valid and operative until changed.

## **ORDER OF IMPLEMENTATION**

The Assembly of the School of Graduate, Continuing, and Online Education authorizes the following action prior to August 15, 2024 to prepare for the implementation of the Bylaws of the Assembly: the first election for the Chair of the Assembly shall be held at a meeting of the Assembly during April 2024.

# Rules Committee Report

*April 2024 Faculty Conference*

*by*

## Charles Randle

### AY 2023 – 2024 Rules Committee

First Name	Last Name	College	Appointment Method	Term Ends	Committee Chair
Myles	Calvert	CVPA	Elected (College FA)	2024	
Lauren	Kohut	CAS	Elected (College FA)	2025	
Valerie	Jepson	CAS	Elected (FC)	2025	
Diann	Smothers	Library	Elected (College FA)	2026	
Jared	Androzzi	CESHS	Elected (College FA)	2026	
Charles	Randle	CBA	Elected (College FA)	2024	Chair



# Agenda

## Old

- Vote on Proposed Changes to Faculty Conference Bylaws

## New

- Faculty Exception Request - FCUP (Library)
- Ratify Bylaws for the School of Graduate, Continuing, and Online Education
- Proposed Changes to Faculty Conference Bylaws
- New Rules Committee Chair (2024 – 2025)

OLD

# Proposed Changes to Faculty Conference Bylaws

(presented at February 2024 Faculty Conference)

- Article IX Section 4
  - **include the Director of General Education as an ex-officio, non-voting member of Academic Council.**
- Update: Article XI (**Table 1: Process for Approving Matters Relating ONLY to Undergraduate Curriculum**)
  - **Correct CUC review for change in grade mode**
- Update: Article XI (**Table 2: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS**)
  - **Correct CUC review for change in grade mode**

# Article IX Section 4 (Academic Council Membership)

**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. Members of Faculty Conference who are college or university level administrative officers and whose administrative assignment is greater than 50% of their workload 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 Director of General Education shall serve as an ex-officio nonvoting member of the Academic Council.**

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, their 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 they have served two years as a student at Winthrop University or two years as a faculty member at Winthrop University immediately preceding their service.

# Article XI: Table 1 Update

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

Curriculum Action	College Assembly Votes	EPC Votes	CUC Votes	AC Votes	FC Votes
Rename course or change course description; add, change or drop a designator	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course; add or change requirements for a minor	Yes	If applicable	Yes	Only if questioned	Only if questioned
Add or change a prerequisite or corequisite	Yes	If applicable	Yes	Only if questioned	Only if questioned
<u>Change a grade mode on a course</u>	<u>Yes</u>	<u>If applicable</u>	<u>Yes</u>	<u>Only if questioned</u>	<u>Only if questioned</u>

Based on the modification the change in grade mode will move to Row 1 of the Table

Change to "Only if Questioned"



**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 EPC if applicable), and			
Curriculum Action	College Assembly Votes	Graduate Council Votes	EPC Votes	CUC Votes	AC Votes	FC and GFA Vote
Rename course or change course description	Yes	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course	Yes	Yes	If applicable	Yes	Only if questioned	Only if questioned
Add or change a prerequisite or corequisite	Yes	Yes	If applicable	Yes	Only if questioned	Only if questioned
<u>Change a Grade mode on a course</u>	<u>Yes</u>	<u>Yes</u>	<u>If applicable</u>	<u>Yes</u>	<u>Only if questioned</u>	<u>Only if questioned</u>

Based on the modification the change in grade mode will move to Row 1 of the Table

Change to "Only if Questioned"

## 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.

In accordance with the above, these changes were presented at the February Faculty Conference, so we are voting on these changes.

New

# Faculty Exception Request (1 of 3)

- The library requests a temporary exception to allow a tenure-track librarian to serve on the Faculty Committee on University Priorities as the Dean is the only tenured library faculty.
- The Rules Committee approved a similar request in 2020

# Faculty Exception Request (2 of 3)

## Faculty Committee on University Priorities

Four-year staggered terms for 7 elected faculty / 8 tenured members

Members are elected by degree-granting colleges (4), the Library (1), University College (1), and Graduate Faculty Assembly (1)

The Chair of Faculty Conference serves ex officio with vote

A chair is elected by the voting members for a two-year term

*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 that are important to the University's future.*

Eric	Birgbauer	CAS	Elected (College FA)	2026	CHAIR
Melissa	Carsten	CBA	Elected (College FA)	2026	
Crystal	Glover	CESHS	Elected (College FA)	2024	
Amanda	Hiner	CAS	Elected (GFA)	2024	
Tracy	Patterson	CVPA	Elected (College FA)	2024	
Adam	Glover	UC	Elected (College FA)	2026	
Diann	Smothers	Library	Elected (College FA)	2024	
Philip	Gibson	CBA	FCUL Chair	2024	Ex Officio
Adam	Glover	CAS	Appointed	2026	FC Chair, Ex Officio

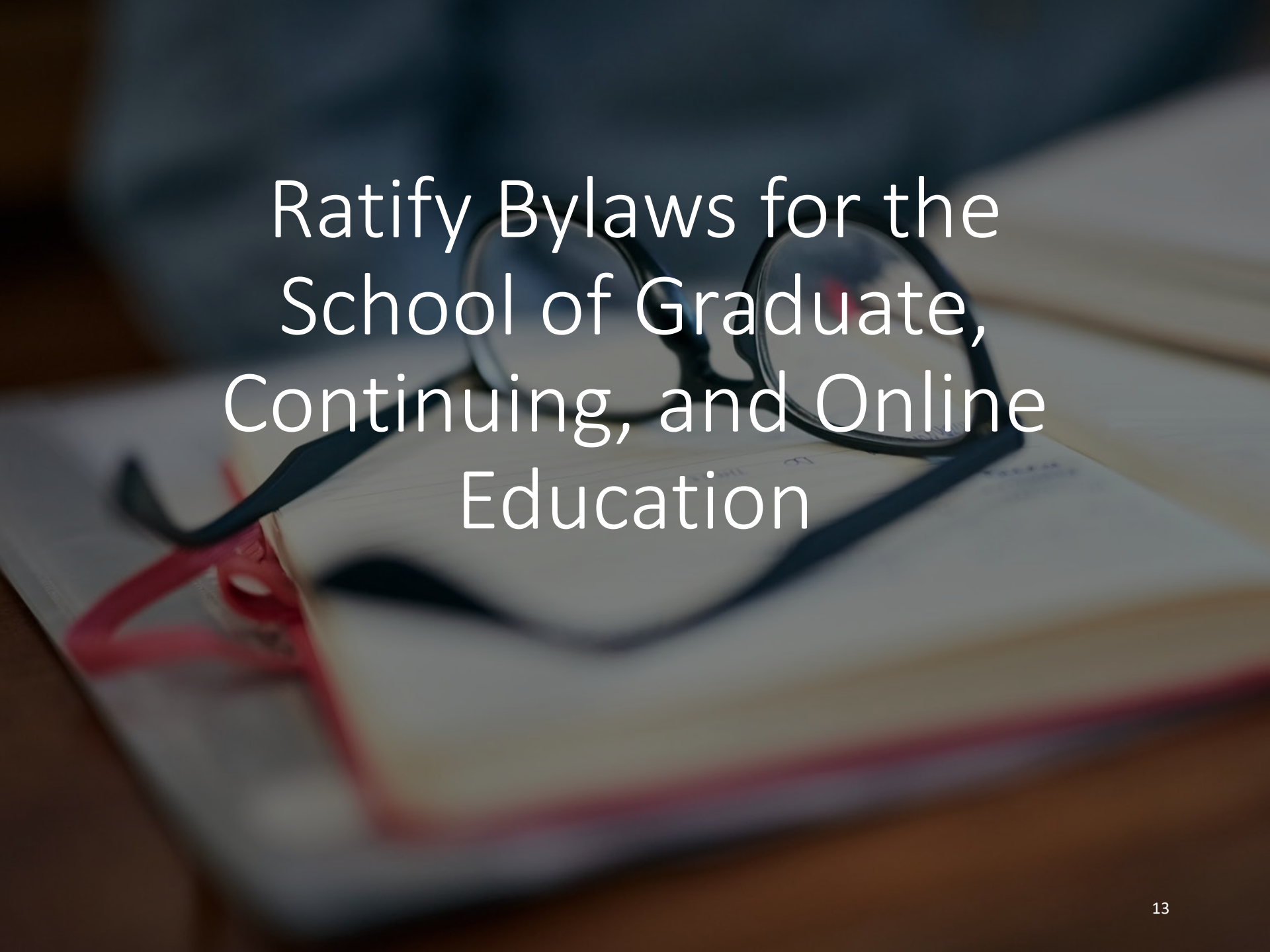
		<b>Library</b>	Elected (College FA)	<b>2028</b>	
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# Faculty Exception Request (3 of 3)

## **Article VII – Section 1 – Paragraph 2**

Certain situations, such as a shortage of qualified faculty, may necessitate temporary exceptions to the committee membership requirements stated in Articles VIII and X. Detailed requests for such exceptions, including the duration of the requested exception period, must be submitted in writing to the Rules Committee, who will determine if the requests are appropriate and reasonable. **If approved by the Rules Committee, a request for exception must then be presented to and approved by Faculty Conference prior to taking effect.** In such cases, documentation of approval will be maintained by the Rules Committee, Division of Academic Affairs, and the affected committee. Upon expiration of an exception, membership requirements will immediately revert to the standard requirements of these bylaws.



A pair of black-rimmed glasses with clear lenses is resting on an open book. The book has a red bookmark visible on the left side. The background is a soft, out-of-focus light brown color. The text is overlaid in white, centered on the page.

# Ratify Bylaws for the School of Graduate, Continuing, and Online Education

# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (1 of 9)

Article I	<b>Name:</b> <i>the School of Graduate, Continuing, and Online Education Assembly ( “the Assembly”)</i>
Article II	<b>Responsibilities of the Assembly:</b> <i>The Assembly oversees the organization, academic programs, and policies of the School of Graduate, Continuing, and Online Education. It can create committees and its actions are subject to review by the Faculty Conference.</i>

# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (2 of 9)

Article III

**Membership of the Assembly:** *All faculty involved in teaching or leadership within the School are Assembly members; the Assembly determines membership eligibility; the Dean may appoint non-voting associate members.*

# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (3 of 9)

Article IV	<p><b>Officers of the Assembly:</b> <i>Outlines the rules for leadership by defining:</i></p> <ul style="list-style-type: none"><li>• <i>Who can be the Chair (their qualifications and term limits)</i></li><li>• <i>How the Chair is elected</i></li><li>• <i>What happens if the Chair is absent</i></li><li>• <i>How supporting roles like Secretary and Parliamentarian are filled</i></li></ul>
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# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (4 of 9)

Article V	<b>Meetings of the Assembly:</b> <i>Outlines meeting schedules, quorum requirements, agenda creation, and the process for making decisions about curriculum or other assembly business, including a provision for electronic voting.</i>
Article VI	<b>Curriculum Committee:</b> <i>The Curriculum Committee oversees academic matters within the Assembly. It consists of elected faculty, may include a student member, and handles student petitions for exceptions to academic rules.</i>

# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (5 of 9)

Article VII	<b>Parliamentary Authority:</b> <i>Robert's Rules of Order shall govern the Assembly and all committees.</i>
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# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (6 of 9)

Article VIII	<b>Amendments:</b> <i>These bylaws can be amended at any regular meeting of the Assembly. Such an amendment shall become effective upon ratification by the Rules Committee of the Faculty Conference of Winthrop University. Amendments to Article VI must be approved by the Dean, the Provost/Vice President for Academic Affairs, and the Dean of the Faculty.</i>
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# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (7 of 9)

Article IX	RATIFICATION
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## **Article IX RATIFICATION**

**Section 1.** These bylaws shall be operative beginning August 15, 2024 provided that they are first passed by the School Assembly and ratified by the Faculty Conference of Winthrop University.

**Section 2.** All programs, policies, and regulations previously operative in the area of responsibility of these bylaws shall be valid and operative until changed.

# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (8 of 9)

## Full Text of Bylaws

### **BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY**

(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)

#### **Article I NAME**

The name of this organization shall be the School of Graduate, Continuing, and Online Education Assembly (hereinafter "the Assembly").

#### **Article II RESPONSIBILITIES OF THE ASSEMBLY**

**Section 1.** The Assembly shall be responsible for: (1) its own organization and procedure as provided in these bylaws; (2) the academic programs, policies, and regulations of the School of Graduate, Continuing, and Online Education within limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University (The President, Provost/Vice President for Academic Affairs and Dean of the Faculty, and Dean of School of Graduate, Continuing, and Online Education).

**Section 2.** Standing or select committees may be created and instructed as necessary by the Dean or the Assembly, either of whom may periodically review the committees' decisions. Each standing or select committee created, unless otherwise provided, shall elect its own chair and secretary and shall meet at the call of the chair or one-third of its members. All committee meetings, except those designated by the Assembly as closed, shall be open to all members of the Assembly unless the committee specifically votes to meet in executive session. From time to time the Assembly, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Assembly.

**Section 3.** The Assembly shall be the principal legislative body of the School of Graduate, Continuing, and Online Education (hereinafter "the School") members. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference, and its actions may be reviewed by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in

# Ratify Bylaws for the School of Graduate, Continuing, and Online Education (9 of 9)

## Rules Committee Review

Rules Committee Review of

### BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY

(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)

Original Text	Proposed Change or Comment
<p data-bbox="363 743 426 763">Page 4</p> <ol data-bbox="488 793 938 1268" style="list-style-type: none"><li>1. Voting members will have 7 days to review the curriculum item and supporting documentation.</li><li>2. During the 7-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item.</li><li>3. After 7 days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.</li><li>5. Electronic voting options are yes/no/abstention. Members will have 3 days to vote on the motion.</li><li>6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.</li></ol>	<p data-bbox="948 743 1541 789"><i>Numbers one through nine (or ten) should be spelled out in formal or non-technical writing.</i></p> <ol data-bbox="1074 818 1553 1292" style="list-style-type: none"><li>1. Voting members will have <b>seven</b> days to review the curriculum item and supporting documentation. <b>COMPLETED</b></li><li>2. During the <b>seven</b>-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item. <b>COMPLETED</b></li><li>3. After <b>seven</b> days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item. <b>COMPLETED</b></li><li>5. Electronic voting options are yes/no/abstention. Members will have <b>three</b> days to vote on the motion. <b>COMPLETED</b></li><li>6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion. <b>COMPLETED</b></li></ol>

# Proposed Changes to Faculty Conference Bylaws

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# Proposed Changes to Faculty Conference Bylaws (1 of 3)

## Article VI - Constituent Assemblies (Section 2)

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, Sport, and Human Sciences, the College of Visual and Performing Arts, the Winthrop University Library, and University College.

the School of Graduate, Continuing, and Online Education





# Proposed Changes to Faculty Conference Bylaws (2 of 3)

## **Article VII – Section 1 – Paragraph 2**

Certain situations, such as a shortage of qualified faculty, may necessitate temporary exceptions to the committee membership requirements stated in Articles VIII and X. Detailed requests for such exceptions, including the duration of the requested exception period, must be submitted in writing to the Rules Committee, who will determine if the requests are appropriate and reasonable. **If approved by the Rules Committee, a request for exception must then be presented to and approved by Faculty Conference prior to taking effect.** In such cases, documentation of approval will be maintained by the Rules Committee, Division of Academic Affairs, and the affected committee. Upon expiration of an exception, membership requirements will immediately revert to the standard requirements of these bylaws.

# Proposed Changes to Faculty Conference Bylaws (3 of 3)

## Article VII – Section 1 – Paragraph 2

Certain situations, such as a shortage of qualified faculty, may necessitate temporary exceptions to the committee membership requirements stated in Articles VIII and X. Detailed requests for such exceptions, including the duration of the requested exception period, must be submitted in writing to the Rules

Committee, who will determine if the requests are appropriate and reasonable. ~~If approved by the Rules Committee, a request for exception must then be presented to and approved by Faculty Conference prior to taking effect.~~

**Should the Rules Committee approve an exception request, the committee chair (or a designated Rules committee member) will present their approval decision to the Faculty Conference along with the duration of the requested exception period. This presentation facilitates discussion on the approval decision.**

**Barring a motion within the Faculty Conference to override the Rules Committee's decision, the approval will take effect subsequent to the**

**presentation.** In such cases, documentation of approval will be maintained by the Rules Committee, Division of Academic Affairs, and the affected committee. Upon expiration of an exception, membership requirements will immediately revert to the standard requirements of these bylaws.

## 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.

In accordance with the above, we will need a vote to place the proposed amendments on the agenda for the next meeting of the Faculty Conference.

# New Rules Committee Chair (2024 – 2025)



Lauren Kohut

*Assistant Professor of  
Environmental Studies*

# BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY

(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)

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<p>Page 5</p> <p style="text-align: center;"><b>Article VII PARLIAMENTARY AUTHORITY</b></p> <p>The rules contained in the most recent edition of <u>Robert's Rules of Order</u> shall govern the Assembly and all committees or other entities 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 shall be made available to all members of the Assembly.</p>	<p><i>The space after <u>Order</u> should not be underlined. Change “not inconsistent” to consistent.</i></p> <p style="text-align: center;"><b>Article VII PARLIAMENTARY AUTHORITY</b></p> <p>The rules contained in the most recent edition of <u>Robert's Rules of Order</u> shall govern the Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are <b>consistent</b> with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all members of the Assembly.</p> <p style="text-align: center;"><b>COMPLETED</b></p>
<p>Page 3</p> <p><b>Section 2.</b> At least one meeting of the Assembly shall be held each semester. Special meetings may be called by the Chair of the Assembly; the Dean of the School of Graduate, Continuing, and Online Education; or by ten percent of the members of the Assembly.</p>	<p>Comment</p> <p>To help protect member time and ensure members are not over taxed, we propose limiting the number of meetings per semester. Something like 'At least one meeting but no more than four meetings of the Assembly shall be held each semester' might work well. <b>COMPLETED</b></p>

Original Text	Proposed Change or Comment
<p data-bbox="107 134 205 167">Page 3</p> <p data-bbox="203 203 999 407"><b>Section 6.</b> Curriculum action or other items requiring a vote from the Assembly may be placed on an electronic voting forum. This action may be taken only with the approval of the chair of the Assembly and chair of the Curriculum Committee.</p>	<p data-bbox="1039 134 1415 167"><i>Comment (Possible Change)</i></p> <p data-bbox="1039 203 1976 297">To clarify voting procedures, maybe add a statement about the different voting methods available (electronic, in-person, etc.). This would provide more transparency for members.</p> <p data-bbox="1039 332 1717 365"><i>Specific question from which the above was derived.</i></p> <p data-bbox="1039 401 1959 495">Does it need to be stated somewhere how voting is usually conducted? It states that votes maybe electronic but it does not state any other option.</p> <p data-bbox="1039 531 1976 657">Added phrase “in special circumstances” to note that this clause is a special circumstance. No other assembly defines in-person voting.</p>



Original Text	Proposed Change or Comment
<p data-bbox="107 134 205 167">Page 4</p> <p data-bbox="138 203 915 966"><b>Section 2.</b> The Curriculum Committee of the School shall consist of a maximum of five members of the Assembly, not to include adjunct faculty, elected for two-year terms by the full Assembly. The terms of the faculty members shall be staggered. No more than one member of a department may serve as a voting member on the Curriculum Committee in any given year. A voting member may not serve in succession more than two complete consecutive terms. If a member ceases to serve, a successor shall be elected for the unexpired term only. The Curriculum Committee may seek nominations from members of the Assembly for a student member. In these cases, the recommendations will be forwarded to the Dean of the School who will make the formal appointment.</p> <p data-bbox="138 1015 894 1344">The Curriculum Committee shall elect its own chair from among its faculty members. The Dean of the School or a designated representative shall sit as a non-voting member. The faculty member elected by the Assembly to serve on the Committee on University Curriculum shall sit as a non-voting member.</p>	<p data-bbox="1041 134 1486 167">Comment (request for clarification)</p> <p data-bbox="1041 203 1986 297">Could you clarify the selection process for the non-voting faculty member elected by the Assembly? Is this individual chosen from the initial five elected members, or is it a separate election?</p> <p data-bbox="1041 337 1959 418">Added “selected in a separate election” to show that the CUC rep is outside the elected 5 voting members.</p> <p data-bbox="1041 459 1896 621">“The faculty member selected in a separate election by the Assembly to serve on the Committee on University Curriculum shall sit on the School’s Curriculum Committee as a non-voting member.”</p>

## **Faculty Conference Facilities project update**

April 9, 2024

### **Byrnes**

Starting to remove main auditorium scaffolding following ceiling palter repair and painting. Framing under balcony for the new bathrooms and ADA seating. Framing underway for the new elevator. Organ removal starts mid-June. Aiming to be using Byrnes for Convocation August 19 2024

### **Architectural boxing**

Still working Kinard and Bancroft fascia and soffit repair. Johnson column repairs. Kinard front porch new columns should be delivered late May

### **Withers Substation replacement**

At the Chiller Plant preparing to set the new medium voltage switch and complete the associated wiring. The Withers substation is isolated and demolition of the old substation is starting. Aiming to be complete with both phases in July. Project funded by a federal grant and the state

McLaurin flood/hallways – work is complete

McLaurin bathroom – waiting state approval to open the new bathrooms.

### **Classroom AV refresh**

Working the last 6 rooms of phase 1 starting May 1 (Sims 113C, 209; Withers 113, 209, 305; and Dinkins 103)

The first groups of the phase 2 rooms will also start this summer

- Carroll trading room matrix board
- 9 rooms in Thurmond and Carroll (Carroll 200, Thurmond 101, 306, 308, 312, 412, 413, 415 and 408)
- Starting the AV design for McLaurin 349, 359, Rutledge 222, and Johnson 117.

### **New Classroom furniture**

Planning new classroom furniture for new Choral risers & shells, McLaurin 349 & 359, Johnson 103 & 201, Kinard 201, Rutledge 126 & 222, Sims 105, Thurmond 100, West 217 & 219, and Withers 147.

Owens G04 will be renovated to create a virtual reality / augmented reality (VR-AR) lab. Thank you for the ad-hoc faculty groups input in the design of the space. We are aiming for it to be open for August classes (new furniture, technology & AV equipment)

### **Upcoming projects for this summer:**

- Joynes roof replacement and brick repair
- Lee Wicker roof replacement

- Stewart House roof & building envelope renovation
- Bancroft fire alarm replacement
- Kinard replace 1<sup>st</sup> fl hallway carpet, repaint several classrooms
- Thurmond replace 4th fl hallway carpet and in classroom 405
- Johnson replace dance hall studio flooring
- Conservatory of Music replace recital hall flooring
- West Center renovate classroom/labs 210, 212, 214 and 118 (flooring, AV, & furniture)

### **Larger renovations**

Sims & Dalton renovation we are finalize funding scope of work and asking the state to release the remaining funds (\$9mil), Construction management firm select, we will start design phase later this summer when all the funds are released

New Cafeteria in schematic design

Dacus-Dinkins renovation about to start selection of the architectural firm for the project

Wofford & Richardson demolition/utility rerouting bid opens April 23, hoping construction starts mid-late May. Abatement phase is complete and the elevators are decommissioned.

### **IT projects**

WiFi upgrades

- Byrnes & music
- Dacus
- Jonson
- McLaurin

### **Summer residence Hall work**

- Courtyard phase 1 hvac unit and water heater replacement starts May 6. We will also complete the remaining hallway floor tile replacement. plus repaint hallway accent walls
- Lee Wicker repair/reinsulate hallway heating & cooling piping
- E Thomson renovate 1<sup>st</sup> fl hallway from main lobby to Thurmond exit
- Margaret Nance replace section of 1<sup>st</sup> fl carpet and repaint 1<sup>st</sup> floor hallway
- Replace room furniture in Margaret Nance, 160 beds

### **Southwest Gateway**

The design of new Southwest Gateway to connect Stewart Ave at the railroad into campus beside Johnson Hall is complete. Resolving funding to allow project to be bid.