

MEMORANDUM

TO: Fort Wayne Senate Executive Committee

FROM: Suzanne LaVere, Chair
Honors Program Council

DATE: January 24, 2014

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: Honors Program Council

WHEREAS, The Bylaws of the Senate provide (5.3.3.5.) provide that “The Honors Program Council shall consist of: five Voting Faculty members elected by the Senate to staggered, two-year terms...” and “two members of the Honors Faculty, appointed to staggered, two-year terms;” and

WHEREAS, The experience of serving members of Council has shown that the period of familiarization with Council work takes at least one semester and often a large part of an academic year, particularly regarding the assignment of Council members as liaisons for Honors projects that students work on starting their junior and until the end of their senior year;

WHEREAS, Current members (term starting before Spring 2014) were elected to a two-year term, they should have the option of deciding if they want to add an extra year to their term, and will have to make this decision before Senate election ballots are put together;

BE IT RESOLVED, That the Senate amend 5.3.3.5 of the Bylaws as follows:

5.3.3.5 The Honors Program Council shall consist of:

- five Voting Faculty members elected by the Senate to staggered, **three-year** ~~two-year~~ terms, subject to the restriction that no more than one member may come from the same School
- two members of the Honors Faculty, appointed to staggered, **three-year** ~~two-year~~ terms, by the Chief Academic Officer of IPFW

BE IT RESOLVED, That the Honors Program Council requests the Executive Committee to forward this appointment to the Senate for approval.

5.3.3.1.6 By March 1 of each year, present to the Senate for adoption the specific dates of the academic-year calendar (and following summer) referred to in 5.3.3.1.4.

A calendar shall be considered adopted when it has been accepted by the Senate. Once a calendar has been adopted, it may not be modified or rescinded except by 2/3 vote of the Senate.

5.3.3.2 ***The Continuing Education Advisory Subcommittee*** shall consist of the director of Continuing Education and six Voting Faculty members elected by the Senate (subject to the restriction that no more than two shall be from one School) to staggered three-year terms. The Subcommittee shall elect its chair from among the elected members.

Subject to the constraints in the General Statement and Chancellor's Memorandum 2-78/79 (5 July 1978), the Subcommittee shall advise the ex-officio member and other appropriate University officers, and exercise the Faculty's authority with regard to academic matters related to continuing education.

Specifically, the Subcommittee shall:

5.3.3.3.1 Chart the general direction of continuing education at the University

5.3.3.3.2 Ensure that the University offers continuing education programs which fall within its broad mission areas as defined by the Boards of Trustees and the Commission for Higher Education.

5.3.3.3.3 Ensure that each continuing education program is sponsored by the appropriate academic department.

5.3.3.3.4 Assess the effectiveness with which the continuing education program fulfills its objectives.

5.3.3.3 ***The Grade Appeals Subcommittee*** shall consist of nine members elected from the Voting Faculty for staggered three-year terms. The Subcommittee shall consider cases that come before it under the campus grade appeals policy. If a case is to be heard, a five-member panel drawn from the Subcommittee membership shall hear the appeal. The panel shall act for the Subcommittee and its decisions shall be final and not subject to review by other faculty bodies.

No member shall serve for more than two consecutive terms, and no more than two members shall come from the same major academic unit.

5.3.3.4 ***The Honors Program Council*** shall consist of:

- five Voting Faculty members elected by the Senate to staggered, three-year terms, subject to the restriction that no more than one member may come from the same School
- two members of the Honors Faculty, appointed to staggered, three-year terms by the Chief Academic Officer of IPFW
- two student members appointed to one-year terms by the Students' Government, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course. Student members shall participate and vote in all matters before the Council except questions of student admission, retention, and satisfaction of program requirements.
- the Chief Academic Officer of IPFW or a designee
- the Director of the Honors Program.

The Council shall carry out the functions described in SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

- 5.3.3.5 ***The International Education Advisory Subcommittee*** shall consist of the director of the program, one student at or beyond the second-year level in International Education selected annually by Student Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in the Center for Academic Support and Achievement or Student Success and Transition selected annually by the Vice Chancellor for Student Affairs and Enrollment Management, and five Faculty members elected by the Senate to staggered three-year terms. The chair shall be elected by the Subcommittee from among the members elected by the Senate.

This Subcommittee shall be a liaison between the Faculty and the Director of International Education, advising the direct on policies relating to International Services and Education and recommending policies and goals for International Services and Education to the Senate.

- 5.3.3.6 ***Curriculum Review Subcommittee***

5.3.3.7.1 ***Membership***

5.3.3.7.1.1 Elected members, elected to three-year terms by the Voting Faculty at large from among nominees elected by each School having Voting Faculty members. The School of Arts and Sciences shall be represented by three members--one each from the sciences, social sciences, and humanities; other Schools shall each be represented by one member.

5.3.3.7.1.2 Two nonvoting student members serving one-year terms, selected annually by IPSGA

5.3.3.7.1.3 The Chief Academic Officer, or a designee, of IPFW also nonvoting.

5.3.3.7.2 ***Charge.*** The Subcommittee shall advise the Senate concerning exercise of the Faculty's right of review of the undergraduate curricula. Specifically, it shall:

5.3.3.7.2.1 Examine and report on proposals for new academic programs prior to their approval by IPFW's chief academic officer or, if such approval is not required, prior to final approval at the highest possible level of campus review. ("Academic programs" in this context shall mean any group of courses constituting a major, degree, degree option, concentration, certificate program, or similar entity.)

During this examination, the Subcommittee shall evaluate:

5.3.3.7.2.1.1 The rationale for the proposed program

5.3.3.7.2.1.2 The use of IPFW resources

5.3.3.7.2.1.3 The relationship among proposed and existing programs

5.3.3.7.2.1.4 Other effects on IPFW and on IPFW's constituencies of the proposed program.