

TO: The Senate

FROM: The Rules Committee

DATE: January 30, 1989

RE: Amendments to the Bylaws of the Fort Wayne Senate

DISPOSITION: To the Secretary of the Senate, the Presiding Officer, and the Nominations and Elections Committee for implementation.

Prompted by the Senate's need for bylaws which reflect both the Constitution which has been adopted by the Faculty and the current academic structure, the Rules Committee offers the following amendments, which are timely rather than exhaustive.

That the bylaws be amended by:

- a) the substitution of "Voting Faculty" for "Instructional Faculty" in Sections 5.3.1.2.1.1., 5.3.3.5., 6.0, 6.11.
- b) deleting the language shown in overstrike mode and inserting the language shown in bold face, on the pages following;
- c) the necessary renumbering in Section 2.4 (2.4.10 *et seq.*)

- 1.1 In these bylaws, the word "School" shall mean "School or Division or the Library."
- 2.4 Order of business. The order of business at each regular meeting of the Senate shall be as follows:
- 2.4.1 Call to order.
 - 2.4.2 Approval of the minutes of the previous meeting(s).
 - 2.4.3 Acceptance of the agenda.
 - 2.4.4 Reports of the Speakers of the Faculties. The Speaker of the Indiana University Faculty will report first in odd-numbered calendar years; the Speaker of the Purdue University Faculty will report first in even-numbered calendar years.
 - 2.4.5 Report of the Presiding Officer.
 - 2.4.6 Special business for the day.
 - 2.4.7 Unfinished business.
 - 2.4.8 Committee reports requiring action.
 - 2.4.9 Question time. At this time the university administration will respond to written questions submitted in advance through the Agenda Committee.
 - 2.4.10 New business.
 - 2.4.11 Committee reports "for information only."
 - 2.4.12 The general good and welfare of the University.
 - 2.4.13 Memorial resolutions.
 - 2.4.14 Adjournment.

No formal business may be conducted, nor action taken on any motion or resolution, before acceptance of the agenda or after the close of new business.

~~2.5.3 Affiliates. The School of Medicine and School of Dentistry faculties at Fort Wayne shall each select annually one of their number as Senate affiliates. Affiliates will be permitted to participate without vote in Senate meetings.~~

2.5.3 Affiliates. Faculties which are resident on the Fort Wayne campus but which include no members of the Voting Faculty shall be accorded representation by Senate affiliates. Each such faculty shall select annually one of its number to serve as Senate affiliate. Affiliates will be permitted to participate, without vote, in Senate meetings.

5.1.2 Except as otherwise provided in these bylaws, Senate committees shall be composed of Voting Faculty; shall report to and be subject to review by the Senate, and subcommittees shall report to and be subject to review by the relevant committee; committees and subcommittees shall have their Faculty members appointed or elected by

the preferential voting system in April, with terms to commence at the beginning of the next academic year and to continue for the remainder of the Senator's elected term; shall have the power to fill Committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting; shall select their own chairs at the first meeting of each academic year, this meeting to be convened by the Committee member whose name occurs first alphabetically; and shall keep minutes available to all members of the Faculty. Senate committees and subcommittees shall provide to the Secretary, for attachment to the agenda of the last regular meeting of each academic year, a brief report on committee activities and actions during the year; committees and subcommittees shall also report to the Senate at the Senate's request, as requested by the Agenda Committee, or on their own initiative, and may give information concerning their activities to the Chancellor, to any Faculty unit, or to any Fort Wayne campus committee, subcommittee, or council.

~~5.2.1 The Agenda Committee shall have the membership and responsibilities established in the Constitution. In addition, the Agenda Committee shall: review the attendance record of Senators. If a Senator is frequently absent, the Agenda Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.~~

5.2.1 The Agenda Committee shall have the membership and responsibilities established in the Constitution. In carrying out those duties, the Agenda Committee shall:

5.2.1.1 receive proposals for consideration by the Senate from any member of the Voting Faculty. The Agenda Committee shall either place any such proposal on the agenda for the next Senate meeting, or, if that agenda is full, on the agenda for the following Senate meeting; or may send the proposal to a Senate committee or subcommittee. If the latter course is followed, the text of the proposal, and its immediate disposition, shall be distributed "for information only" with the agenda of the next Senate meeting; and the ultimate disposition of the proposal shall consist of a report on the proposal from that committee or subcommittee, to the Senate.

5.2.1.2 receive written questions, for response by the university administration, from any member of the Voting Faculty. The Agenda Committee shall ensure that these questions are routed to the appropriate university office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first.

The Agenda Committee shall further

5.2.1.3. review the attendance record of Senators. If a

Senator is frequently absent, the Agenda Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.

5.2.1.4. group multiple requests, for Senate approval for filling Committee vacancies for the remainder of an academic year, into a single agenda item, subject to the right of the Senate to separate those items.

~~5.3.1.2.1 Faculty Grievance Board. The Board shall operate as the Campus Grievance Committee, as provided for in Executive Memorandum No. B-16, dated June 1, 1978.~~

5.3.1.2.1 Faculty Grievance Board. The Board shall operate as the Campus Grievance Committee, as provided for in Purdue University Executive Memoranda.

5.3.2 The Faculty Affairs Committee consisting of the Chief Academic Officer of IPFW ~~Dean of the Faculty~~, and three Senators of each University affiliation elected by the Senate, shall be concerned with the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, collectively and as individuals. Such items as tenure, procedures for academic promotion, orientation of new Faculty members, insurance and health program planning, academic responsibilities, standards of appointment, and Faculty morale are topics which fall within the area of responsibility of the Committee.

The Committee shall establish a Professional Development Subcommittee consisting of the ~~Dean of the Faculty~~ Chief Academic Officer of IPFW, nonvoting; ~~one Faculty member elected by the Senate from Arts and Letters; one from the School of Engineering, Technology, and Nursing; one from Professional Studies; and one from the School of Science and Humanities; and three Faculty members elected at large.~~ and seven members of the Faculty elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same School. The Subcommittee will oversee and recommend policies and procedures relating to the professional development of the faculty, including summer research grants and the like, teaching awards, and international travel grants. Members shall serve two-year terms.

5.3.3.2 The Transitional Studies Advisory Subcommittee shall consist of the Director of Transitional Studies, one member from each department/division offering a course in the Transitional Studies program, and one member from each ~~school academic unit~~ not represented by a department/division. Elective members shall be selected in accordance with procedures established by the schools (units) they represent. The Subcommittee shall elect its chair from among the elected members.

This Subcommittee shall be the liaison between the Faculty and the Director of Transitional Studies, advising the Director on matters relating to the Transitional Studies program and recommending policies and goals for the Transitional Studies program to the Senate.

- 5.3.3.3 The Continuing Education Advisory Subcommittee shall consist of the Executive Director of Continuing Education and ~~three~~ six Faculty members of ~~each University affiliation~~ 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.

~~Faculty on the Subcommittee should represent: each of the (four) major academic units, the particular interest of those who frequently teach Continuing Education courses, the general disinterestedness of those who do not teach such courses, and the skills and/or experience of marketing and course/program development.~~

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.

5.3.3.4 The Accelerated High School Studies Advisory Subcommittee shall consist of the administrative head of the program for offering IPFW credit courses in high schools, the ~~Director of Admissions~~ Chief Admissions Officer of IPFW or a designee, the Director of Student Academic Counseling Services or a designee, and four members of the ~~Instructional Voting Faculty~~, with no more than one from each school major academic unit, elected by the Senate to staggered three-year terms. The Subcommittee shall elect its chair from among the elected members.

Subject to the program guidelines, the Subcommittee shall advise the program administrator and other appropriate university officers, and exercise the Faculty's authority with regard to academic matters related to university credit courses in the high schools.

5.3.3.6 The Honors Program Council shall consist of:

- ~~two eight~~ Faculty members elected by the Senate to staggered, two-year terms by each of the following units: Science and Humanities; Arts and Letters; Professional Studies; and Engineering, Technology, and Nursing subject to the restriction that no more than two members may come from the same School.
- two additional Faculty members at large, appointed to staggered, two-year terms by the ~~Chancellor~~ Chief Academic Officer.
- 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 ~~Vice Chancellor and Dean of the Faculty~~ Chief Academic Officer of IPFW or a designee
- the ~~D~~director of the Honors Program, ex-officio.

The council shall carry out the functions described in SD 81-3 (as amended) and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

5.3.5.1 Budgetary Affairs Subcommittee

~~5.3.5.1.1 Membership. The Subcommittee shall have two members of the Instructional Faculty from each major academic unit (Arts and Letters; the School of Engineering, Technology, and Nursing; Professional Studies; and the School of Science and Humanities). The eight elected members shall be chosen for their staggered three-year terms by procedures adopted by their major academic unit, and the Subcommittee shall annually elect one of its members as chair. The Subcommittee may request the chancellor, vice chancellors, or their~~

~~representatives to meet with the Subcommittee for the purpose of discussion, data-gathering, or other activities pertinent to the duties of the Subcommittee.~~

5.3.5.1.1 Membership. The Subcommittee shall have eight members of the Voting Faculty, with no more than three from any one School. They shall be elected to staggered three-year terms by the Senate. The Subcommittee shall annually elect one of its members as chair. The Subcommittee may request the chancellor, vice chancellors, or their representatives to meet with the Subcommittee for the purpose of discussion, data-gathering, or other activities pertinent to the duties of the Subcommittee.

5.3.5.2 Computer Users Advisory Subcommittee

~~5.3.5.2.1 Membership. The Subcommittee shall have two ex-officio members (or their designees): the Director of Computing and Data Processing and the Assistant Vice Chancellor for Information Systems; and ten elected members: one each from the division of business and economics, the department of computer technology, the division of education, the department of engineering, the department of mathematical sciences, and the library, and one from other departments/divisions of each major academic unit (Arts and Letters; the School of Engineering, Technology, and Nursing; Professional Studies; and the School of Science and Humanities). The ten elected members shall be chosen for their staggered two-year terms by procedures adopted by their major academic unit.~~

5.3.5.2.1 Membership. The Subcommittee shall have two ex-officio members (or their designees): the Director of Computing and Data Processing and the Assistant Vice Chancellor for Information Systems; and elected members: one from each of the Schools, together with one from the Department of Computer Science. The elected members shall be chosen for their staggered two-year terms by procedures adopted by their School.