

College of Liberal Arts and Sciences Senate
September 21, 2009
3:00 pm
Fulton Center 2490

- I. Call to Order
- II. Approval of April 27, 2009 minutes
- III. Old Business
 Revisiting Bylaws
- IV. New Business
- V. Curriculum Committee Report
- VI. Dean's Report
- VII. Announcements
- VIII. Adjournment

College of Liberal Arts and Sciences Senate
October 12, 2009
3:00 pm
Fulton Center 2490

- I. Call to Order
- II. Approval of September 21, 2009 minutes
- III. Old Business
 - a. Bylaw Revisions
- IV. New Business
- V. Curriculum Committee Report
- VI. Dean's Report
- VII. Announcements
- VIII. Adjournment

College of Liberal Arts and Sciences Senate

November 9, 2009

3:00 pm

Fulton Center 2490

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- I. Call to Order
 - II. Approval of October 12, 2009 minutes
 - III. Old Business
 - a. Bylaw Revisions
 - IV. New Business
 - V. Curriculum Committee Report
 - VI. Dean's Report
 - VII. Announcements
 - VIII. Adjournment

CLAS Faculty Senate Meeting Minutes

12 October 2009

Senators in Attendance: David Abbott, Jay Abramson, Denise Bodman, José Cobas, Marivel Danielson, Peter de Marneffe, Dale DeNardo, Jill Fay, Petra Fromme, Karen Leong, Mariana Maris, Helene Ossipov, Otto Sankey, Jack Spielberg, Cynthia Tompkins, Leslie Towill, Jacqueline Wheeler, Stan Williams, Marty Wojciechowski

Senators not in Attendance: Tony Brazel, Michael Dorman, Bill Fabricius, Jack Farmer, Abdullahi Gallab, Timothy Karcher, Arthur Mason, Mike McBeath, Bob McPhee, Keith Miller, Pori Park, James Rush, Jeff Yarger, Brandon Yoo

Senators **excused:** Tannah Broman, Roxanne Doty

Dean's Office Attendance: Quentin Wheeler, Paul LePore, Shannon Keen, Tyna Chu, Roxann Gonzales

I. Call to Order

Presiding Officer, Helene Ossipov, called the meeting to order at approximately 3:00 p.m.

II. Approval of Minutes

Motion to approve the September 21, 2009 minutes.

The minutes from the April 27, 2009 meeting were unanimously approved

III. Old Business

Presiding Officer Helene Ossipov opened discuss regarding the Bylaws. The suggestion and revision was received through the Dean's office.

The organization for CLAS constitution will be as follows

Constitution

- I. Faculty Governance Organization
- II. Membership In the College Assembly
- III. Officers of the Assembly
- IV. Rights and Privileges of the Assembly
- V. Conduct of College Assembly Meetings
- VI. The College Senate

Bylaws

- VII. Organization of the College
- VIII. Organization of the College Senate
- IX. College Committees

- X. Parliamentary Procedures/Processes
- XI. Distribution
- XII. Clarification and the Higher Authority
- XIII. Proposed Amendments to the Constitution
- XIV. Proposed Amendments to the Bylaws

The following items were discussed in detail

Section IV. The following was added between Section IV B and IV C

In addition, the College Assembly may be consulted by and make recommendations to the Dean on matters relating to:

Section VII. Suggested wording:

- b. Chairs and Directors are appointed by and serve at the discretion of the Dean of the College. Decisions regarding appointment, reappointment, or extension will be determined by the Dean utilizing actively solicited consultation with the members from the unit, as outlined in unit bylaws. Review of the chair/director will be determined by unit bylaws

Section IX E. i. (The Dean's Faculty Advisory Council) – moved to standing committees

IV. New Business

There was a discussion regarding the manner in which Faculty Exemplars are chosen and the additional research funding they will receive.

There was also discussion concerning inequalities in faculty salaries

V. Curriculum Committee Report

Professor Ed Escobar in attendance for the Curriculum Committee

Question regarding ASB 328 – Rules, Games and Society. Dr. Ed Escobar gave a detailed description of the course.

Question about BSP – What is a BSP? It is a Bachelor Science in Planning

VI. Dean's Report

University Vice President and Dean Quentin Wheeler present gave

Dean's Report

VII. Adjournment-

Presiding Officer Helene Ossipov adjourned the meeting at 3:55PM

PREAMBLE

This document contains the Constitution and Bylaws of the College Assembly and Senate of the College of Liberal Arts and Sciences of Arizona State University at the Tempe Campus and supersedes all previous documents addressing that purpose. These bylaws are binding upon current and future administrative officers and members of the academic units, as referenced in the ACD manual. If either faculty or administrators wish to deviate from procedures outlined in this document, there must be a 2/3 majority of the members voting. If one portion of the document is found to be in conflict with University policy or is otherwise found to be invalid, the rest of the document remains in force.¹

Comment [DC1]: Addition of the word constitution

Constitution

I. FACULTY GOVERNANCE ORGANIZATIONS:

The primary faculty governance unit of the College of Liberal Arts and Sciences ('the College') is the College Assembly. The COLLEGE ASSEMBLY normally exercises its authority through its representative body, the College Senate.

- a. The business of the COLLEGE ASSEMBLY will ordinarily be conducted by ballot.
- b. The Dean may call meetings of the COLLEGE ASSEMBLY as needed during the academic year with ten calendar days' notice.
- c. Upon receipt of a petition signed by 2% of the members of the COLLEGE ASSEMBLY, the Dean will call a special meeting of the COLLEGE ASSEMBLY (giving 10 calendar days notice and scheduled within 20 calendar days of receipt of the petition) during the academic year. The petition must state the specific item(s) to be considered by the Assembly.

II. MEMBERSHIP IN THE COLLEGE ASSEMBLY:

The voting members of the College Assembly will reflect those recognized in the University Senate governing documents, with the addition of C (below):

- a. Faculty members whose tenure home is in the College with the rank of assistant professor or above;
- b. Lecturers, senior lecturers, principal lecturers, clinical faculty, professors of practice, and research faculty holding at least 0.5 FTE renewable contracts.
- c. Individuals holding the rank of Academic Professional in the College and whose appointments are 0.5 FTE or greater.

¹ The Faculty Assembly authorizes the Senate to update, on a yearly basis or as otherwise appropriate, references to University policies, regulations, and titles and Arizona Board of Regents policies, regulations, and titles.

- d. Individuals holding the rank of Dean in the College.²

III. OFFICERS OF THE ASSEMBLY

- a. The Dean of the College shall preside over meetings of the COLLEGE ASSEMBLY.

IV. RIGHTS AND PRIVILEGES OF THE COLLEGE ASSEMBLY

The College Assembly shall possess all rights, privileges, and prerogatives conferred upon it by the Board of Regents, the University administration, and the Academic Constitution and Bylaws of Arizona State University. Specifically, the College Assembly shall be consulted by and make recommendations to the Dean on all matters relating to:

- a. Proposed new courses and undergraduate academic programs (certificates, majors, minors, degrees) and proposed changes to existing courses and programs, and recommend approval or disapproval of such. This authority may be delegated to a standing subcommittee;
- b. The establishment and disestablishment of academic units and centers.

In addition, the College Assembly may be consulted by and make recommendations to the Dean on matters relating to:

- c. Educational, curricular, and faculty-student, proposals that have implications for academic quality as fall within the purview of the College, and proposed and existing rules, regulations, and initiatives intended to promote and enforce such policies.
- d. The reports of its standing, advisory, and ad hoc committees.
- e. And all other matters relevant to academic quality and faculty governance in the College.
- f. The Assembly may at any time request reports and information from the College administration concerning issues of relevance to the College.

V. CONDUCT OF COLLEGE ASSEMBLY MEETINGS

- a. Unless a quorum is called for, a majority of those members present and voting at regular and special sessions of the College Assembly shall be sufficient for the adoption of all measures.
- b. A quorum is defined to be the representation of over half of the academic units of the College and attendance by at least ten percent of the members of the College Assembly.
- c. Before the final vote has been taken on any question before the Assembly, and at the request of at least one-third of the members present and voting, a mail ballot, to be submitted to all members of the College Assembly, shall be ordered.
- d. An item of new business cannot normally be acted upon until the meeting subsequent to its introduction. However, it can be discussed and acted upon with the approval of at least two-thirds of those present and voting.

Comment [DC2]: Changes as per the discussion at the last meeting

² 'Dean' here excludes Associate and Assistant Deans.

VI. THE COLLEGE SENATE

- a. Membership: Members of the College Senate shall be referred to as 'College Senators'.
 - i. Membership of the college Senate shall reflect the same units as are members of the University Academic Senate.
 - ii. The number of Senators from each unit shall reflect the number as are represented in the University Academic Senate.
 - iii. A Presiding Officer shall be elected by majority vote of the Senators present, no later than the last meeting of each spring semester
 - ~~iii-iv.~~ Each academic unit of the college will select its own College Senators.
 - ~~iv-v.~~ The Presiding Officer of the College Senate, the Presiding Officer Elect, and the Dean shall constitute the Executive Committee of the College Senate.
 - ~~v-vi.~~ Senators have a dual role of representing the interests of the faculty members in their units and also participating in the governance of the college as a whole. They should keep their units informed of issues before the Senate, and they may act according to their best judgments in such matters.
 - ~~vi-vii.~~ Senators are expected to attend all regular and special meetings of the College Senate. The policy for excused and unexcused absences is the same as for the University Senate, referenced in the ACD manual.
- b. Duties:
 - i. Exercising the rights, privileges, prerogatives, and authority of the College Assembly as specified in Article IV, and to provide advice and counsel to the Dean between meetings of the College Assembly.
 - ii. Preparing an agenda for College Senate meetings to be posted on the CLAS Senate Website at least one week in advance of the College Senate meeting to give timely notice of items to be covered. If a petition signed by at least 2% of the members of the College Assembly so requests, the matter to be discussed must be referred to the College Assembly for action.
 - iii. Recommending college-wide and division-wide policies that implement or augment university policies in the ACD manual.
 - iv. Approving or disapproving recommendations from standing committees such as curriculum changes, standards changes, or any other current items of business.
 - v. Preparing an agenda for College Assembly meetings.
 - vi. Suggest to the Dean and/or the Faculty Assembly needed clarifications and interpretation of this document as needed.
 - vii. Reviewing on an ongoing basis the structure and effectiveness of the Liberal Arts and Science curricula and making recommendations to the Dean concerning thereto.
 - viii. Recommending ways and means to enhance the intellectual environment of the College, to encourage research, to encourage and reward service to the university and the greater community, and to re-enforce the College's commitment to diversity.
 - ix. Making recommendations to the Dean concerning current and proposed objectives of the College and long term planning for the College.
 - x. Making recommendations to the Dean on all other matters relevant to the academic quality or governance of the College.
 - xi. Requesting reports and information from the College administration concerning issues of relevance to the academic quality or governance of the College as appropriate.

Bylaws

Comment [DC3]: Here begin the bylaws

VII. Organization of the College

- a. The College of Liberal Arts and Sciences includes academic departments and other administrative divisions as may be created. Each academic unit shall develop its own operating bylaws which should include explicit policies and procedures on annual evaluations, promotion, and tenure and continuing status. These bylaws and any amendments must be approved by CLAS and the Provost's Office. Voting membership must be clearly defined in writing by each academic unit. Units should refer to the ACD manual for guidelines concerning non-tenured faculty and academic professionals when defining such membership.
 - a. Chairs and Directors are appointed by and serve at the pleasure of the Dean of the College. No later than the fifth year of the Chair's or Director's service, or at the request of the members of the Academic unit, the Dean will consult with members of the unit concerning the Chair's or Director's reappointment.

VIII. Organization of the College Senate

- a. The Presiding officer will be elected every year. Eligible candidates will be nominated from those Senators serving within that year's membership. The officer will then serve the following year as the Presiding Officer Elect, and as Presiding Officer the second year. In the event that the Presiding Officer Elect cannot serve, a special election will be called.
- b. Each academic unit of the college will select its own College Senators by
 - i. Designating its University Academic Senators to be its College Senators, or
 - ii. Holding an independent election to choose its College Senators in numbers equivalent to its representation in the University Academic Senate.

IX. COLLEGE COMMITTEES

- a. Nature and Function of Elected Committees
 - i. List of committees:
 1. The Committee on Committees shall nominate candidates for all elected committees and make its report to the College Senate in time for the annual election each spring. The committee shall consist of six members of the College Assembly.
 2. The Academic Standards Committee shall advise the College Deans in decisions concerning the enforcement and interpretation of College standards as stated in the General Catalog. The Committee shall consist of nine members of the College Assembly.
 3. The Curriculum Committee shall consider and make recommendations to the College Senate and to the College Deans on all proposals involving curricular changes within the College, including consideration of all undergraduate and graduate programs and General Studies requirements, and review of all copy for the General Catalog. The

committee may initiate proposals concerning any aspect of the College curricula. The committee shall consist of nine members of the College Assembly and one student member from each division of the College.

4. The Student Affairs and Grievances Committee shall hear student grievances. It shall recommend policy and procedure as appropriate. It shall consist of six members of the College Assembly, the Associate Dean for Academic and Student Programs and appropriate representative from that office.
 5. Committee on Quality of Instruction shall investigate any matters relating to faculty development and the improvement of instruction, including selection of outstanding teacher awardees, and shall recommend to the CA via the CS policies and guidelines for evaluation of instruction. The committee shall consist of nine members of the CA and three student members.
 6. Committee of Review shall hear faculty and academic professional complaints and assist in resolving personnel differences over matters within the purview of the College, including performance evaluation. The committee shall not handle appeals of recommendations made by the Dean's Advisory Councils, and shall attend to situations for which no regular channels of procedure exist or only after all normal appeal procedures in the originating unit have been exhausted. The committee shall consist of six faculty members with tenure and one academic professional with continuing status. The committee shall use non-adversarial fact-finding procedures and will report its findings and recommendations to the Dean.
- b. Membership as specified above by committee will be drawn from the following three groups:
- i. Non-voting ex-officio members from the Dean's office,
 - ii. Students appointed by the Dean, and/or
 - iii. College Assembly members elected in equal numbers from the major academic divisions of the College. Faculty and academic professionals are assigned to one of these divisions according to their departmental/school/program affiliation, not their center affiliation.
- c. Terms of office, including rotation
- i. Unless otherwise indicated on specific committees, members serve three-year overlapping terms.
 - ii. Each standing committee shall elect its chair from the members on the committee.
 - iii. The elected committees of the College shall report at least annually to the College Assembly via the College Senate and to the Deans of the College; however, those committees dealing with personnel matters shall not report on the specifics of given cases, but only upon general matters of concern.
 - iv. Elections and Filling Vacancies
 - v. Candidates for committee membership will be nominated by the Committee on Committees in equal numbers from the academic divisions and in time for the annual spring elections.
 - vi. A vacancy in an elected position will be filled by the person who had the next highest vote on the ballot to the member whose position has been vacated, but

preferably one who does not duplicate department representation on the Committee. If such person is unavailable, the cognizant Dean shall fill the vacancy by appointment.

- d. Nature and Function of Appointed and Special Committees. The Dean or Divisional Deans may create such other committees as are necessary to carry on the business of the College on an ongoing or an ad hoc basis. Members of these committees will be appointed by the Deans.

- e. Nature and Function of Dean's Advisory Councils. The Dean's Advisory Councils shall be composed of members of the CA elected from each of the three major academic areas of the College in accordance with the processes described in part A of this Bylaw. These councils will schedule regular meetings at least once a semester, and special sessions of the appropriate council can also be called by the Dean whenever decisions are being planned which will affect the CA membership in the specified areas.
 - i. The Dean's Faculty Advisory Council shall advise the Dean in personnel matters in determining promotions, tenure, sabbatical leaves or other matters related to faculty. No member shall vote on the promotion or retention of faculty in the member's own unit. The Council shall consist of nine tenured full professors. Chairs, center and program directors, and assistant/associate deans are ineligible for this committee.
 - ii. The Dean's Academic Professional Advisory Council shall advise the Dean in personnel matters in determining promotions, continuing status, sabbatical leaves, or other matters related to academic professionals. No member shall vote on the promotion or retention of academic professionals in the member's own unit. The Council shall consist of six elected academic professionals who have continuing status plus one year-to-year academic professional appointed by the Dean.
 - iii. The Dean's Strategic Planning and Academic Resources Advisory Council shall be involved in the planning processes of the College, particularly in terms of long-term directions and related budgetary matters. The Dean shall make available to the Council for its consideration all pertinent information requested by the Council to make informed decisions. The Council shall then make recommendations to the Dean concerning College priorities. The Council shall consist of nine tenured professors and an academic professional with continuing status, six of the faculty members and the academic professional shall be elected and shall not currently be holding administrative appointments. Three of the members shall be appointed by the Dean and shall currently be Chairs or Directors. Each member shall serve for three years, with three new faculty members to join the Council each year and the academic professional at three-year intervals.

- f. Nature and Function of the Administrative Council. All chairs and directors of the College serve on the Administrative Council. The Council is chaired by the Dean and serves as an advisory body on such issues as budget, teaching and research priorities, planning, diversity issues, legislative initiatives, and other issues which affect the entire College.

Comment [DC4]: My notes said to move this up, but aren't all of these advisory councils standing committees anyway?

X. PARLIAMENTARY Procedure/Processes

- a. In all matters not specified in this Constitution and Bylaws, this organization will be governed by the latest edition of Robert's Rules of Order, Newly Revised.

XI. DISTRIBUTION

- a. The Constitution of the College Assembly and the Senate of the College of Liberal Arts and Sciences of Arizona State University, as amended, shall be available on the College of liberal Arts and Sciences Senate website.

XII. CLARIFICATION AND HIGHER AUTHORITY

- a. All policies and procedures mandated by the Arizona Board of Regents and Arizona State University take precedence over this document. Clarification of such policies and procedures and of this document may be sought from the Faculty Assembly, the Dean, and from the office of General Counsel.

XIII. PROPOSED AMENDMENTS TO THE CONSTITUTION

- a. Proposals for Amendments to the Constitution must be sent to the members of the College Senate at least ten days prior to the date on which action is to be taken upon them. This provision is not subject to a motion to suspend the rules. If the College Senate approves the amendment, it must be sent to the College Assembly for a mail ballot for final approval.
- b. Amendments to the Constitution require a majority of those Faculty Assembly members voting.

XIV. PROPOSED AMENDMENTS TO THE BYLAWS

- a. Proposals for Amendments to the Bylaws must be presented by motion for a first reading to the College Senate. A second reading is to be made at a subsequent meeting of the College Senate. This provision is not subject to a motion to suspend the rules. Between the meetings of the College Senate, the senators are to convey the proposed amendments to their respective units and obtain advice from the members of the College Assembly in those units.
- b. Amendments to the Bylaws require a majority of those College Senate members present and voting.

COLLEGE OF LIBERAL ARTS AND SCIENCES

CURRICULUM COMMITTEE REPORT

11/2/09

MATERIALS ARE AVAILABLE UPON REQUEST

The Curriculum Committee approved the following proposals on October 29, 2009.

ENGLISH

New Courses*

ENG 371 Rhetoric of the Environmental Movement

ENG 597 MA Capstone Seminar

*approved with corrections to the syllabi

FILM AND MEDIA STUDIES

New Courses

FMS 520 Television and Cultural Studies

FMS 521 Semiotic of Popular Culture

FMS 522 Los Angeles: Movies and Culture

SCHOOL OF EARTH AND SPACE EXPLORATION

New Courses

GLG 106 Habitable Worlds

GLG 108 Water Planet

GLG 305 Dynamic Earth*

GLG 327 Earth's Critical Zone*

SES 330 Practical Electronics and Instrumentation*

SES 405 Systems Engineering for Space Missions*

*approved with corrections to each of the syllabi

SCHOOL OF SOCIAL AND FAMILY DYNAMICS

Integrated Bachelor's/Master's Programs

Proposal for an Integrated Bachelor's/Master's Program in Sociology

Proposal for in Integrated Bachelor's/Master's Program in Family & Human Development

SCHOOL OF SOCIAL TRANSFORMATION

Establish an Undergraduate Degree

BA in Asian Pacific American Studies

Establish an Undergraduate Minor

Proposal for a Minor in Asian Pacific American Studies

Revise Undergraduate Degree

Proposal to revise the major requirements for the BA in Women and Gender Studies

New Courses*

AFH 336 African Art

AFH 364 Unruly Voices: Black Women and Cultural Narratives

*approved with corrections to the syllabi

College of Liberal Arts and Sciences Senate

February 01, 2010

3:00 pm

Fulton Center 2490

- I. Call to Order
- II. Approval of November 09, 2009 minutes
- III. Old Business
 - a. Bylaw Revisions
- IV. New Business
- V. Curriculum Committee Report
- VI. Dean's Report
- VII. Announcements
- VIII. Adjournment

College of Liberal Arts and Sciences Senate

March 22, 2010

3:15 pm

Fulton Center 2490

- I. Call to Order
- II. Arthur Blakemore, Vice Provost
Facebook discussion
- III. Approval of February 22, 2009 minutes
- IV. Old Business
 - a. Bylaw Revisions Update
- V. New Business
- VI. Curriculum Committee Report
- VII. Dean's Report
 - ABOR announcement last week
- VIII. Announcements
- IX. Adjournment



College of Liberal Arts and Sciences Senate

April 26, 2010

3:15 pm

Fulton Center 2490

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- I. Call to Order
 - II. Approval of March 22, 2010 minutes
 - III. Old Business
 - IV. New Business
 - a. Election of new Presiding Officer and Presiding Officer Elect
 - V. Request to establish the School of Transborder Studies
 - VI. Curriculum Committee Report
 - VII. Dean's Report
 - VIII. Announcements
 - IX. Adjournment