

School of Biological Sciences Governance and Administrative Structure

2024

This document describes the principal administrative structure and procedures by which committees are formed and faculty meetings are run within the School of Biological Sciences at Illinois State University. Information on the School's Strategic Plan and policies governing the evaluation of tenure-track faculty are available as separate documents. In line with the values of the School, our committees will operate to foster diversity, equity, and inclusion when making decisions on behalf of the School.

Director

In addition to those mentioned in this document, the duties and responsibilities of the Director are described in the *College of Arts and Sciences Chair's Handbook*, which can be found on the College of Arts and Sciences' web page.

Acting Director

The **Associate Director** will serve as Acting Director of the School in the absence of the Director of the School. Should the Associate Director not be available to serve as Acting Director, one or both, Assistant Directors (Graduate and Undergraduate), will then serve as Acting Director. If the Acting Director is also a member of the SFSC, their SFSC status will revert to that of an *ex officio*, non-voting member for the duration of their appointment as Acting Director.

Associate Director

Basic Operation Objectives

The **Associate Director** will be responsible for carrying out administrative duties assigned by the School Director.

Appointment of the Associate Director

The **Associate Director** will be appointed by the Director after consultation with the SFSC from a pool of applicants and nominees solicited from the faculty. The **Associate Director** will serve a two-year term and will be eligible to renew the appointment for a second term. If the **Associate Director** is unable to complete the term, a substitute **Associate Director** will be appointed to complete the term according to the same procedure described above. The substitute **Associate Director** will be eligible to serve two additional terms. The **Associate Director** cannot be on sabbatical during their term and must be on

campus during most of the summer. The **Associate Director** cannot serve on the SFSC.

Responsibilities of the Associate Director

The responsibilities of the **Associate Director** include the following:

- Chair meetings of the Scheduling Committee
- Gather information from faculty, Program/Sequence coordinators or directors on teaching preferences; courses required for Programs (undergraduate, graduate) and Sequences (e.g., Biotech, Conservation); and the scheduling of sabbaticals, buyouts, or release time
- Gather and coordinate information from the Director, Undergraduate Advisors, **Assistant Directors**, Sequence/Program Coordinators/Directors and chief Administrative Aide on University curriculum deadlines, pertinent teaching-related issues, and requirements that affect course offerings or logistics
- Ensure timely completion of teaching assignments to meet School and University deadlines
- Determine teaching schedules and assignments in collaboration with the Director and the Scheduling Committee
- Serve as *ad hoc* liaison with School committees, faculty, and staff
- Provide support to the Director in matters of school public relations, hosting campus visitors, and organizing promotional material
- Advise the Director on issues of daily School operation and foster communication, cooperation, and understanding between individual faculty and between faculty and the School administration and staff

Assistant Directors

Basic Operational Objectives

The two **Assistant Directors** will be responsible for the administrative duties of the undergraduate and graduate programs.

Appointment of the Assistant Directors

The **Assistant Directors** will be appointed by the Director after consultation with the SFSC from a pool of applicants and nominees solicited from the faculty.

Assistant Directors will serve a two-year term and will be eligible to renew the appointments for additional terms. **Assistant Directors** are limited to three consecutive terms. If an **Assistant Director** is unable to complete the term, a substitute **Assistant Director** will be appointed to complete the term according to the same procedure

described above. The substitute **Assistant Director** will be eligible to serve two additional terms. **Assistant Directors** must be on campus during most of the summer.

Responsibilities of the Assistant Directors

Assistant Directors will provide administrative support for the School Director and will have the following responsibilities.

Assistant Director for Graduate Studies

The responsibilities of the **Assistant Director** for Graduate Studies include the following:

Admission and Recruitment

- Chair the Graduate Studies Committee
- Coordinate graduate admission in conjunction with the Graduate Studies Committee
- Coordinate graduate recruitment and correspondence with prospective graduate students
- Coordinate the production of graduate brochures, newsletters, and other relevant publications
- Coordinate the assignment and monitoring of graduate assistantships

Advisement

- Coordinate new student orientation
- Evaluate M.S. and Ph.D. student Plans of Study
- Advise graduate students on graduation and curriculum requirements

Degree Requirements

- Oversee degree requirements
- Advise students and faculty regarding Ph.D. preliminary examinations and thesis and dissertations defenses
- Maintain thesis and dissertation standards

Curriculum and Program Development

- Coordinate graduate program reviews
- Provide coordination, support, and information for graduate-course development
- Promote and develop funding for the graduate program
- Represent the School on graduate curriculum matters at the College and

University level

Assistant Director for Undergraduate Studies

The responsibilities of the **Assistant Director** for Undergraduate Studies include the following:

Admission and Recruitment

- Chair the Undergraduate Studies Committee
- Coordinate undergraduate admissions
- Coordinate undergraduate recruitment
- Coordinate production of undergraduate brochures, newsletters, and other publications
- Supervise and coordinate with the committee, attendance at new-student orientation and events, including but not limited to:
 - New-student orientation
 - Admissions events, such as
 - Prospective Student Visits
 - Presidential Scholars Days (in addition to the School Director)
 - University Scholars Day
 - Honors Days
 - Scholars Days
 - Redbird Days
 - Redbird Ready Days
 - Preview Days
 - Open Houses

Advisement

- Coordinate undergraduate advisement
- Coordinate student tutorial assistance

Degree Requirements

- Oversee degree requirements
- Oversee the Senior Thesis option and maintain standards
- Serve as coordinator for BSC 303, Senior Thesis
- Track Senior Thesis students and maintain records on students enrolled, advisors, and thesis titles

Curriculum and Program Development

- Maintain undergraduate program integration
- Represent the School on undergraduate curricular matters at the College and University level
- Coordinate undergraduate program reviews
- Promote and develop funding sources to enhance the undergraduate program
- Oversee the Honors Programs in Biology
- Provide coordination, support, and information for new course development

Committee Structure and Responsibilities

School committees are divided into two categories: a) appointed committees and b) elected committees. The former are appointed by the School Director, in consultation with the SFSC, whereas the latter are elected by the tenured and tenure-track faculty. Tenured faculty, tenure-track faculty, non-tenure-track faculty, and staff may serve on appointed committees; however, only tenured or tenure-track faculty may serve on the elected committees. Student representatives will be recruited by the Committee Chair with input welcomed from relevant student organizations (e.g., Biological Sciences Student Association (BSSA), Phi Sigma). Final appointment of all committee members will be done by the Director.

Appointed Committees

There are seven standing, appointed committees that work on policy development, planning, and implementation. One additional committee, the Scheduling Committee, performs specific functions and are established according to different procedures described below. Also, periodically, there are Search Committees that are assembled for recruiting new faculty. By **April 1st**, the Director will request faculty to indicate on which of the standing committees they wish to serve as chair or member during the next appointment cycle. Appointed committees are seated for two-year terms. The Director will provide those requests to the SFSC and the SFSC will recommend committee assignments to the Director, taking into account faculty requests, School needs, and the importance of having diverse representation on committees and in positions of leadership. The Director will appoint the committee chairs and members by **April 30**. Committee chairs will be limited to two consecutive two-year terms. Committee members also will serve for two-year terms but with no limitation on the number of consecutive terms that may be served. The Director is an ex-officio member of all committees, unless excluded by regulations of the Board of Trustees, University, College, or School. Vacancies will be filled on an ad hoc basis by the Director with input from the SFSC as needed.

Committee duties will be evaluated each year by the Director in consultation with the SFSC. Proposed changes in committee duties will be presented for consideration to the faculty by **April 1st** of each year. Any proposed changes will be voted on at the **April** faculty meeting.

Budget and Finance Committee

The committee will be chaired by the School Director and will have a minimum of three additional faculty members, designated by the School Director to form a disciplinarily balanced and representative group, and a staff member associated with the budget process and equipment maintenance and selection will be assigned. The major responsibilities of the committee include:

- Consult with the Director on budget preparation
- Make recommendations to the Director on equipment purchases and repairs
- The Committee will request information from instructors, TAs, researchers, etc., on both teaching and research needs, and provide the Director a report by the 15th of December each year to assist in the preparation of the College Budget Presentation
- Advise the Director on financial issues, including fund-raising, long-term planning, and identification of areas for future development

Curriculum Committee

The committee will have a chair, a minimum of three additional faculty members, one staff member, an undergraduate student, recruited by committee chair, and a graduate student, recruited by committee chair. The major responsibilities of the committee include:

- Review undergraduate and graduate program and sequence proposals and make recommendations to the faculty
- Shepherd faculty-approved undergraduate and graduate program and sequence proposals through the university's curriculum process
- Review undergraduate and graduate course proposals and make recommendations to the faculty
- Shepherd faculty-approved undergraduate and graduate course proposals through the university's curriculum process
- Monitor college and university curricular procedures
- Monitor undergraduate General Education curriculum and requirements

Undergraduate Studies Committee

The committee will consist of the **Assistant Director** for Undergraduate Studies (Committee Chair), the Undergraduate Sequence Coordinators, the MCB Undergraduate Program Coordinator, the Honors Program Coordinator, and an undergraduate student representative, recruited by committee chair (*ex officio*). The major responsibilities of the committee include:

- Develop undergraduate curriculum
- Develop and coordinate undergraduate programs and sequences
- Provide course scheduling plans to the Scheduling Committee
- Oversee undergraduate research opportunities
- Oversee and review the Undergraduate General Education curriculum and requirements
- Assess undergraduate curricular objectives
 - Establish undergraduate admissions criteria
 - Assist the **Assistant Director** for Undergraduate Studies in recruitment
 - Administer the undergraduate thesis program
 - Solicit, evaluate, and recommend to the School Director nominations of undergraduate students for school, university, and national awards
 - Work with Public Relations Committee to develop and maintain the undergraduate programs' websites

Graduate Studies Committee

The committee will be chaired by the **Assistant Director** for Graduate Studies and will have a minimum of three additional faculty members and a graduate student, recruited by committee chair. The committee will be composed of faculty who fairly represent the diverse research interests of the School. The committee will be formed by the Director with guidance from graduate program directors and the **Assistant Director** for Graduate Studies. The major responsibilities of the committee include:

- Develop graduate curriculum
- Develop graduate programs and sequences
- Assess graduate curricular objectives
- Establish graduate admission criteria
- Oversee admission of graduate students, student progress and eligibility for continued financial support, transfer of students between degree programs or options, and other issues related to graduate studies
- Solicit, evaluate, and recommend to the Director nominations of graduate students for school, university, and national awards

- Oversee on-site visits of prospective graduate students
- Assist the **Assistant Director** for Graduate Studies in recruitment
- Work with Public Relations Committee to develop and maintain the graduate program website

Facilities and Space Committee

The committee will have a chair and a minimum of three faculty members and one staff member. The major responsibilities of the committee include:

- Manage and meet facilities and space needs for teaching and research
- Develop equipment usage policy, including school vehicles
- Create and maintain space and equipment usage fee schedules
- Coordinate the assignment and management of major School equipment
- Develop and coordinate facilities renovation
- Develop plans to meet new facilities and space needs
- Review plans for facility and space utilization

Public Relations Committee

The committee will have a chair and two additional faculty members, a staff member, an undergraduate student representative, recruited by committee chair, and a graduate student representative, recruited by committee chair. The major responsibilities of the committee include:

- Coordinate the preparation and production of recruitment brochures
- Develop and coordinate the production of alumni newsletters, student newsletters, and other appropriate publications
- Develop and maintain relationships with alumni
- Develop and coordinate high school and community outreach activities
- Develop and publicize faculty and student achievements
- Plan and coordinate activities for School open houses or other public activities scheduled by the School, College, or University
- Plan and organize School social events
- Develop and oversee the School web site

Scheduling Committee

The committee will be chaired by the **Associate Director** and will consist of the **Assistant Directors**, Undergraduate Advisors, and a staff member. The chair of the committee is responsible for directing meetings and ensuring that committee decisions are

implemented. The chair of the committee sets the meeting agenda, which is published at least one day before the scheduled meeting. One member of the committee serves as the secretary to take meeting minutes, which will be presented to the committee for approval at the beginning of the next scheduled meeting. The committee usually meets weekly during the academic year. The major responsibilities of the committee include:

- Advise the Director on:
 - Time and room assignments for all courses
 - Hiring of NTT instructors
 - Performance of NTT instructors
 - Faculty teaching assignments
- Develop, submit, and review class schedules for the University Scheduling Office
- Communicate teaching assignments to faculty members in a timely fashion
- Maintain enrollment records for all courses
- Determine student demands and preferences of courses
- Track teaching assignments and develop a long-term projection of courses needed to meet curricular needs
- Discuss teaching plans with the degree program and Sequence Coordinators/Directors.
- Include sabbaticals and any negotiated teaching releases in the development of teaching assignments
- Coordinate the proposed teaching plans and the School teaching assignments with degree program and sequence members

Sugar Creek Site Committee

The committee will have a chair and a minimum of two faculty members and one staff member. The major responsibilities of the committee include:

- Annually update the management and development plan and direct the execution of the plan
- Provide the School with updates on the site, at least annually, that address:
 - How is the site being used?
 - What progress has been made towards the goals of the management and development plan?
- Guide and oversee any university-funded Graduate Assistant position associated with the site
- Review and approve research/teaching/service uses of the site
- Serve as a point of contact for archiving and accessibility of data (e.g., ISU Red - <https://ir.library.illinoisstate.edu/>)
- Serve as a point of contact for public relations
- Serve as a point of contact for funding opportunities

Faculty Search Committee

When the School is given a faculty position to search for, the SFSC will appoint a committee consisting of 3-5 faculty members (and a staff member where appropriate). The SFSC will focus on appointing a committee with sufficient expertise in the sub-discipline of the faculty position being filled. The Director will approach suggested faculty members to determine their willingness to serve and make the final committee assignment.

Other Appointed Positions

In addition to the seven appointed committees, individual faculty members will be appointed to positions to fulfill specific School functions as described below. These appointments will be made by the Director in consultation with the SFSC. The term of appointment for these positions will be two years.

Undergraduate Sequence/Program Coordinators

Each of the undergraduate sequences/programs within the school will be overseen by a Coordinator. The Undergraduate Advisor will serve as the coordinator for the General Biology Sequence; all other sequences will be coordinated by faculty.

- Develop and maintain the sequence guidelines
- Monitor the frequency with which courses are offered, and provide recommendations on course offerings/needs to the Scheduling Committee
- Attend Commencement ceremonies (on a rotating basis)
- Provide updated website information to the website manager
- Develop and maintain promotional materials for student recruitment and new student orientation
- Handle non-standard advising questions that are specific to the sequence

Director of Biology Teacher Education Major

- Develop and coordinate the School's teacher education program
- Comply with current accreditations
- Develop in-service teacher workshops
- Coordinate with the Biology Teacher Education advisor so that they may communicate the teaching needs and assignments at the scheduling committee meetings

Director of Molecular/Cellular Biology (MCB) Major

- Develop and coordinate the School MCB program
- Participate in teaching plans and assignments as part of the scheduling committee

Graduate Sequence/Program Coordinators/Certificate Coordinators

Each sequence will have a faculty member appointed as its Sequence Director to assist the **Assistant Director for Graduate Studies**. In addition to those listed below, duties of the Directors are summarized in Appendix I.

- Coordinate curricular and research requirements for the sequences
- Recruit and advise MS/PhD students on issues related to the sequences
- Participate in teaching plans and assignments as part of the scheduling committee
- Facilitate journal clubs, brown bag seminars, or other informal research-related seminars

Curators

- Curator of the Herbarium, Curator of Invertebrates, and Curator of Vertebrates will be responsible for the maintenance and development of the respective collections within the School.

Seminar Committee

There will be two representatives and a staff member.

- Head coordinator and a Co-coordinator
- Coordinate the weekly School seminar series
- Coordinate special seminars (e.g. Rilett and Alumni Genetics seminars)
- Manage seminar budget

Honors Program Coordinator

- Coordinate and develop School Honors Program
- Serve as School representative to the University Honors Program
- Serve as member of Undergraduate Studies Committee

Phi Sigma Advisor (two representatives)

- Attend Phi Sigma board meetings
- Liaise with Phi Sigma board to provide mentorship, conflict resolution, and support for organized events

Biological Sciences Student Association (BSSA) Advisor (two representatives)

- Attend BSSA board meetings
- Liaise with BSSA members to provide mentorship, conflict resolution, and support for organized events

Library Liaison Committee

The committee will have a chair and a minimum of two additional faculty members (to provide a representation of all disciplines within the School).

- Represent the School on library issues to Milner Library

School of Biological Sciences Biosafety Committee

The committee will have a chair and a minimum of three faculty members and one staff member. The major responsibilities of the committee include:

- The committee will meet at the end of each semester to conduct reviews of teaching laboratories. The chair of the committee will serve as the liaison to and as a member of the University's Institutional Biosafety Committee (IBC) by attending meetings and biosafety inspections
- Develop, review, and maintain guidelines describing standard operating procedures and chemical hygiene plans for teaching laboratories in coordination with Environmental Health and Safety (EHS)
- Conduct end of semester inspections/audits which include the lab manager, coordinator and/or instructor of each teaching laboratory to ensure:
 - guidelines and protocols are being met and followed
 - review resources within the laboratory for safety compliance
 - record keeping and hazard identification are being utilized
 - provide information concerning training and other resources available
 - make recommendations for correction of audit findings and follow- up to ensure they are in compliance

Assessment Committee

The committee will have a chair and a minimum of two faculty members and a staff member.

The major responsibilities of the committee include:

- Develop, implement, and maintain an annual assessment plan for all Biological Sciences majors' including plans of study, learning outcomes, and evaluations
- Review assessment procedures for meeting accepted standards for data collection and analyses and make recommendations for improvement
- Advise faculty and instructors on assessment procedures and methods
- Create a forum for meaningful discussion of assessment related issues
- Remain current and knowledgeable about the latest assessment tools, practices, and guidelines
- Propose recommendations facilitating ongoing assessment practices which enhance the School's effectiveness
- Collect and compile mandatory progress reports from BSC 290 students
 - May issue incomplete grade for any BSC 290 student not submitting a progress report by the stated deadline

Elected Committees and Positions

SFSC

The SFSC will be elected according to School ASPT guidelines. The responsibilities of the SFSC include:

- Conduct annual faculty ASPT evaluations
- Provide the faculty with a brief summary of the representative productivity within each category for teaching, research, and service
- Periodically review and revise ASPT evaluation procedures and the faculty productivity form
- Make faculty award nominations
- Recommend joint and adjunct appointments
- Address personnel issues related to tenure-track faculty and NTT faculty
- Coordinate with Director the appointment of a mentor to new faculty members
- Advise the Director on **Associate/Assistant Director** appointments and committee/coordinate/liaison assignments
- Advise the Director on any issues related to school business
- Review University Research Grant applications and advise Director of ranking recommendations
- Serve as the University Research Grant Review Committee

Ad Hoc Committees

The School Director may establish ad hoc committees for particular purposes at any time during the calendar year. Creation of ad hoc committees and their membership will be communicated to the faculty at the time of their creation. All ad hoc committees will cease to exist at the end of the academic year in which they were created.

Faculty Meetings

Faculty meetings will be operated under the framework of Robert's Rules of Order: Abbreviated Edition as presented in Appendix II. Tenure track faculty are expected to attend all faculty meetings, whereas non-tenure track faculty and individuals with instructional duties are welcome, but not required to attend. If issues pertaining solely to TT faculty need to be discussed, an executive session can be called.

Updating the Document

The School Director will call for updates of the document by the **first Monday of March** each year. The Director and SFSC will consider the recommendations by the **third Monday of March**. The proposed changes, and the document (with proposed revision or unchanged), will be presented to the faculty for consideration by the **end of March**, with discussion at the **April** faculty meeting. This document (changed/unchanged) will be voted on each year at the **May** faculty meeting. Should the document not be approved, a special faculty meeting will be called for discussion and voting.

Updating the Strategic Plan

The School of Biological Sciences has a strategic plan stating the mission, values, vision, and goals of the School. This plan also guides the operation, planning, and development of the School through a set of specific strategies. The Director will call for updates of the document **by September 16** of each year, with the deadline of submission on **October 1**. The Director and the SFSC will consider the recommendations and make the proposed changes available to the faculty for consideration by **October 15**. The proposed changes will be discussed and voted upon at the next faculty meeting, but no sooner than 7 days.

APPENDIX I

DUTIES OF GRADUATE SEQUENCE DIRECTORS

Each sequence will have a faculty member appointed as its Sequence Director to assist the **Assistant Director for Graduate Studies** (ADGS). The Sequence Coordinators, who report to the ADGS, will be responsible for routine operations and will assist the ADGS in other administrative requirements.

I. Routine duties

General (applies to all sequences)

1. Establish and work with their Sequence Advisory Group to develop policy recommendations.
2. Advise students in selecting courses in the sequence to match their research and career interests.
3. Maintain school website information on the sequence.
4. Develop an informational database on relevant internships and employment opportunities.
5. Collect data required for internal (e.g., program review) and external (e.g., national surveys) evaluations of the sequence.
6. Produce an annual productivity report about the sequence upon request from the Director.
7. Serve on the Program Subcommittee of the School's Program and Schedule Committee.

Specific to the Biotechnology M.S. Sequence

1. Maintain external information; specifically, update links to relevant biotech websites (e.g. ASM, NCBI, TIGR genome database, Sanger Database, ASBC, etc.).
2. Maintain the Biotechnology Sequence brochure.
3. Maintain and enforce the "Check List of Requirements for the Sequence in Biotechnology."

Specific to the Conservation Biology M.S. Sequence

1. Maintain external (e.g., Rice University conservation biology programs) website information.
2. Maintain the Conservation Biology Sequence brochure.
3. Maintain and enforce the "Check List of Requirements for the Sequence in Conservation Biology."
4. Advise students on how to connect their thesis topic to conservation biology

(done in consultation with their major professor and thesis committee).

Specific to the Molecular and Cellular Biology Ph.D. Sequence

1. Maintain external information; specifically, update links to relevant websites
2. Maintain the Molecular and Cellular Biology Ph.D. Sequence brochure
3. Maintain and enforce the Sequence's 'Check List of Requirements'

APPENDIX II

Robert's Rules of Order

Abbreviated Edition

(Adapted from the 1970 edition, the ISU Academic Senate, and common practice)

1. Parliamentarian – In the absence of a designated parliamentarian, the person chairing the meeting rules upon parliamentary procedures.
2. Quorum – Votes are based upon the voting members present. The chair doesn't usually vote unless there is a tie or a faculty wide ballot on an issue. Normally a quorum constitutes 2/3s of the total voting members. Voting members are full-time and part-time tenure and tenure-track faculty.
3. Information Items and Reports – All business items are brought before the faculty as information items, including action items (motion or resolutions) or reports. Information items are usually followed by a period of question and answers, but the item is not debated at this time. The chair may decide to allow a specified period for questions and answers, e.g., 10 minutes to expedite the meeting. Reports inform the faculty of the results or findings of a particular study or other activity. The chair may allow questions and answers following a report.
4. Action items – These take the form of motions or resolutions. Motions or resolutions presented as information items at the previous meeting automatically are moved to action items on the agenda of the next meeting. Information items may be shifted to an action item at the same meeting by motion; this requires a 2/3s majority.
5. Motions – Unless otherwise stated actions (motion) (a) may not interrupt the speaker; motions may only be made when recognized by the chair, (b) require a second, (c) are debatable, (d) are emendable, and (e) are passed by majority vote. Motions to consider new issues are out of order when another action is pending. Motions brought to the faculty by committee are considered a seconded motion. The person initiating the motion gets the floor first followed by the second or another committee member, before any other debate. The chair may specify a length of time for a debate.
 - i. Friendly amendment – If a recognized member (has the floor) suggests a relatively minor change in the wording or meaning of a motion it may be adopted as a friendly amendment (without motion) if approved by the initiator and seconder of the motion. The motion is then acted upon as amended.
 - ii. Adjourn – A motion to adjourn is non-debatable and non-amendable motion; this motion cannot be reconsidered if passed. A motion to adjourn at a particular time or after a certain length of time is both debatable and amendable, but cannot be reconsidered if passed.

- iii. Adopt, Accept, Agree – A motion of action in reference to a report or resolution.
- iv. Amend – Motion to alter a pending motion; this motion cannot be amended itself, but subsequent motions to amend can be made once a motion to amend has passed or failed. A motion to amend has precedence and must be voted on before the original motion can be considered.
- v. Call the question – This is a motion requesting an immediate vote once you have the floor; no debate, no second, no amendments, no reconsideration. If the majority votes to call the question, the business moves directly to a vote on the pending motion.
- vi. Votes – Ordinarily a vote is taken by the chair asking for the ayes and nays.
 - Verification – The chair or any member may request verification of the vote by show of hands.
 - Rollcall vote – A motion requesting a rollcall vote of the voting members in attendance. No debate, a majority vote moves directly to a rollcall vote. The secretary polls the voting members present.
 - Secret vote – By tradition or as specified in governance documents, some issues are decided by a secret vote to be taken at the time. Any voting member may request a secret vote. The chair and secretary count the votes and announce whether the issue has passed or failed. Governance documents determine whether the numerical vote is reported, and if not specified, the chair decides.
 - Abstentions – Abstention are not counted as “no” votes. However, if the majority of votes cast are “abstain” (either through stating “abstain” or through refraining from voting), then the motion is tabled.
- vii. Ballot – A motion requesting that an issue be decided by a balloting of all voting members within a specified period of time. (Note: In Robert’s Rules, a call for a ballot or a division of the house is the same as a rollcall vote.) If passed a motion to vote by ballot effectively tables the pending motion, so business moves to the next item on the agenda.
- viii. Refer or return – A motion to send a report or action back to a committee for further study. The motion or action is returned to the faculty as an information item at a future time specified in the motion or if not specified whenever the committee thinks their duty has been discharged.
- ix. Form or Discharge a committee – A motion to establish or disband an

ad hoc or temporary committee for some particular duty or action. A temporary committee is considered automatically discharged when their report or action is accepted.

- x. Table – A motion to suspend action on a pending motion. The motion may specify a future time for reconsideration, e.g., the next meeting. If tabled without specification the issue is dead unless reintroduced. To bring an item back to the floor requires a motion to reintroduce an action item. Sometimes a motion to postpone or delay consideration is used instead of tabling; again a time for reconsideration is usually specified. Motions to table or postpone cannot be used to delay elections or other actions with specific deadlines.
- xi. Question of procedure/point of order – A member may ask about a question of procedure (particularly if they think something isn't being done correctly) at any time. The chair rules on the question (but the chair may take advice of a parliamentarian or another member).
- xii. Point of information – At any time a member may interject some information into the discussion that they consider pertinent and vital to the debate on the pending motion.
- xiii. Recess – A motion that calls for a break in the meeting for a specified period.
- xiv. Motion to reconsider action – A motion to bring a previously decided issue back to the floor for discussion and a vote. The motion must be made by someone who voted on the prevailing side of the issue (for or against). Simple majority vote brings the issue back.
- xv. Withdraw or modify a motion – If agreed to by the chair and second, this request does not require a vote. If not agreed, then the request is treated as a motion.

APPENDIX III

Protocol for the submission and evaluation of Program proposals

1. Any faculty member(s) or the Director can initiate a new degree program, certificate, or sequence by preparing a “pre-proposal”. The pre-proposal should include the following information: what need the proposed program would meet, an outline of required and elective courses in the program, and a projection of enrollment in the program.
2. Pre-proposals will be due once a year by the last Monday of January and will be evaluated by February 28th by a joint meeting of the Curriculum Committee and the Graduate/Undergraduate Committees as appropriate.
3. All pre-proposals will be presented to faculty no later than the first week of March along with recommendations from the committees.
4. Faculty members will be given no less than two weeks to consider the pre- proposals and recommendations after which pre-proposals will be presented as action items at the next faculty meeting and a vote taken for whether or not to proceed with each pre-proposal.
5. Full proposals will then be requested and presented through the regular curricular process.