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## Bylaws, Amended 2022

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# **Academic Affairs Committee Bylaws**

## **College of Arts and Sciences, University of Dayton**

### **By-Laws of the Academic Affairs Committee**

#### **Article I: Name and Purpose**

No By-Laws.

#### **Article II: Membership**

##### **A. Types of Members**

No By-Laws.

##### **B. Administrative Representatives**

No By-Laws.

##### **C. Faculty Representatives (10 faculty members)**

The number of faculty representatives from each academic division, Social Sciences, Sciences, Humanities, shall be two. In addition, four faculty representatives shall be chosen at-large from the entire College.

##### **D. Student Representatives (8 students)**

By each January, the Executive Committee of the Academic Affairs Committee will determine the number of student representatives from each academic division of the College based on the number of majors in each area: Arts, Humanities, Social Sciences, and Natural Sciences. There will be at least one student from each of those four areas.

2. The Executive Committee of the Academic Affairs Committee will send out notices to the student body and to chairs/program directors for nominations and self-nominations no later than February of each academic year.

3. The Executive Committee of the Academic Affairs Committee will send the list of nominations received to the College Council of Chairs and Program Directors (CCPD) in March of each academic year with a set of criteria to evaluate each of the nominees. The CCPD will then vote to approve a ranked list of nominees to send back to the Academic Affairs Committee.

4. The Executive Committee of the Academic Affairs Committee will use the list of ranked nominees from the CCPD to invite students to serve as representatives on the Academic Affairs Committee.

(Amended Feb. 19, 2021)

## **Article III: Nomination and Election**

### **A. Faculty Representatives**

1. The nomination and election of faculty members representing the academic divisions of the College shall take place in March of alternating years starting in 1970.
2. The nomination and election of faculty representatives at-large will take place in March of alternating years, starting in 1971.

### **B. Student Representatives**

One student representative from each academic division of the College and a five at-large student representatives from the entire College will be elected each year in March.

### **C. Vacancies and Replacements**

1. Faculty representative election records shall be retained by the Secretary. A seat vacated during a term by a faculty representative shall be filled by the person with the highest number of votes who contested unsuccessfully for that seat in the most recent election. The successor shall serve out the remainder of the unexpired term.
2. Student representative nomination records shall be retained by the Secretary. A seat vacated during a term by a student representative shall be filled by the person next available student on the list of ranked nominees. The successor shall serve out the remainder of the unexpired term. If the ranked nominee list has been exhausted, the Executive Committee of the Academic Affairs Committee will seek additional nominees from the appropriate division and will work with the CCPD to confirm the replacement (amended Feb. 19, 2021)

**D. Seating of the newly elected members will take place at the next meeting following the elections.**

## **Article IV: Officers and Sub-Committees**

### **A. Officers**

1. The Chairperson of the AAC shall preside at all its meetings, and shall fulfill all of the usual duties of a committee chairperson.
2. The Vice-Chairperson shall preside at all of the meetings when the Chairperson is not present, and shall fulfill all of the usual duties of a vice-chairperson.
3. The Secretary shall keep the records of all meetings of the Committee, and shall fulfill all of the usual duties of a committee secretary.

**B. Sub-Committees (Amended to include Educational Variations Committee Manual 12).**

## **1. Membership**

In general, the membership of each sub-committee should include administrative, faculty, and student representatives. The Executive Committee shall include the Chairperson, the Vice-Chairperson, and the Secretary of the Academic Affairs Committee. The Curriculum Committee for each academic division shall include both faculty and student representatives from that academic division. The membership of these committees should be approved by the AAC.

## **2. Function**

The functions and responsibilities of the various sub-committees shall be as follows:

### **a. The Executive Committee**

- (1) To prepare the agenda for all meetings of the Committee;
  - (2) To receive requests for special meetings and to issue calls for all regular and special meetings; and to determine the best means by which the members of the College and other appropriate parties are to be notified of the time, place, and nature of such meetings;
  - (3) To distribute to all members at least three days before each regular meeting the agenda and relevant documents to be discussed;
  - (4) To review the Secretary's summaries of Committee action and to publish or otherwise make these available to the members of the College and to other appropriate parties;
  - (5) To establish temporary procedures in cases where the Committee's constitution provides no guidance (such procedures being subject to approval of the entire Committee);
  - (6) To submit to the membership of the AAC for approval a slate of membership for the various sub-committees;
  - (7) To assign documents received to the appropriate sub-committee;
  - (8) The Executive Committee shall be empowered to designate documents submitted to the Academic Affairs Committee as either requiring a decision by the AAC in full session after consideration by a sub-committee or as requiring only the decision of the sub-committee to which it was assigned. Decisions of the Executive Committee regarding the classification of documents shall be subject to appeal by the full committee by a majority vote of those present at the meeting following the announcement of the assignment of the document to the sub-committee (cf. Art. IV, B-2a-7).
- a. Documents shall be designated at the time they are assigned to sub-committee.
  - b. Minutes of the full AAC shall indicate the designation of each document in addition to the sub-committee to which it has been assigned.

c. All sub-committee decisions made on documents requiring only the sub-committee consideration shall be included in every sub-committee report made to the Academic Affairs Committee in full session. (Amendment approved November 9, 1971: Doc. 71-16 amended)

b. The Academic Policy Committee

(1) To evaluate and decide upon all documented proposals having general application to the entire College;

(2) To formulate general policy concerning the proper procedures for securing the Committee's services to the administrators, faculty, and students of the College;

(3) To formulate policy concerning the general curriculum of the College.

c. The Curriculum Committee (for each academic division of the College)

(1) To evaluate and decide upon documented proposals having specific application to its particular academic division;

(2) To formulate curriculum policy appropriate to its particular academic division.

d. The Educational Variations Committee

(1) The membership shall be composed of one faculty member from each division of the College (Humanities, Sciences, Social Sciences), one student from each division of the College, and one member of the Dean's staff appointed by the Dean.

(2) All curriculum proposals not clearly within the jurisdiction of the Humanities, Sciences, and Social Sciences sub-committees shall be assigned to the Educational Variations sub-committee. (Amendment approved October 26, 1971: Doc. 71-15)

The Chairperson of the AAC shall have the right to appoint whatever standing ad-hoc sub-committees the AAC deems necessary to aid its deliberations. All decisions upon documents and formulation of policy by the various sub-committees shall be subject to the approval of the entire AAC.

## **Article V: Powers and Rights**

### **A. Powers**

When actions of the AAC are disapproved by the President or the Provost of the University, or by any other appropriate parties, reason for disapproval shall be communicated promptly to the AAC. Such communicated disapproval shall not preclude further consideration of the issue by the AAC in an effort to attain the resolution of the disagreement.

B. Rights Information-gathering committees appointed by the AAC normally will contain at least one representative from each of the areas of Administration, Faculty, and Student Body.

## **Article VI: Limitations and Reservations**

### **A. Limitations or Reservations**

No By-Laws.

## **Article VII: Meetings and General Procedure**

### **A. Meetings**

1. Special meetings of the AAC may be called by the Executive Committee, or by the request of the Dean of the College, or by petition of at least one-quarter of the entire membership of the AAC.
2. The Secretary shall give notice of such meetings to the members of the AAC at least two days in advance.
3. In view of the reduced faculty and student representation during the summer session, the standing AAC may vote to stipulate a special quorum requirement for summer meetings.

### **B. General Procedure**

1. Persons from the College, or from elsewhere in the University, who wish to speak on an issue are advised to notify the Chairperson or any other member of the Executive Committee prior to the meeting.
2. On policy matters a quorum of sixteen members need be present, and a two-thirds affirmative vote of those voting shall be required to carry a motion.
3. On non-policy matters a majority of the members need be present, and a majority affirmative vote of those voting shall be required to carry a motion.
4. Documents for consideration by the AAC are to be submitted, distributed and recorded as prescribed in the AAC document 69-33: Policy regarding format and handling of documents, and/or in the AAC document No. 69-1: Approval of extra departmental academic activity.

## **Article VIII: Ratification and Amendment**

A. Approval and Ratification These By-Laws shall be in effect concurrently with, and in the same manner as, the constitution.

B. Amendments to the by-laws shall be in effect when a standard quorum is present and votes in the affirmative by a simple majority. (amended May 1, 2020)

## **Amendments to the By-Laws of the Academic Affairs Committee**

I. The Chairperson shall appoint a standing sub-committee for Educational Variations (cf. Art. IV,B).

1. The membership shall be composed of one faculty member from each division of the College (Humanities, Science, Social Science), one student from each division of the College, and one member of the Dean's staff appointed by the Dean.

2. All curriculum proposals not clearly within the jurisdiction of the Humanities, Sciences, and Social Sciences sub-committees shall be assigned to the Educational Variation sub-committee. (Amendment approved October 26, 1979: Doc. 71-15)

II. The Executive Committee shall be empowered to designate documents submitted to the Academic Affairs Committee as either requiring a decision by the AAC in full session after consideration by a sub-committee or as requiring only the decision of the sub-committee to which is was assigned. Decisions of the Executive Committee regarding the classification of documents shall be subject to appeal by the full committee by a majority vote of those present at the meeting following the announcement of the assignment of the document to the sub-committee (cf. Art.IV, B-2a-7).

a. Documents shall be designated at the time they are assigned to sub-committee.

b. Minutes of the full AAC shall indicate the designation of each document in addition to the sub-committee to which it has been assigned.

c. All sub-committee decisions made on documents requiring only sub-committee consideration shall be included in every sub-committee report made to the Academic Affairs Committee in full session. (Amendment approved November 9, 1971: Doc. 71-16 amended)

## **Policy Regarding the Handling and Format of AAC Documents**

Revised 2018, to reflect adoption of the Course Inventory Management System and creation of Common Academic Program.

To expedite the handling of documents and to insure that the documents which come before the committee receive all due consideration, the AAC establishes the following policies.

### **I. ACTIONS REQUIRING A DOCUMENT**

A. Every change which requires a new entry in or alteration to the University Catalog. This includes but is not limited to:

1. Course additions, deletions or alterations.

2. Changes in course numbers or titles.

3. Changes in course credit

4. Degree program additions, deletions, or alterations.

B. Changes in courses with varying content.

1. Offerings in all courses with varying content (generally labeled "topics in ..."; "studies in ..."; "problems in ..."; "issues in ..." or "seminar in ..." or other such generic titles) need the submission of an AAC document the first time a new topic is offered.

2. Any one of the following, however, shall provide an exception to I, B, 1 above and therefore does not need a document:

a. Independent study or research courses

b. Courses that are not repeatable as the topic changes

c. Courses aimed at majors and minors. The syllabi of such courses are kept in the appropriate department office.

C. Other actions as deemed appropriate by the Dean.

Documents should be submitted for small changes. Small changes include:

1) Wording changes in the introductory paragraphs of Catalog material

2) Moving of information in the Catalog for the purpose of clarity

Consult with the Dean's office or with the current chairperson of the AAC about these issues.

## **II. GUIDELINES FOR PREPARATION OF DOCUMENTS**

A. Discussion and Consultation: Initiate discussion and proposals at the departmental level in accordance with appropriate departmental processes. This process should also include, as appropriate, consultation with other departments and programs for their support of the proposed curricular change. If the proposal includes a budgetary, space, or equipment request, the department chair or program director should consult with the Associate Dean well before initial submission.

B. Completion of the Web-Based Forms: Depending on the type of curricular change proposed choose between the two web-based forms available in the Course Inventory Management System (CIM).

For Courses - The courses form can be found at Course Form. Please use this form for all individual course proposals. These may include proposals for new CAP or non-CAP courses, for an existing course seeking CAP approval, or a change in course number, catalog description, credit hours, etc. for an existing course. [This category is the old ACC "Form 1"]. Course proposers should select either to edit an existing course or create a new course. Utilize the instructions, comments, and examples provided by



clicking on the question icon found adjacent to the fields on the web-based form. In addition, a short video illustrating the process for preparing Course Forms can be found here: CAP Course Proposals: Using the Course Inventory Management System.

## 2. For Programmatic Changes:

A. Go to Faculty Tab on Porches under Office of the Registrar Resources, CourseLeaf Products; select Program Change/Catalog Entry Form (PIM).

a. If revising a program, use search box to locate program; once you have found the program, use green edit program button and make changes.

b. If creating new program, select Propose New Program Button; use form to enter information.

c. If deactivating a program, use search box to locate program; once you have found the program, use red deactivate program button; enter information in form.

B. When complete with any action, scroll to bottom of form; hit save draft if you intend to make additional change; hit save and submit if you are finished with the form.

### **III. DEADLINE FOR SUBMISSION OF DOCUMENTS**

A. A document will not be formally considered by the full AAC until after a mandatory two-week waiting period from the date the document is distributed to subcommittee(s) or the Dean by the Executive Committee. This interval provides time for reaction by members of the University Community, who are encouraged to submit their comments in writing to the AAC or in person to any member of the committee. This waiting period may be waived only by a three-fourths favorable vote of those present at a meeting of the full AAC.

B. Proposals to be considered for inclusion in the University of Dayton Catalog, Undergraduate Issue must be received in time for decision by the full AAC before the deadline date of such materials as set by the Office of the Provost. This means that documents must be submitted approximately one month before the Provost's deadline. Proposals which would result in major changes should be submitted as early as possible, preferably in the spring, to allow sufficient time for proper consideration of the proposal.

### **IV. GUIDELINES FOR DISPOSITION OR DOCUMENTS**

A. The Executive Committee of the AAC will assign documents for consideration/approval as follows:

1. Proposals that require authorization by the full AAC:

a. Addition, deletion or alteration of courses taken by a large percentage of students from several departments.

b. Additions, deletions, or alteration of degree programs.

c. Changes in course credit.

d. Offerings in courses with varying content not falling in one of the excepted categories in I, B, 2, above.

e. Matters judged by the AAC Executive Committee to require formal AAC approval.

2. Proposals that the Executive Committee of the AAC may authorize the Dean to consider rather than require consideration by the full AAC:

a. Addition, deletion, or alteration of upper-level courses taken by a smaller number of students from a few departments.

b. Addition, deletion, or alteration of courses which ordinarily have enrolled only majors.

c. Changes in course numbers or titles.

B. The Office of the Dean will distribute the copies of the documents to the following persons and offices:

1. Members of the Academic Affairs Committee

2. Chairpersons and Program Directors of the Arts and Sciences academic departments and programs, the Registrar, the Provost, the Associate Provost for undergraduate education, the director of the University Honors Program, and the Associate and Assistant Deans of the College of Arts and Sciences.

3. The deans of the Schools of Business Administration, Education, Engineering, and Law.

4. The Vice President of Academic Affairs, Student Government Association

## **V. OPERATING PROCEDURES**

A. The Executive Committee of the AAC assigns all documents either to the appropriate subcommittee(s) or to the Dean for consideration and recommendation. (See also IV, B above).

B. Agenda distribution preliminary to the meetings of the AAC will list by number and title all documents to be considered at the meeting, and will also list by number and title the documents still being considered by the subcommittee.

C. The Dean's Office will maintain a file of all documents submitted to the AAC, all minutes, and all other relevant material pertaining to the proceedings of the AAC.

D. The Dean will communicate to the full AAC the results of any action taken by means of the expanded minutes of the Executive Committee or at a full AAC meeting, on documents assigned to him or her under Guideline IV, B, 2. The Dean will also communicate to the Registrar any changes made under Guideline IV, B, 2.

E. Any member of the University Community wishing to react to any document is encouraged to communicate his or her views to the appropriate subcommittee.

F. The person submitting the proposal--whether administrator, member of the faculty, or student--may, but need not be present at the AAC's deliberations. However, if he or she desires, the originator or a representative may address the AAC and/or any appropriate subcommittee in favor of the proposal. The Executive Committee of the AAC or the chairperson of the subcommittee has the responsibility of notifying the originator of a proposal as to when the proposal will be discussed. Other individuals may be allowed to speak to the entire committee at the discretion of the AAC.

N.B. Any course approved for the University of Dayton Catalog, Undergraduate Issue of the succeeding academic year may be offered in January of the current academic year, if it appears in the composite.

### **Consultation Clarification**

The CAPC Procedures gives guidance on the Consultation Process. This document gives additional guidance to proposers and reviewers as to best practices.

#### **4.3 Consultations**

Consultations are defined as seeking the advice and expert opinion from departments, programs, and units that may affect or be affected by the course proposal or whose input may strengthen the course.

#### **PRINCIPLES:**

A—Consultations and the results of the consultations are used by the CAPC in its evaluation of the proposals and are therefore an important element in the course proposal approval process.

B—If the CAPC feels that there has not been sufficient or broad enough consultation the CAPC will return the proposal for additional consultation.

#### **Additional considerations:**

- Requests for consultation should be directed to department chairs or program directors.
  - They can give a consultation on behalf of a department, pass the consultation request on to the appropriate department or program committee, pass the consultation on to a faculty member with significant expertise
- Interdisciplinary programs who have advisory committees, boards, or other forms of interdisciplinary representation may ask all committee members to consult with their home departments or units and to act as representatives of those units. Where this has occurred, proposers should indicate that this was the consultation process.

- When asked for a consultation, the department chair or program director should respond within one week acknowledging receipt of the request and indicating a timeline, or process for handling the request
- When asking for a consultation, proposers need to give adequate time for those reviewing the proposal to carry out the review. In most cases, one month is recommended.
- Departments and programs are asked to respond within a week that they have received the request and a timeline for reviewing the proposal and sending feedback to the proposer.
- Consultation requests should clearly state what is being requested. Some examples of requested consultations include: endorsement for a CAP category, endorsement that the course has value for the students who are meant to be beneficiaries of the course, endorsement that the methodology or content being proposed is in accord with recognizable practices in the discipline.
- Possible responses to requests for consultation:
  - Endorsement
  - Request for additional clarification
  - Formative recommendations based on the CAPC guidelines
- If recommendations are made
  - Proposers can make the changes
  - Can explain how the concerns were addressed
  - Can explain why they have chosen to leave the proposal unchanged
- In cases where consultation has been requested, but a proposer has not heard back from a department, the proposer should submit the proposal and detail the attempts that were made to consult. The AAC will then proceed with the review and will not request additional consultation.

*Please note that in many cases UD faculty have interdisciplinary expertise. In those cases, the “faculty qualifications” should list that expertise and consultation with another department or program would not be expected.*