



CLINTON COMMUNITY COLLEGE FACULTY COUNCIL BYLAWS

ARTICLE I: NAME

The name of this organization shall be the “Faculty Council of Clinton Community College.”

ARTICLE II: RESPONSIBILITY OF THE FACULTY COUNCIL

The Faculty Council is charged with the responsibility for the initiation, development and implementation of the educational program, particularly in the areas of curriculum, methods of instruction, research, service programs and other matters closely related to the academic program. The Faculty Council shall advise and consult with the President in this regard, for the purpose of finalizing such programs and practices with the Board of Trustees.

ARTICLE III: MEMBERSHIP

- A. The “regular membership” of the Faculty Council shall be composed of the President of the College, any college administrative officers appointed by the President, full-time members of the Professional staff holding academic rank (Professor, Associate Professor, Assistant Professor, Instructor), and full-time Non-Teaching Faculty members.

- B. “Associate” membership on the Faculty Council shall be available to part-time members of the professional staff holding academic rank and Emeriti of Clinton Community College. Such associate members have the privilege of attending meetings with active participation in the business affairs of the Council.

ARTICLE IV: OFFICERS

A. Chairperson

- 1. Nominations for Chairperson will be made at the meeting preceding the May meeting. Additional nominations may be made at the May meeting. Nominees must be “regular” Council members.

2. The Chairperson of the Faculty Council shall be elected for a period of one year at the May meeting by a majority vote.
3. The duties of the Chairperson are:
 - a) To conduct meetings of the Faculty Council,
 - b) To develop the agenda for Faculty Council meetings,
 - c) To recommend Faculty Council members for specific committees for approval by the President of the College,
 - d) To carry out such activities as directed by vote from the membership,
 - e) To call special meetings as hereinafter set forth,
 - f) To serve as liaison between the Faculty Council and President and Administrative Officers of the College,
 - g) To provide new membership with a copy of the Bylaws.

B. Vice-Chairperson

1. Nominations for Vice-Chairperson will be made at the meeting preceding the May meeting. Additional nominations may be made at the May meeting. Nominees must be “regular” Council members.
2. The Vice-Chairperson of the Faculty Council shall be elected for a period of one year at the May meeting by a majority vote.
3. The duties of the Vice-Chairperson are:
 - a) To assume the duties of the Chairperson in the event of the chairperson’s vacancy or absence,
 - b) To serve as representative of the Faculty Council of Community Colleges,
 - c) To maintain official membership roster of the Faculty Council.

C. Secretary

1. Nominations for Secretary of the Faculty Council will be made at the meeting preceding the May meeting. Additional nominations may be made at the May meeting. Nominees must be “regular” Council members.

2. The Secretary of the Faculty Council shall be elected for a period of one year at the May meeting by a majority vote.
3. The duties of the Secretary are:
 - a) To distribute the minutes of the previous Council meeting at least three working days prior to the next regular Council meeting together with the agenda for the next regular meeting. Said distribution may be made through the campus e-mail system or regular campus mail,
 - b) To maintain all Faculty Council minutes.

D. Term of Office

The term of office for all officers shall commence on June 1st and end on May 31st of the calendar year.

ARTICLE V: COUNCIL MEETINGS

A. Regular Meetings

Commencing in October, the Faculty Council shall hold at least one monthly meeting during the fall and spring semesters when classes are in session.

B. Special Meetings

Special meetings may be called, as the occasion dictates, by the Chairperson upon his or her own initiative or upon written request of at least one-third of the regular membership. Such requests must be submitted to the Chairperson in time to enable the Secretary to notify the membership at least one week prior to the date of the meeting. Minutes of such meetings shall be taken by the Secretary and distributed as per Article IV of these Bylaws.

C. Quorum

A quorum for conducting business at either a regular or special Council meeting shall consist of a majority of the regular members.

D. Agenda

Copies of the agenda shall be distributed to all Council members by the Secretary at least three days prior to a regular meeting, and at least one week prior to a special meeting. An item may be considered for the agenda for any regular meeting of the Faculty Council upon submission of a signed request to the Chairperson at least four business days prior to the day on which the agenda must be distributed, according to these Bylaws. The Chairperson shall determine other items on the agenda.

E. Conduct of Meetings

All regular and special meetings of the Faculty Council shall be conducted according to the latest edition of *Robert's Rules of Order Newly Revised*.

ARTICLE VI: VOTING

The voting members of the Faculty Council shall be the regular members of the Council, excluding the Chairperson and associate members. The Chairperson may vote in the event of a tie vote.

ARTICLE VII: STANDING COMMITTEES

A. Names

The Standing Committees of the Faculty Council shall be:

1. Academic Standards Committee
2. Assessment Committee
3. Cultural Affairs Committee
4. Curriculum Committee
5. General Education Committee
6. Learning Resources Committee
7. Professional Development Committee

B. Eligibility and Selection

Standing committees shall be composed of regular members of the Faculty Council, in addition to student representation.

Committee assignments of regular members shall be made by the President of the College (or designated representative) after taking into consideration individual interests and preferences, the need for membership continuity, and representation as specified in Article VII, Section C.

Student membership of each standing committee shall consist of one student, if possible, appointed by the Student Senate.

The Chairperson and Secretary of each standing committee shall be elected by members of that committee.

C. Membership of Standing Committees

1. The Chairperson of the Faculty Council shall serve ex-officio on all standing committees.
2. The Vice President for Academic Affairs shall serve ex-officio on the Curriculum, Academic Standards, General Education and Assessment Committees.
3. The Vice President for Student Affairs or designee appointed by the President shall serve ex-officio on the Cultural Affairs and Assessment Committees.
4. The Registrar shall serve ex-officio on the Academic Standards and Curriculum Committees.
5. The Associate Dean of Institutional Research and Planning shall serve ex-officio on the Assessment Committee.
6. The Library Director shall serve ex-officio on the Learning Resources Committee.
7. Each academic department shall designate up to one representative to each standing committee. If an academic department has more members than the number of standing committees, a second representative to a standing committee may be designated.
8. A Non-Teaching Faculty member and a representative from Student Services shall serve on the Curriculum Committee.
9. Other members shall be appointed as deemed appropriate.

D. Responsibilities of Standing Committees

1. Academic Standards Committee

The Academic Standards Committee will promote high academic standards. The Committee will also review and recommend: (a) criteria for academic honors, probation and dismissal; (b) policies for grading and granting credit, certificates and degrees; and (c) procedures for dealing with matters of academic discipline.

2. Assessment Committee

The Assessment Committee is the body that provides broad-based planning and/or review of nearly all assessment activities on campus. These include Academic and Student Affairs Program Reviews and Progress Reports, Student Learning Outcomes, General Education and review/implementation of assessment tools such as external and internal surveys and research.

3. Cultural Affairs Committee

The Cultural Affairs Committee shall have the responsibility of providing a well-rounded cultural program for Clinton Community College students. It seeks to accomplish this goal through the presentation of performing artists, workshops, visual arts exhibits and speakers. The Committee also provides travel opportunities to expand the cultural experience of Clinton students.

4. Curriculum Committee

The CCC Curriculum Committee, as a standing committee of the Faculty Council, serves as a forum to review and to approve curriculum proposals, to study curriculum issues, and to report to the faculty on curriculum related matters. The curriculum committee reviews all course and program changes proposed by the academic programs of the campus. The Curriculum Committee guides the proposal process which may include returning proposals to the originating academic program with requests for further information, clarification, and/or suggestions for

modification. Once an action item is approved by Curriculum, it is forwarded to Faculty Council for consideration.

5. General Education Committee

The General Education Committee shall have the responsibility for evaluating and maintaining a general education core in the College program. The Committee shall review the role of general education in a college educational experience. The Committee shall work closely with the General Education Coordinator to review and implement the General Education Assessment Plan.

6. Learning Resources Committee

The Learning Resources Committee shall have the responsibility for promoting the integration of learning resources into the teaching and learning processes. The Committee shall review policies, available materials, new technology, and make recommendations for improvement and awareness of resources.

7. Professional Development Committee

The Professional Development Committee shall have the responsibility for creating and promoting opportunities in professional development for the membership of the Faculty Council. Opportunities could include speakers, forums and workshops. Faculty requests for professional development funding are reviewed by the committee and then forwarded to the VPAA for final approval.

ARTICLE VIII: AD HOC COMMITTEES

Ad hoc committees may be created at any time by the Chairperson of the Faculty Council or by a majority vote of the Faculty Council.

ARTICLE IX: COMMITTEE RECORDS

It shall be the duty of the committee to record the minutes of committee meetings and maintain a record of all pertinent documents. These records shall be retained by the committee for future reference and archival purposes. Electronic copies of approved committee minutes shall be forwarded to the Chair of Faculty Council and also electronically filed in the respective Public Folder for the committee or on the committee's

website. The committee shall submit an End of the Year Report to the Chair of Faculty Council and electronically file it in the committee's Public Folder.

ARTICLE X: AMENDMENT TO THE BYLAWS

An amendment to these Bylaws may be proposed by any regular member of the Faculty Council. A proposed amendment must be distributed in writing or by campus wide email to members of the Faculty Council at least two weeks preceding the regular Faculty Council meeting at which it is to be considered, or at least one week preceding a special Faculty Council meeting at which it is to be considered. An amendment shall become part of these Bylaws by an affirmative vote of two-thirds of the regular members present and voting.

ARTICLE XI: RATIFICATION OF THE REVISED BYLAWS

Article IV (B) and Article VII of these Revised Bylaws shall take effect on June 1, 2014 upon approval by two-thirds of the regular membership of the Faculty Council present. All other provisions of these Revised Bylaws shall take effect immediately upon approval by two-thirds of the regular membership of the Faculty Council.