

Dear Colleagues,

Enclosed are four proposed revisions to the Faculty Council Bylaws:

1. Creating a new standing committee – the Student Learning Assessment Committee (described in Section 5.19)

This new standing committee is being proposed in recognition of the important role that assessment, especially assessment of student learning, now plays in the life of the university. In the absence of an assessment committee, the Academic Affairs Committee has assumed responsibility for monitoring assessment processes and findings, resulting in a very significant workload for that committee. With the creation of a new assessment committee, the responsibilities of the Academic Affairs Committee will, it is hoped, become more manageable.

With this proposal, the current General Education Task Force is being recast as a subcommittee of the new assessment committee. This has the advantage of formalizing within the faculty governance structure the important role that this group is playing in the development and implementation of the university's general education goals and objectives.

2. Revising the charge to the Academic Affairs Committee (described in Section 5.09)

The revised language being proposed is an attempt to describe more accurately the functions that this committee has come to perform over the years in response to matters referred to the committee by Faculty Council Executive Committee.

3. Merging of Academic Computing Services and Instructional Resources committees into a single committee – the Technology and Instructional Resources Committee (described in Section 5.17)

Examination of the charges to the Academic Computing Services Committee and to the Instructional Resources Committee revealed considerable overlap in responsibilities, especially in light of technological advances and the extent to which computer technology has become fundamental to much of instructional practice. Therefore, a committee is being proposed that has in its charge some of the responsibilities previously assigned to Academic Computing Services and to Instructional Resources, as well as new responsibilities related to instructional spaces and long-term technology planning.

Attached is a document describing how the membership of the two existing committees can be melded into the membership of the new committee, if this proposed revision is adopted.

4. Explicitly giving each standing committee the authority to establish task forces to assist the committee in the discharge of its responsibilities (described in Section 5.01(c))

In recent years, the Academic Affairs Committee has used task forces to accomplish its work. This proposed change will formalize the authority of each committee to establish such task forces.

## **Current Section 5.09 Academic Affairs Committee**

### **Section 5.09 Academic Affairs Committee**

- (a) The charge to the Academic Affairs Committee is to
  - (1) review proposed programs and majors;
  - (2) review proposed termination of existing programs and majors with University-wide impact;
  - (3) make recommendations regarding the educational philosophy of the University including research and professional development;
  - (4) review and recommend University-wide policies regarding intercollegiate programs, and transfer of credit among schools and colleges of the University and from other institutions;
  - (5) review and recommend changes in academic rules and regulations such as:
    - (i) graduation requirements
    - (ii) residency requirements
    - (iii) academic standing
    - (iv) academic fraud policies
    - (v) drop/add policies
    - (vi) pass/fail options
    - (vii) repetition of course policies
    - (viii) eligibility for extracurricular activities
    - (ix) class attendance policies
    - (x) missed examination policies
  - (6) approve student academic honors and awards in cases which transcend any individual school or college.
- (b) The Academic Affairs Committee membership consists of:
  - (1) one member elected from each school or college drawn from category (2) of Section 5.02(a) (University College Academic Council shall choose its member from among the eligible faculty as defined in Section 5.02(a)(2) and (3))
  - (2) one member elected from category (3) of Section 5.02(a)
  - (3) the Committee Chair, who must be tenured
- (c) The Academic Affairs Committee shall have two standing subcommittees, the first to exercise the charges of the Academic Affairs Committee which pertain to undergraduate programs, and the second to exercise the charges of the Academic Affairs Committee which pertain to graduate and professional programs.

## **Proposed Section 5.09 Academic Affairs Committee**

- (a) The charge to the Academic Affairs Committee is to
  - (1) review proposals for new academic majors and new academic programs culminating in the awarding of a degree. Changes to existing academic majors or programs, including a new minor, track, specialization, and individual course or program requirements, are delegated to the school or college charged with oversight of the program or major;
  - (2) review proposals for changes to university-wide distribution requirements such as the Undergraduate Writing Program and the General Education Program;
  - (3) review proposals for changes to university-wide academic policies, including policies that relate to graduation, policies that affect transcript designations and policies that affect a student grade in a course;
  - (4) make recommendations regarding the educational philosophy of the University as it relates to teaching and professional development;
  - (5) approve student academic honors and awards in cases which transcend any individual school or college;
  - (6) review proposed termination of existing programs and majors with university-wide impact;
- (b) The Academic Affairs Committee membership consists of:
  - (1) one member elected from each school or college drawn from category (2) of Section 5.02(a) (University College Academic Council shall choose its member from among the eligible faculty as defined in Section 5.02(a)(2) and (3))
  - (2) one member elected from category (3) of Section 5.02(a)
  - (3) the Committee Chair, who must be tenured

## **Proposed Section 5.19 Student Learning Assessment Committee**

- (a) The charge to the Student Learning Assessment Committee is to:
- (1) gather information and review assessment reports relating to university-wide student learning goals and objectives. This charge includes reports from the Implementation Committee for Assessment of Student Learning (ICASL), the General Education Subcommittee, and other groups charged with assessment of student learning that transcend any individual school or college;
  - (2) make recommendations on university policies, academic requirements, and assessment processes to improve achievement of university-wide student learning outcomes;
  - (3) report to Executive Committee and Council on assessment of university-wide student learning goals and objectives, and on recommendations to improve student learning;
  - (4) collaborate with the Provost on the implementation of recommendations regarding learning goals and objectives that are endorsed by Faculty Council.
- (b) The Student Learning Assessment Committee membership consists of:
- (1) one member elected from each school or college drawn from category (2) of Section 5.02(a) (University College Academic Council shall choose its member from among the eligible faculty as defined in Section 5.02(a)(2) and (3))
  - (2) one member elected from category (3) of Section 5.02(a)
  - (3) the Assistant/Associate Provost for Teaching, Learning, and Assessment (ex officio)
  - (3) the Committee Chair, who must be tenured.

- (c) The Student Learning Assessment Committee has as a standing subcommittee:
- (1) the General Education Subcommittee;
    - (a) serves as an academic forum for general education discussion across the university;
    - (b) co-ordinates the university-wide general education assessment activities (curricular and co-curricular);
    - (c) periodically evaluates the extent to which general education at Widener contributes to the achievement of the General Education Learning Goals and proposes changes to improve student learning;
    - (d) summarizes general education assessment activities and student outcomes, and makes recommendations based upon assessment results in an annual report to the Student Learning Assessment Committee.
  - (2) the General Education Subcommittee membership consists of:
    - (a) one member elected from each division from the College of Arts and Sciences drawn from category (2) of Section 5.02(a)
    - (b) one member elected from the Center for Education drawn from category (2) of Section 5.02(a)
    - (c) one member elected from the Center for Social Work Education drawn from category (2) of Section 5.02(a)
    - (d) one member selected by the University College Academic Council
    - (e) one member elected from each remaining school drawn from category (2) of Section 5.02(a)
    - (f) one elected representative of the Library staff drawn from category (3) of Section 5.02(a)
    - (g) one member selected by the Dean of Student Services
    - (h) the Assistant Provost for Teaching, Learning and Assessment (ex officio)
    - (i) the Subcommittee Chair, who will be elected by the Student Learning Assessment Committee from among its members.

## **Current Section 5.17 – Academic Computing Services Committee**

- (a) The charge to the Academic Computing Services Committee is to
  - (1) make recommendations concerning computer services including computer classrooms, general purpose computing laboratories, faculty office computing resources in support of teaching and research, and administrative technology support for academic programs (e.g., email, degree audit, online registration, online grading, etc.);
  - (2) recommend policies on use, acquisition of materials, and services to academic programs; and
  - (3) participate in the campus technology planning process through recommendations and review of future technology growth and development as it relates to academic programs.
- (b) The Academic Computing Services Committee membership consists of:
  - (1) the Chief Information Officer
  - (2) one member elected from each school and two members elected from the College of Arts and Sciences drawn from category (2) of Section 5.02 (a), and one member elected from the Library drawn from category (3) of Section 5.02 (a). (University College Academic Council shall choose its member from among the eligible faculty as defined in Section 5.02 (a) (2) and (3).)
  - (3) the Committee Chair

## **Current Section 5.18 Instructional Resources Committee**

- (a) The charge to the Instructional Resources Committee is to
  - (1) make recommendations concerning facility resources to enhance teaching and learning in the traditional and virtual classroom including training, curricular support, classroom design, and implementation of such resources within the classroom; and
  - (2) recommend policies related to instructional use of technology and other resources.
- (b) The Instructional Resources Committee membership consists of:
  - (1) the Head of Multimedia & Classroom Support
  - (2) the Director of the Media Production Center
  - (3) the Chair of the Instructional Technology Council
  - (4) the Chief Information Officer
  - (5) one member elected from each school or college and from the Library drawn from categories (2) and (3) respectively of Section 5.02(a) (University College Academic Council shall choose its member from among the eligible faculty as defined in Section 5.02(a)(2) and (3))
  - (6) the Committee Chair

## **Proposed Section 5.17 Technology and Instructional Resources Committee**

- (a) The charge to the Technology and Instructional Resources Committee is to:
  - (1) make recommendations concerning facilities, resources, and computer services to enhance teaching, learning, research and administrative tasks. This charge includes technology support, computers, software, curricular support, and classroom design;
  - (2) facilitate faculty professional development relating to the use of technology to enhance instruction, research and administrative tasks;
  - (3) make recommendations concerning policies and planning for computer services, technology, and classroom design.
  
- (b) The Technology and Instructional Resources Committee membership consists of:
  - (1) one member elected from each school or college drawn from category (2) of Section 5.02(a) (University College Academic Council shall choose its member from among the eligible faculty as defined in Section 5.02(a)(2) and (3))
  - (2) The Chief Information Officer (ex officio)
  - (3) Head of Multimedia and Classroom Support (ex officio)
  
  - (4) The Director of the Office of Pedagogical Support (ex officio)
  - (5) the Committee Chair.

### **Current Section 5.01(b)**

The Council may establish special or *ad hoc* committees which are necessary to conduct the business of the Council.

### **Proposed Addition - Section 5.01(c)**

Section 5.01(c) Each committee may establish task forces, when necessary, to conduct business of that committee. These task forces will report directly to the establishing committee.