

**Agenda**  
**Faculty Senate Called Meeting**  
**January 16, 2009**  
**12:10 p.m.**  
**Fine Arts Building rm. 206**

**I. Call to Order**

**II. Old Business**

- a. Bylaws – Second Reading
  - i. Student Success Committee (Appendix A)

**III. New Business**

- a. Bylaws – First Readings
  - i. Academic Standards Committee (App B)
  - ii. International Programs & Activities Committee (App C)
  - iii. Library Committee (App D)
  - iv. Writing Committee (App E)

**IV. Announcements**

**V. Adjournment**

## **Appendix A**

### **Student Success Committee Bylaws**

#### **Mission**

The Student Success Committee shall recommend policies on recruitment, admissions, advisement, and retention. It will also select award recipients for scholarships.

#### **Duties**

The committee shall:

- define and evaluate advisement goals, objectives and procedures
- evaluate the relationship between academic advisement and retention
- review both current and proposed policies concerning advisement and recommend changes to the Senate
- identify resource needs for advisement and retention
- develop, assess, and help implement an annual advisement and retention plan
- review scholarship applications compiled by the Office of Financial Aid, and select award recipients
- present the list of candidates for graduation

#### **Membership**

The committee shall be composed of ten faculty representatives, one undergraduate student, one graduate student, and seven *ex officio* non-voting members. The *ex officio*, non-voting members are the Director of Academic Orientation and Advisement, the Director of Multicultural Affairs, the Registrar, the Director of the Honors Program, the Director of Financial Aid, the Dean of Enrollment Services, and the assistant Vice President of Graduate Studies.

#### **Meetings**

This committee shall meet at least once per month during the Fall and Spring semesters. The committee will determine meeting dates and times to be posted on the senate website.

#### **Reports**

The minutes of each meeting will be provided to the Secretary of the Senate for posting. A separate report will be submitted to the faculty senate when a recommendation for action is made by this committee. At the end of each semester, the chair of the committee will submit to the Senate a summary of committee activities.

## **Appendix B**

### **Academic Standards Committee**

#### **Bylaws**

The Academic Standards Committee shall hear appeals on academic admission and readmission and shall be responsible for recommending policies related to the Academic Honor Code and the Code of Conduct as well select members of the Student Court.

The Academic Standards Committee shall consist of two Sub-Committees: The Academic Appeals Sub-Committee and the Student Conduct Sub-Committee.

The Academic Appeals Sub-Committee shall be composed of six faculty members. The Vice-President for Student Affairs or his/her designee, the Vice-President for Academic Affairs or his/her designee, and the Registrar or his/her designee, and the University Appeals Officer will be *ex officio*, non-voting members. The University Appeals Officer will also serve as chair of the committee.

The Academic Appeals Sub-Committee shall meet a minimum of six (6) times per academic year: the first weekday in August, two days before the start of fall semester classes, mid-November, two days before the start of spring semester classes, mid-April, and one day before the start of summer classes.

The Student Conduct Sub-Committee shall be composed of the members of the Academic Appeals Sub-Committee, the Vice-President of Student Affairs or his/her designee, and four students. The four students shall be the President and Vice-President of the Student Court, the President of the Student Government Association, and one student-at-large. The Vice-President of Student Affairs or his/her designee shall assist in the student selection process

All rules and regulations relating to student conduct that are proposed by any University official, committee, or student group, and for which sanctions may be imposed in the name of the University, must be submitted to the Student Conduct Sub-Committee for consideration and review prior to submission to the Faculty Senate and the student body.

## Appendix C

### International Programs and Activities Committee Bylaws

#### **Mission**

The International Programs and Activities Committee will clarify, review, and implement regulations and policies regarding the quality and administration of international education programs. The committee will work with the Office of International Education to advance the development of its programs and activities, and to provide recommendations regarding resource allocation for international programs.

#### **Duties**

The committee works with the faculty and student international exchange programs, study abroad programs and visiting professors and students; establishes study abroad opportunities; enhances campus global perspectives in and beyond the curriculum; improves campus and community awareness of international programs; clarifies and updates policies; evaluates adherence to these policies; and serves as a forum for discussing relevant administrative and resource issues.

#### **Meetings and Reporting**

The committee shall meet at least once each semester. The committee shall make recommendations to the Senate on regulations and policies regarding the quality and administration of international education programs. The committee shall provide advice and expertise to the Office of International Education on issues related to program development, activities, and resource allocation. The committee shall report to the Senate its actions regarding international program development, activities, and resource allocation. The student member of the committee shall report the activities of the committee to the student Senate.

#### **Membership**

The committee shall be composed of the campus representatives to the European, Asian, African and Americas Councils of the University System of Georgia; a member of the European Union Certificate Program; a member of the Latin American Certificate Program; the campus representative to the Georgia Consortium for International Studies; three study abroad program directors; five faculty representatives; and one student representative. The Director of International Education shall serve as an *ex officio*, nonvoting member. The President of the Student Government Association shall nominate the student representative. The Director of International Education shall nominate the study abroad program directors. The members of the committee shall elect one voting member as Chairperson.

## **Appendix D**

### **Library Committee Bylaws**

#### **Mission**

The Library Committee will make recommendations to the Senate concerning library issues that affect the educational mission of the university and will act in an advisory capacity to the University Librarian.

#### **Duties**

The committee shall review and make recommendations concerning the library budget and library allocations policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Lane Library/Brockmeier Award for Outstanding Junior Faculty Member.

#### **Meetings and Reporting**

The committee shall meet at least once each semester. All meeting minutes will be reported to the secretary of the Faculty Senate.

#### **Membership**

The voting membership of the committee includes one faculty member from each college, one faculty member from the Library other than the University Librarian, and one student member. The University Librarian will be a non-voting, ex officio member.

## **Appendix E**

### **Writing Committee Bylaws**

#### **Mission**

The Writing Committee will promote student achievement in writing and foster campuswide support for the principle of effective writing in all academic disciplines.

#### **Duties**

The committee shall conduct an annual campus-wide forum and may sponsor other activities to address writing strategies that are generic and/or discipline specific. The committee will also assist the Director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

#### **Meetings and Reporting**

The committee will meet twice every semester and as needed to conduct business.

#### **Membership**

The committee shall consist of seven faculty members and two students: one faculty representative from each of the four colleges of the university, one at-large member, one Faculty Senate Representative, the Director of the Writing Center, one student nominated by the Director of the Writing Center and one student nominated by the Student Government Association. The Director of the Writing Center shall serve as an *ex officio*, non-voting member.