

# College of Arts and Sciences Faculty Meeting

Wednesday, May 8, 2024

3:30 p.m. – 5:00 p.m.

Platte River Room, Nebraska Union

## AGENDA

1. Approval of Minutes from the Fall Faculty Meeting held on December 14, 2023. See Appendix, pages 2-3.
2. College Updates and information items
3. Opportunity for faculty to ask questions arising from annual reports of the various college committees. See appendix, pages 3-8.
  - a. Executive Committee (page 3)
  - b. Promotion and Tenure Committee (page 3)
  - c. Curriculum and Advising Committee (pages 4-5)
  - d. Committee on Student Academic Distinction, Awards, and Appeals (pages 5-6)
  - e. Assessment Committee (page 6)
  - f. Research Advisory Committee (pages 6-7)
  - g. Endowed/College Professorships Committee (page 7)
  - h. Inclusion, Diversity, Equity, and Access (IDEA) Committee (pages 7-8)
  - i. Academic Freedom and Freedom of Speech Committee (page 8)
4. Recommendation from the College Curriculum and Advising Committee to approve the proposed changes for the Undergraduate Catalog. See Appendix, pages 9-15.
  - a. Changes in **College Residency Requirements** – Normalizes requirements across college majors. See Appendix, page 9.
  - b. Changes to the minors in **Chemistry** – Elimination of Plan A and Plan B minors and creating a new minor that provides more flexibility to explore chemistry. See Appendix, pages 10-11.
  - c. Changes to the minor in **Informatics** – Move minor home to School of Computer in the College of Engineering. See Appendix, pages 12-14.
5. Discuss recommendation from the Dean and the College Executive Committee to approve the proposed changes to the Bylaws of the Faculty. See Appendix, pages 15-25.
6. Questions and Feedback

## APPENDIX

### 1. Fall CAS Faculty Meeting Minutes, December 14, 2023

Faculty Secretary: Stephen Lahey

1. Meeting called to order by Dean Mark Button.
  - a. Stephen Lahey was elected to a two year term as Faculty Secretary
  - b. Jolene Smyth was appointed as Parliamentarian
2. Minutes of the College of Arts and Sciences Spring Faculty Meeting (May 11, 2023) were unanimously approved and will stand as printed.
3. College Updates: Dean Button discussed the following:
  - CAS Strategic Plan – Year 2 report
  - Increase in graduation rates for both four-year and six-year
  - Elevating graduate programs
  - Record amount of external funding
  - Increase in the diversity of faculty
  - CAS Comprehensive campaign
  - Budget challenges and reductions
  - Enrollment and SCH data
4. Notification from the Dean and the College Curriculum and Advising Committee regarding policy on offering Special Topics Courses. This item is informational – to communicate to the faculty a policy change pertaining to special topics courses. Special Topics Courses are intended to enable faculty to develop and try out new courses.
5. Recommendation from the College Curriculum and Advising Committee to approve the proposed changes for the 2024-2025 Undergraduate Catalog.
  - a. Discontinue Intercollege Studies Agreements between the College of Arts and Sciences and the College of Fine and Performing Arts and the College of Journalism and Mass Communication. See Appendix, page 7.
    - a. In favor: All
    - b. Opposed: 0
    - c. Abstentions: 0
  - b. Changes in College Course Restrictions – increasing hours from ROTC credit and military coursework for system-wide consistency and reducing hours in the remaining health and career category. See Appendix, pages 8-9.
    - a. In favor: All
    - b. Opposed: 0
    - c. Abstentions: 0

\*\* The following curriculum items are all proposed changes to specific majors and minors within the college. These modifications have been vetted and put forward by the Curriculum Committee and were taken together as a slate for general consent approval by the faculty with approval from the faculty in attendance.

- c. Changes to the major in Actuarial Science – Restructuring and increasing hours in major.
- d. Changes to the minor in Ethnic Studies -- Restructuring to remove specific course lists.
- e. Elimination of the minor in Latin American Studies – Combining with Latinx Studies minor.

- f. Changes to the minor in Latinx Studies – Changing Name to Latinx and Latin American Studies and updating course lists.
- g. Changes to the minor in National Securities Studies – Restructuring and updating required courses.
- h. Changes to the major in Physics – Restructuring to remove Professional Option, Optics and Lasers Option, Materials Physics Option, and Computational Physics Option and updating required courses for both BA and BS.
- i. Elimination of Plan A minor in Physics. See Appendix, pages 35-36.
  - a. In favor: All
  - b. Opposed: 0
  - c. Abstentions: 0

Adjourned 4:08 pm

- 3. Opportunity for faculty to ask questions arising from annual reports of the various college committees.

**a. Executive Committee**

The CAS Executive Committee met on a monthly basis and advised the Dean’s Office on the following items: Budget reduction planning; Bylaw and Operating Procedures revisions and updates; Faculty Award nominations and recommendations to the Dean; Documenting Quality Teaching; Faculty Grievance Policy and Procedures.

2023-2024 Committee members: Abla Hasan (Modern Languages & Literatures), Becky Buller (School of Global Integrative Studies), David Harwood (Earth & Atmospheric Sciences), Lisa Kort-Bulter (Sociology), Diazaburo Shizuka (School of Biological Sciences), Morgan Palmer Classics & Religious Studies, Yvonne Lai (Mathematics), Ari Kohen (Political Science), June Griffin (Associate Dean for Undergraduate Education), Patrick Dussault (Associate Dean for Faculty), William Thomas (Associate Dean for Research and Graduate Studies), Mark Button (Dean)

**b. Promotion and Tenure Committee**

The annual review of tenure and promotion recommendations began in early November. The committee reviewed 6 recommendations regarding promotion to Associate Professor with tenure, 10 recommendations regarding promotion to Professor, 3 recommendations for promotion to Associate Professor of Practice, 4 recommendations for promotion to Professor of Practice, and 1 recommendation regarding promotion to Research Associate Professor.

In addition, the committee evaluated three proposals for hiring involving tenure and advanced rank.

2023-2024 Committee members: Carrie Heitman (School of Global Integrative Studies), Sabrina Russo (School of Biological Sciences), Timothy Schaffert (Department of English), Stephen Ducharme (Department of Physics and Astronomy), Dawne Curry (Department of History and Institute for Ethnic Studies), Mike Dodd (Department of Psychology), Associate Dean Pat Dussault, and Dean Mark Button, Chair.

**c. Curriculum and Advising Committee**

The committee reviewed:

- 6 new course with ACE proposals;
- 3 new course with ACE and CDR: Human Diversity in U.S. Communities proposals;
- 2 new course with ACE and Experiential Learning proposals;

- 2 new course with CDR: Human Diversity in U.S. Communities proposals;
- 2 new course with Experiential Learning proposals
- 28 new course proposals;
- 9 change/Add ACE proposals;
- 2 change/Add CDR: Human Diversity in U.S. Communities proposals;
- 26 change/Add Experiential Learning proposals;
- 84 change course proposals;
- 4 change course/Recertification for CDR: Human Diversity in U.S. Communities proposals;
- 9 Recertification for CDR: Human Diversity in U.S. Communities proposals;
- 23 course inactivation (remove/delete) proposals;
- 1 ACE decertification proposal;
- 5 Individualized Program of Studies proposals;
- 10 substantive change proposals for various majors and minors;
- 3 change proposals for college policies and requirements;
- 19 proposals for various major and minors
- CAS Policy for Special Topics Courses

The Committee forwarded to the faculty the following recommendations to approve the proposed changes to the:

- College Intercollege Study Agreement
- College Course Restrictions
- College Residency Requirements
- Actuarial Science Major
- Chemistry Minors
- Informatics Minor
- Ethnic Studies Minor
- Latinx Studies Minor
- Latin American Studies Minor
- National Securities Studies Minor
- Physics Major
- Physics Minor

The Committee approved non-substantive changes to majors and minors. The following changes went directly to the catalog editor.

- Biochemistry Major
- Classics & Religious Studies
- Classics & Religious Studies Major
- Computational Biology and Bioinformatics Minor
- Film Studies Major and Minor
- Environmental Studies Major
- Ethnic Studies Major
- Indigenous Studies Minor
- Humanities in Medicine Minor
- LGBTQ/Sexuality Studies Minor
- Data Science
- Mathematics Major
- Microbiology Major
- Global Studies Major and Minor
- Women & Gender Studies Major and Minor

The committee made nominations for vacancies on the College Curriculum Committee for the 2024-2025

academic year.

The chair for the 2024-2025 academic year will be decided at the next committee meeting.

2023-2024 Committee Members: Professors Ingrid Haas, chair (Political Science), Xia Hong (Physics & Astronomy), Dawn Kopacz (Earth & Atmospheric Sciences), Alexander Vazansky (History), and Julia McQuillan (Sociology); Brigid Toomy and Bri Spekar (Student Advisory Board Representatives); Christina Fielder (Director, CAS Advising Center); Amy Beyer (non-voting, CAS Advising Center); Rose Holz (non-voting, University Undergraduate Curriculum Committee-CAS Representative, Women’s & Gender Studies); and Associate Dean June Griffin (Executive Secretary). During the fall term Yvonne Lai (Mathematics) served as a replacement while Xia Hong was on leave and Allan Donsig served as UCC replacement while Rose Holz was on leave.

**d. Committee on Student Academic Distinction, Awards, and Appeals**

This report covers the period of three graduations: August 2023, December 2023, and May 2024. The College of Arts & Sciences awarded degrees with distinction as follows:

- based on academic record and submission of a thesis – 78 total
  - 38 degrees with Highest Distinction
  - 16 degrees with High Distinction
  - 24 degrees with Distinction
- based on academic record only – 213 total
  - 128 degrees with High Distinction
  - 85 degrees with Distinction

For the past several years the college has made a concerted effort to increase our numbers by emailing juniors and seniors encouraging them to write a thesis as well as asking major advisors to encourage their students. The chart below details the upward trend of students earning distinction with or without a thesis over the last five years.

Year	With Thesis				No Thesis			TOTAL Degrees with level of Distinction
	Highest	High	Distinction	Total w/Thesis	High	Distinction	Total no Thesis	
23-24	38	16	24	78	128	85	213	291 / 29.6%
22-23	48	10	22	80	135	68	203	283 / 28.3%
21-22	38	16	19	73	110	67	177	250 / 23.9%
20-21	41	9	19	69	118	71	189	258 / 22.8%
19-20	30	9	21	60	79	64	143	203 / 18.3%

**Scholarships**

The college continues to partner with the Office of Scholarships and Financial Aid with the application process.

2024-2025 Academic year awards:

- 874 applicants did all or part of the college portion of the application. The committee considered just over 300 applicants for the scholarships controlled by the college.
- We recently received fund balance information. We are working on determining scholarship recipient eligibility. We anticipate finalizing selections and all award notifications out by the end of May.
- Our funds are a mixture of need based and merit-based scholarships.
- We anticipate forwarding two nominations to the Office of Scholarships and Financial Aid for the Donald Walters Miller scholarship.

Summer 2023 and AY 2023-24 Dean’s Experiential Learning Awards:

- The college partnered with the Global Experience office for the application and review process for

education abroad which is done three times a year by term. Planning for 8-10 awards spanning summer, fall and spring for \$1500 each.

- There were 8 scholarships for Summer 2023 and 5 scholarships for Spring 2024 given. There were no scholarships given for Fall 2023.
- The scholarships are made from funds designed for this purpose.
- We also partner with Global Education to subvent costs for faculty-led programs thereby reducing student cost.
  - \$9K was used for faculty subventions in Summer 2023.
- Applications for research and internships funding are accepted three times a year by term. Awards range from \$500-\$1500.
  - Internships
    - Summer 2023 – 12 awards
    - Fall 2023 – 3 awards
    - Spring 2024 – 2 awards
  - Research
    - Summer 2023 – 3 awards
    - Fall 2023 – 7 awards
    - Spring 2024 – 3 awards
  - Other
    - Summer 2023 – 1 award
    - Fall 2023 – no award
    - Spring 2024 - 1 award

### **Grade Appeal**

The college received no grade appeals during the report period.

2023-2024 Committee Members: Michelle Homp (Mathematics), Patty Simpson (Modern Languages & Literatures), Peter Angeletti (School of Biological Sciences), Sean Trundle (History), Philip Schwadel (Sociology), William Newman (Graduate Student Representative), Malia Bloemker and Trenton Hammond (Undergraduate Student Representatives), Sarah Feit (CAS Advising), Associate Dean June Griffin. Note: The three student representatives only do committee work for Grade Appeals.

### **e. Assessment Committee**

The committee did not meet during the 2023-2024 academic year; having revised learning outcomes for all majors in the college, we were given a year to begin to collect data concerning the new outcomes. Next year, half of our majors will be assessed following the new [Assessment review cycle](#).

Committee members: Cara Burberry (Earth & Atmospheric Sciences), Rose Holz (Women & Gender Studies), Jacquelyn Omelian (Psychology), Stephen Ramsay (English), Associate Dean June Griffin.

### **f. Research Advisory Committee**

The 2023-2024 Faculty Research Awards funding programs were paused for budgetary reasons. The committee sincerely hopes that funding for these programs will be restored for the next academic year. This source of funding supports critical needs for our faculty members, including seed grants to start new projects, subventions for book publication, travel to international conferences, and interdisciplinary team-based research. The committee noted that college's funds often support faculty without access to other research funding and play a major role in promoting the impact of our research.

CASRAC hosted a Fall 2023 Research Roundtable focused on New and Early Career Faculty, with a specific aim to spark research ideas and provide guidance on how to seek external funding. CASRAC committee members led breakout sessions in Humanities, Social Sciences, and Natural Sciences. Jocelyn Bosley of ORED and Ellen

Fitzsimmons of NU Foundation led plenary sessions. Sixteen faculty participated in the Fall 2023 Research Roundtable.

At its regular monthly meetings, CASRAC discussed the feasibility of promoting faculty for awards outside of the university as part of the push to qualify for AAU membership. Petrina Suiter of ORED joined the committee to discuss AAU phase 1 metrics and strategies for positioning faculty for competitive awards, especially the National Research Council (NRC) highly prestigious awards. CASRAC members discussed plans for the 2024-2025 committee to support departments in identifying and mentoring faculty potentially eligible for NRC awards.

To support more large-scale, team-based NSF, NIH, and DOE research center grants of \$5 million and above, CASRAC supported a joint Research Roundtable in Spring 2024 with IANR, CAS, and the College of Engineering focused on NSF 24-533 Sustainable Regional Systems Research Networks. The colleges held a joint follow up workshop on building prospective teams for submission to this program. The joint roundtable and workshop involved approximately 45 faculty from the three colleges.

Dean Button joined the March 2024 CASRAC meeting to discuss the College's strategic plan, progress on the capital campaign, and ideas for supporting the research and creative work of the college's faculty and students. CASRAC members raised questions about the pursuit of AAU membership, including whether university leadership had adequately engaged faculty in the decision-making around this decision. The committee encouraged the Dean to raise the issue of shared governance with senior leadership and to encourage the university to involve faculty in such a significant decision.

The members of CASRAC included: Trey Andrews (Psychology), Sarah Gervais (Psychology), Jiantao Guo (Chemistry), Jeannette Jones (History and Ethnic Studies), Alexey Kovalev (Physics and Astronomy), Rebecca Lai (Chemistry), Colin McLear (Philosophy), Rupal Mehta (Political Science), Kristi Montooth (Biological Sciences), Ng'ang'a Muchiri (English), Laura Muñoz (History and Ethnic Studies), Brie Owen (English), Heather Richards-Rissetto (SGIS). We are thankful for CASRAC's thoughtful advice and counsel throughout the 2023-2024 academic year.

#### **g. Endowed/College Professorships Committee**

The Committee reviewed and made recommendations to the Dean on five renewal applications for college professorships and four renewals for university professorships. The Committee reviewed and made recommendations on twelve nominations for university professorships.

2023-2024 Committee Members: Jordan Stump (Modern Languages and Literatures), Kristen Olson (Sociology), Susan Hermiller (Mathematics), Martin Centurion (Physics and Astronomy), Tim Borstelmann (History), and Associate Dean Pat Dussault, Chair

#### **h. Inclusion, Diversity, Equity, and Access (IDEA) Committee**

During the 2023-2024 Academic Year, the Inclusion, Diversity, Equity, and Access (IDEA) Committee reviewed Promotion and Tenure guidelines for the following academic units: Biological Sciences, Chemistry, Classics and Religious Studies, Earth and Atmospheric Sciences, English, Ethnic Studies, Global Integrative Studies, Math, Modern Languages and Literatures, Physics and Astronomy, Political Science, Psychology, Sociology, Women's and Gender Studies. In addition, the committee approved funds for a New Student Welcome Reception organized by the Indian Students Association and for the Honoring Graduates Powwow organized by the University of Nebraska Inter-Tribal Exchange (UNITE). The committee also reviewed the annual Inclusive Excellence and Diversity Award nominations for the College in faculty/staff and student categories. One award was made to a faculty member.

2023-2024 Committee Members: Faculty: Kelsy Burke (Social Sciences; Sociology), Kathy Chiou (Co-Chair

Spring 2024; Social Sciences; Psychology), Lory Dance (Co-Chair Fall 2023 & Spring 2024; Social Sciences; Sociology), June Griffin (Co-Chair Fall 2023; Executive Secretary; Humanities; English), Yinsheng Guo (Sciences; Chemistry), Christine Kelley (Sciences; Mathematics), Jordan Soliz (Social Sciences: Communication Studies). Staff: Minshuai Ding (Social Sciences; Bureau of Sociological Research). Student Ambassadors: Kaitlin Tadem (Graduate; Sciences; Mathematics); Gage Kircher (Undergraduate; English, Biological Sciences, Biochemistry), Marissa Mendez-Santiago (Undergraduate; Biochemistry).

#### **i. Academic Freedom and Freedom of Speech Committee**

During academic year 2024-24, the Academic Freedom and Freedom of Speech Committee consisted of: Amanda Gailey (Committee Chair, English), Kristen Hoerl (Committee Vice Chair, Communications Studies) Beth Theiss-Morse (Political Science), Thomas Marley (Mathematics), Adam Houston (Earth and Atmospheric Science), Alexander Vazansky (History), and Patrick Dussault (Dean's Office), *ex officio*.

This year, the committee organized two “Academic Freedom Conversations”: informal, hour-long events in which experts invited by the committee offer some introductory remarks, and then the discussion is opened up to the room. The events were open to the campus community. The first of these was on the topic of “Surviving Targeted Harassment Campaigns,” and was led by Nina Flores, Assistant Professor of Cultural and Social Analysis of Education at California State University Long Beach and Senior Fellow with the University of California National Center for Free Speech and Civic Engagement. Flores was brought to campus to speak by the College of Education, and we were able to get her to speak for our committee event. In December, we met with a lawyer from General Counsel’s office to learn about Nebraska open records laws and how the university deals with open records requests, including faculty rights and responsibilities when receiving such a request. Using this information and the experience of faculty members, we offered our spring conversation, “What Happens When Someone Makes an Open Records Request of Your Files?” with Ari Kohen (Political Science), Casey Kelly (Communication Studies), and Amanda Gailey (English). For this event we developed a draft of a tip sheet that we are revising and will submit to the Dean’s Office as a potential resource by the end of the semester.

The committee met monthly, with some exceptions, and in addition to planning events, we discussed academic freedom issues in the news, and academic freedom topics we thought may have particular local relevance.

The committee sought nominations for the 2023-24 academic year, and Isabel Velázquez (Modern Languages) and Kathryn Holland (Psychology) will be replacing Amanda Gailey and Beth Thiess-Morse, whose terms are expiring. Kristen Hoerl will chair the committee 2024-2025.



**ITEM 4a. Recommendation from the College Curriculum and Advising Committee to approve the proposed changes in College Residency Requirements.**

**Proposal to Make Residency Requirement Consistent for all CAS Students – Effective 2024-25 CY forward**

CURRENT: Both the CAS BA and BS degrees have a set of rules that ensure a certain amount of degree applicable credit is taken specifically at UNL:

- Degree – At least 30 hours of 120 must be from UNL
- Upper Level Degree – At least 15 hours of 30 required upper level (300/400) courses must be from UNL
- Major – At least ½ of hours for major courses must be from UNL and more specifically, 6 hours of upper level courses.

PROPOSED: For the major, the residency requirement would be set and consistent regardless of the total hours of the major.

- Major – At least 18 hours of major courses must be from UNL and more specifically, 6 hours of upper level courses.

JUSTIFICATION: This proposal would address the Major residency requirement only. 18 hours was selected as the threshold so that the amount of UNL credit in the major was at least as significant as we expect a minor to be. A consistent approach to all majors addresses all of the following concerns:

- The specific number of credits in the major residency requirement varies by major and option within the major
- Calculation of the major residency requirement may or may not factor in ancillary coursework, particularly in the natural science majors
- Curriculum revisions cause the residency requirement to change per catalog year, making it difficult to keep up in the programming of degree audits and degree plans
- Current students often miss or misunderstand the major residency requirement due to all the variability among programs and catalog years, which can lead to missing requirements at the end of their degree, affecting graduation plans
- Transfer students are largely unaware of the residency requirement that will be in place when they enroll, and therefore at a disadvantage as they plan to transition to UNL, especially those pursuing majors with a higher residency requirement

While it is later than we would typically make a change like this, the ongoing implementation of Stellic has shed light on curriculum structures and policies that are non-transparent and/or inconsistent. With support from the Office of the Registrar, this change would still be possible to implement for 24-25 with curriculum committee and faculty approval, so it is a good opportunity to act.

**ITEM 4b. Recommendation from the College Curriculum and Advising Committee to approve the proposed changes in minors in Chemistry.**

**CAS Curriculum and Advising Committee Proposal for Edits to Major or Minor\***

This document is only for changes to the description, learning outcomes, structure, or requirements of a major or minor. All edits should be in contrast to what is currently published in the current catalog. Edits to individual courses must be requested in CIM. Edits to 4-Year Plans will be called for via the Advisor(s) serving your program.

Proposals Submitted by October 15 and Approved by the December CAS-CAC meeting will be effective for the next Catalog.

Questions on how to complete this document, contact Christina Fielder, 107 Oldfather, [cfielder@unl.edu](mailto:cfielder@unl.edu), 402-472-4190

**Date: 24 Jan 2024**

**Name of Major/Minor: Chemistry**

**Contact Person for follow-up questions: Mark Griep**

**Edits are for the Major, Minor, or both? Minor**

**OVERVIEW DESCRIPTION CHANGES**

Only if different from current catalog, submit full updated copy for the Overview tab here:

**none**

**LEARNING OUTCOMES CHANGES**

Only if different from the current catalog, submit a full updated list of learning outcomes here:

**none**

**STRUCTURAL CHANGES** - Additional/deleted/changed requirements. Describe.

**A. Eliminate current Plan A and B chemistry minors**

**B. Create a new Chemistry Minor as follows:**

**Chemistry minor (20-24 hours)**

Completion of an introductory sequence and quantitative analysis plus an additional 8 hours of upper division courses.

CHEM 109A, 109L, 110A, 110L or CHEM 113A, 113L, 114 (7-8 hours)

CHEM 221A and 221L (5 hours)

At least 8 additional hours from the following list (some courses require additional pre-requisites):

CHEM 251 and 253

CHEM 252 and 254

CHEM 261 and 263

CHEM 262 and 264

CHEM 421 and 423

CHEM 471

CHEM 481

CHEM 482 and 484

Total hours not including pre-requisites = 20-24

**CREDIT HOURS** - Total hours in the major or minor or within a subarea or requirement. Describe.

**Total Credit Hours**

**20-24**

## COURSE ADDITIONS

Only courses already in existence or proposed simultaneously can be included. For any courses outside of your department or center, a letter of support from the course's home department must be included.

Course (Prefix, Number, Title)	Hours	Inside which option, emphasis, subarea or requirement?

## COURSE DELETIONS:

If a course you are deleting from your requirements will no longer be active, consider using CIM to propose inactivating (deleting) the course.

Course (Prefix, Number, Title)	Hours	Inside which option, emphasis, subarea or requirement?

**Are there any changes need to the following? If so, describe:**

### GRADING RULES

none

### PASS/NO PASS RULES

none

### COURSE LEVEL RULES OR SPECIAL RESTRICTIONS

none

**OTHER** - Concerns or issues with layout, clarity, etc. Describe.

none

## JUSTIFICATION FOR CHANGES

Our Plan A and B minor programs were antiquated. The new minor lays out several paths that will give students a chance to explore the field of chemistry in ways that are flexible enough to complement an array of majors.

**ITEM 4a. Recommendation from the College Curriculum and Advising Committee to approve the proposed changes to the minor in Informatics.**

## University of Nebraska-Lincoln Modification of Undergraduate Minor

### I. Descriptive Information

<b>Name of College Proposing Modification of Undergraduate Minor</b>
College of Engineering
<b>Name of Current Undergraduate Minor</b>
Informatics
<b>Primary Administrative Unit for Current Undergraduate Minor</b>
School of Computing (formerly Department of Computer Science and Engineering)
<b>All Units Participating in the Current Undergraduate Minor</b>
NA
<b>Current Delivery Site</b>
University of Nebraska-Lincoln
<b>Undergraduate Minor Currently Offered</b> <i>[Full program, not individual courses]</i>
X On-campus only ___ Distance only ___ Both (on-campus and distance)
<b>Name of Proposed Undergraduate Minor</b>
Informatics
<b>CIP Code: 6 digit</b> <i>[IEA can help with CIP codes or browse here: <a href="http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55">http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55</a>]</i>
11.0104
<b>Primary Administrative Unit for the Proposed Undergraduate Minor</b>
School of Computing
<b>All Units Participating in the Proposed Undergraduate Minor</b>
NA
<b>Proposed Delivery Site</b>
University of Nebraska-Lincoln
<b>Undergraduate Minor will be offered</b> <i>[Full program, not individual courses]</i>
X On-campus only ___ Distance only ___ Both (on-campus and distance)
<b>Proposed Date the New Minor will be Initiated</b>
Fall 2024

### II. Details

#### A. Description of the Proposed Modification:

The proposed modification is to move the Informatics minor program from the College of Arts and Sciences to the College of Engineering. The School of Computing has been responsible for offering the computer science courses and administration for the minor program, and this proposed modification does not impact the existing implementation.

Our continuation plan for students outside the College of Engineering is the same as it has been. For example, there have been students from the College of Journalism and Mass Communications (CJMC), College of Education and Human Sciences (CEHS), and College of Business taking the minor. Thus, the program has already been accessible to students from all colleges in the past and we intend to keep it that way. There are currently 4 students enrolled in the Informatics minor. Here are some further details:

- 3 are College of Arts & Sciences students (all primary majors are Math) and 1 is a College of Business student (Accounting major). One of the Math majors has a second major in Broadcasting (CJMC)
- Year in college: 2 juniors, 2 seniors.
- Gender: 2 men, 2 women
- Ethnicity: 3 White students, 1 Hispanic student

**B. Justification of the Proposed Modification:**

The School of Computing (and its former academic unit Department of Computer Science and Engineering) has been responsible for offering the computer science courses and administration for the minor program. When it was still Department of Computer Science and Engineering, the department was part of the College of Arts and Sciences and the College of Engineering. Now that the School of Computing is entirely within the College of Engineering, it would help the School of Computing more effectively administer the minor program if the minor program is moved entirely to the College of Engineering as well.

**! Sections III and IV are only required for mergers/consolidation or other substantial modifications. Delete these sections if they are not applicable; skip to Section V. Appendix**

### III. Additional Details

**A. Purpose of the Proposed Undergraduate Minor:**

**B. Description of the Proposed Undergraduate Minor:**

*[Include the following:*

*The primary student learning outcomes of the proposed minor.*

*The credit hour and course requirements, program of study, research and other academic requirements for students enrolled in the minor.*

<i>List specific required or elective courses in the minor. Add lines as necessary.</i>		
Course Code and Title	Minor Credit # Credit Hours	Prerequisites
<b>Total</b>		

*Identify any unit or home college restrictions for who is eligible to pursue the minor (all students, only students pursuing degree programs within the college, only students within a particular major, etc.).*

*Identify any grade point average, course grade requirements, transfer limitations and pass/no pass options for courses to meet minor requirements.*

*Identify the primary contact (person and/or office) who can answer questions about the minor (regarding requirements, substitutions, scheduling of minor courses, etc.).]*

## IV. Review Criteria

### A. Evidence of Need and Demand

1. *Need: [Address institution, community, region, state and nation. Evidence may include quantifiable and/or qualitative data regarding workforce needs, job and educational opportunities for graduates, potential for the program to contribute to society and economic development.]*
2. *Demand: [Include the extent of student interest in the proposed program. Evidence may include quantifiable and/or qualitative data regarding expected number of students to enroll in each of the first five years of operation, and minimum number of students required to make the program viable.]*

### B. Impact on Other Programs/Units

*[What interactions will take place with other departments, units, and programs on all campuses? What participation will be required in terms of faculty from other programs? What steps have been taken to insure that the proposed minor does not overlap with existing programs? Please include documentation as needed.]*

### C. Adequacy of Resources

*[What resources are necessary to make this minor viable? Are these resources available and, if not, how will they be obtained?]*

## V. Appendix

### A. Catalog Copy

5. Discuss recommendation from the Dean and the College Executive Committee to approve the proposed changes to the Bylaws of the Faculty.

**Current:** Bylaws of the Faculty can be found in the College Handbook on the college website: [https://cas.unl.edu/docs/College\\_Handbook\\_012023\\_v2.pdf](https://cas.unl.edu/docs/College_Handbook_012023_v2.pdf).

**Proposed:** See below for changes and comments.

### The Bylaws of the College

In accordance with the Bylaws of the Board of Regents of the University of Nebraska, the College of Arts and Sciences adopted its own Bylaws. Nothing in these Bylaws shall be construed to be in conflict with any applicable law or with UNL Bylaws or with the Bylaws of the Board of Regents. Where anything in these Bylaws or any Bylaws or Rules of any institute, school, department, or other subunit of UNL possessing power to enact Bylaws or Rules conflicts with UNL Bylaws, the provisions of the UNL Bylaws shall govern anything in any Bylaws or Rules of the College, institute, school, department, or other subunit to the contrary notwithstanding.

Commented [MB1]: Editorial clean-up.

### College of Arts and Sciences Bylaws of the Faculty

Adopted December 3, 1971, and including changes adopted by the faculty of the College through May 3, 2022. Includes modifications recommended by the College Executive Committee (2023-2024).

The name of the organization shall be the College of Arts and Sciences, University of Nebraska-Lincoln; the governing body shall be the faculty of the College, hereinafter referred to as "The Faculty."

#### I. Powers

Within the limits established by the Bylaws and Rules of the Board of Regents of the University of Nebraska, the Faculty shall:

- A. establish rules for the conduct of its business and approve or disapprove proposals for changes in the bylaws;
- B. establish committees for the conduct of Faculty business and assign functions and responsibilities to them;
- C. set entrance requirements to the College and requirements for degrees; approve or disapprove the establishment of programs for majors and minors and of courses to be offered for credit in the College; determine scholastic standards to be met by students in the College; establish procedures for probation, dismissal, reinstatement, and other measures related to the maintenance of academic standards; and establish other rules concerning curricula, instructional programs, and grading regulations;
- D. consider other business brought before it by the Dean, the Executive Committee, the Faculty, or other authorized persons according to procedures outlined in these bylaws;

E. consider other items of broad interest to the welfare of the Faculty.

## II. Members

Section 1. The Faculty shall consist of all full-time or part-time members holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice, Research Professor or Research Associate Professor, Research Assistant Professor or Lecturer. In what follows, all references to Assistant Professor, Associate Professor and Professor include both the tenure track ranks and the corresponding Practice and Research ranks.

Section 2. Faculty members in other colleges shall not be members unless specifically authorized by action of the Faculty of Arts and Sciences.

Section 3. In order to vote in a college election or nominate a candidate for election to a college committee, a member of the Faculty must hold an appointment of 50 percent or more FTE in the College of Arts and Sciences.

Section 4. In accordance with the Bylaws of the Board of Regents (Chapter IV), the faculty of the College of Arts and Sciences are entitled to academic due process in all cases where a personnel issue may yield an adverse decision (e.g., a sanction or other remedial action). The appropriate unit or college officer (e.g. Chair/Director or Dean/Associate Dean) must inform the faculty member of the complaints or charges against them, and the faculty member must be provided the opportunity to respond in writing to those complaints within five (5) business days.

## III. Officers

Section 1. The Dean of the College of Arts and Sciences or the Dean's representative shall preside at meetings of the Faculty, except that, in the absence of the Dean or the Dean's representative, the Faculty shall elect a president pro tem.

Section 2. The Secretary shall be elected during the first meeting of the academic year and shall serve for a two-year term.

## IV. Meetings

Section 1. There shall be a minimum of two meetings of the Faculty each year, including one in the first semester and one in April or May.

Section 2. A meeting may be called in any one of the following ways:  
a. by the Dean  
b. by the Executive Committee  
c. by written request of at least 25 members.

**Commented [MB2]:** Section 3. Recommending Removal of Section 3: The Dean shall appoint a parliamentarian at the first meeting of each academic year.  
Justification: The Dean (or designee) will be responsible for conducting meetings in accordance with parliamentary procedures.



Section 3. Notifications of the meetings and copies of the agenda shall normally be sent to the Faculty one week in advance.

Section 4. Items shall be placed on the agenda in any of the following ways:

- a. by the Dean
- b. by the Executive Committee
- c. by 10 or more members of the Faculty who shall submit the item in writing to the Executive Committee
- d. by action from the floor, provided that no substantive matter is voted on during the same meeting.

Section 5. A quorum shall consist of 30 members of the Faculty. If a quorum is not present by the assigned meeting time the meeting will be adjourned. A second meeting, with the same agenda, will be called at a later date.

**Commented [MB3]:** Quorum adjusted for total FTE (from 40).

Section 6. A motion to refer a question to a ballot of the Faculty shall be in order after the call for the question but prior to any vote over any of the main motions associated with the question. The motion to refer shall be adopted provided it is supported by 25% of the members present. Should the motion to refer be successful, a summary of the arguments on the motion, pro and con, which were presented at the Faculty meeting and which are germane to the issue shall be prepared by the Secretary and sent, along with the ballot, to each member of the Faculty.

**Commented [PD4]:** Editorial clean-up

Section 7. With the exception of amendments of these Bylaws, discussed under heading IX, all elections, including ballots, shall be decided by majority vote of all members voting. If a majority is not reached on the first ballot, a second balloting of the two candidates receiving the highest number of votes shall be held.

**Commented [PD5]:** Adding mention of the one process (amendment) requiring support of more than the majority of voters.

Section 8. The agenda of each meeting of the Faculty will be sent to the Arts and Sciences Student Advisory Board and that body may designate representatives from its membership to participate in the meeting, without voting privileges.

## V. Standing Committees

The Standing Committees of the College are: The Executive Committee, The Promotion and Tenure Committee, and The Student Advisory Board.

The College is apportioned into three cognate areas for purposes of representation on committees:

**Commented [MB6]:** Editorial restructuring for clarity.

Area I – Social Sciences: Communication Studies, Political Science, Psychology, School of Global Integrative Studies, Sociology

Area II – Humanities: Classics & Religious Studies, English, History, Modern Languages & Literatures, Philosophy

Area III – Sciences: Biological Sciences, Chemistry, Earth & Atmospheric Sciences, Mathematics, Physics & Astronomy

Section 1. Executive Committee

A. Membership: The Executive Committee shall consist of the Dean of the College of Arts and Sciences, the Associate Deans and eight faculty members, five elected and three appointed. The elected and appointed faculty members shall be chosen from the full-time tenured or tenure-track faculty, or from the full-time professors of practice at any rank. The elected faculty membership of the committee shall consist of: one member from Social Sciences; two members from the Sciences; one member from the Humanities; and one additional member from the Social Sciences or Humanities, alternating between the two areas in alternate elections. The elected members will be chosen by a ballot and the other members will be appointed by the Dean. Election shall be for staggered terms of two years. No elected member of the Executive Committee may succeed themselves if that member has served two years; the same department or school may not be represented on the Executive Committee by more than one elected member concurrently. To ensure representation of interdisciplinary interests in the college, if each elected faculty member is appointed in a single department or program only, then at least one of the faculty members appointed by the Dean will have appointments in multiple departments or programs. No faculty member may serve consecutive terms.

B. Election: Nominations to fill vacancies shall be made as follows: during the second semester, the College shall provide each member of the Faculty with a list of the members in each group eligible for nomination. For nomination, a member of the Faculty must hold an appointment of 50 percent or more on the budget of the College of Arts and Sciences.

The Faculty shall then nominate by secret ballot, from among the eligible members in each group, at least two times the number of representatives to be elected. For each position to be filled from the membership of a group, each member of the Faculty may name two persons bearing in mind that not more than one member of a voting unit shall serve on any particular elected committee. The eligible members who receive the highest number of nominating votes shall be advised thereof by the Dean prior to the preparation of the ballots for the election of the committee members. In the absence of their dissent in writing submitted to the Dean, they shall be nominated as candidates for the respective positions on the committees. If a person elects not to be a nominee, that place on the election ballot shall be filled by the person receiving the highest number of nominating votes of those not otherwise nominated and who is willing to be a candidate. In case of ties, the nominee will be determined by lot.

C. Duties: The purpose and scope of the Executive Committee is to facilitate shared faculty governance, to support effective communication throughout the College, and to advise the Dean on significant issues of policy and governance within the College. The Dean will consult with the Executive Committee on significant changes in the make-up and organization of the College and in relation to significant matters of policy or

administration affecting faculty, staff, and students. The Executive Committee may also be assigned specific tasks that are not within the scope of any standing College committee. The Executive Committee will seek and recommend nominations for election to the College Promotion and Tenure Committee.

D. Meetings: The Dean shall be the chairperson of the Executive Committee. The agenda of the committee will be set jointly by the Dean and the members of the committee. The Executive Committee will meet on a regular basis (i.e., at least monthly) during the academic year to advise the Dean. Individual committee members' contributions to committee deliberations will be confidential but brief minutes of committee meetings will be available in the College.

E. Terms: The terms of new committee members will commence with the beginning of the Fall Semester, except that the Dean may call upon them during the preceding summer as circumstances warrant.

F. Other duties: Selected members of the Executive Committee may be called upon to serve on ad hoc review committees for faculty awards, incentive grants, and related activities. Additional ad hoc committee members, including student representation where appropriate, will be selected as needed to insure proper committee representation.

## Section 2. Promotion and Tenure Committee

Elected members shall be chosen from the full-time tenured professorial faculty. Two members shall be chosen from each of the Social Sciences, the Sciences, and the Humanities. At the time of election, at least four shall be full professors. **The Executive Committee will be encouraged to include some Associate Professor candidates on election ballots.** Persons serving on the Promotion and Tenure Committee shall not be chairpersons, directors, or vice-chairpersons/ directors. Election shall be for staggered terms of three years. No elected member of the Promotion and Tenure Committee may succeed themselves if that member has served two years or more; the same department or school may not be represented on the Promotion and Tenure Committee two terms in succession or by two elected members concurrently.

**Commented [PD7]:** Item for possible discussion at the meeting. (I've raised the broader question with the AVC).

B. Elections: Nominations to fill vacancies shall be made as follows:

1. At least two nominations for each vacancy shall be submitted by the Executive Committee and must be in the hands of the Secretary of the Faculty at least four weeks before the last regular meeting of the Faculty in the second semester of each academic year.
2. Nominations may also be made by members of the Faculty. They must be in writing and supported by the signatures of at least five members of the Faculty. Such written nominations must be received by the Secretary at least two weeks prior to the last regular meeting of the Faculty in the second semester of each academic year.
3. Temporary vacancies, such as those created by leaves of absence, shall be filled for the duration of the vacancy by appointment of the Dean with the concurrence of the Promotion and Tenure Committee. Other vacancies occurring, except those by

expiration of term, shall be filled by the Faculty at its next regular election. Pending the election, the position shall be filled by appointment by the Dean with concurrence of the Promotion and Tenure Committee.

C. Duties: The Promotion and Tenure Committee shall meet to discuss and act upon issues involving the promotion and tenure of faculty and to consider recommendations for tenure and promotion in rank.

D. Meetings: The most senior (in years of service) elected member of the Committee shall act as chairperson. Either the Dean or the senior elected member may convene the Committee. The Committee will meet as needed during the academic year. Individual committee members' contributions to committee deliberations will be confidential.

E. Terms: The terms of new committee members will commence with the beginning of the Fall Semester, except that the Dean may call upon them during the preceding summer as circumstances warrant.

### Section 3. The Student Advisory Board

A. **Members:** The Student Advisory Board consists of at least five and no more than fifteen undergraduate student members nominated and elected by students enrolled in the College of Arts and Sciences.

B. **New member recruitment** takes place in the Fall semester.

C. **Duties:** The Student Advisory Board acts in an advisory capacity to the Dean. The Dean or the Dean's representative shall meet at regular intervals with the Student Advisory Board to discuss the student experience in the College of Arts and Sciences and to develop strategies to facilitate overall student well-being and academic and career success.

D. **Meetings:** The Student Advisory Board shall meet at regular intervals or as needed in during the academic year.

**Commented [MB8]:** Expectations for size of Board specified.

**Commented [MB9]:** The following section has been removed because ASUN no longer conducts elections for college Student Advisory Boards. The Dean's Office will take responsibility for recruiting members to the Advisory Board.

**Commented [JG10]:** Adjustment to better describe practice; ASUN no longer conducts elections for college advisory boards.

**Commented [MB11]:** Additional clarity about the role of the SAB.

### VI. Other Committees

Other committees may be established, modified, or terminated, as needed, by the Faculty by majority vote of those present and voting. The Faculty shall prescribe the responsibilities and method of selection of these committees. Each Committee shall report to the Faculty at least once a year. The terms of new committee members will commence with the beginning of the Fall Semester, except that the Dean may call upon them during the preceding summer as circumstances warrant.

The Dean shall be responsible for maintaining a current description, including the method of selection and responsibilities, of such committees, as approved by the Faculty.

**Commented [MB12]:** Additional clarity about the formation of other committees in CAS.

Section 1. The Committee on Student Academic Distinction, Awards and Appeals

- A. This Committee shall consist of a coordinator, five faculty members, the Associate Dean assigned to the committee, one graduate student instructor or graduate teaching assistant in the College appointed by the Dean, and two undergraduate students selected by the Student Advisory Board.
- B. The members shall be appointed by the Dean upon the advice of the Executive Committee, and shall be chosen from the areas of the College as described in Article V.1 A and B with no department represented by two members concurrently.
- C. The faculty members shall serve for three-year terms on a staggered basis. The student members shall serve one-year terms.
- D. Faculty vacancies on the committee will be filled by appointment by the Dean upon the recommendation of the Executive Committee.
- E. Faculty members of the Committee shall decide, within the general criteria set by the Faculty, which degrees shall be awarded with Distinction, High Distinction, or Highest Distinction, and present its recommendations to the Dean. Faculty members of the Committee shall participate in the review and selection of recipients of undergraduate scholarships and awards.
- F. The Committee shall function as the final appeal committee from the departmental grading appeals committees. It shall perform functions of conciliation as well as judgment of the cases coming before it, and shall adopt a set of rules, procedures, and standards for the judgment of cases.

**Commented [JG13]:** Adjustment to better describe current practice.

Section 2. The Curriculum and Advising Committee

- A. This Committee shall consist of nine voting members as follows:
  1. Five elected faculty members, serving staggered three-year terms, and representing the areas as described in Article V, Section 1A and B. These members shall report back to and confer with the areas they represent.
  2. Two undergraduate students in this College, serving one-year terms and chosen by the Student Advisory Board. No department may have more than one student member on the Committee simultaneously, unless approved by the Committee.
  3. A voting Executive Secretary appointed by the Dean with advice from the Executive Committee. Normally, an Assistant or Associate Dean will be Executive Secretary of the Curriculum and Advising Committee. The Executive Secretary shall distribute the agenda and minutes to chairpersons of all departments.
  4. The Arts & Sciences Senior Director of Advising and Student Success
- B. In addition, the Committee shall have as a non-voting member one professional adviser from the College, serving a one-year term and chosen by the Dean in consultation with the Director of the Arts & Sciences Academic and Career Advising Center.
- C. The five faculty members shall be elected by the members of their own cognate area (as described in Part V). At least two nominations for each vacancy shall be submitted to the Faculty by the Curriculum and Advising Committee, at least four weeks before the

last regular meeting of the Faculty in the second semester of each academic year. Nominations may also be made by members of the Faculty. They must be in writing and supported by the signatures of at least five members of the Faculty. Such written nominations must be received by the Executive Secretary of the Curriculum and Advising Committee two weeks prior to the last regular meeting of the Faculty in the second semester of each academic year. Faculty members elected to the Committee shall have been full-time tenured or tenure-track faculty or full-time professors of practice at any rank for at least two years prior to selection. Chairpersons and directors are not eligible, although vice-chairpersons/directors may be selected. Committee members may not succeed themselves, nor may a single department be represented on the Committee two terms in succession. Temporary vacancies, such as those created by leaves of absence, shall be filled for the duration of the vacancy by appointment of the Dean with the concurrence of the Executive Committee. Other vacancies shall be filled by election of the Faculty of the area. Pending the election, the position shall be filled by appointment of the Dean with the concurrence of the Executive Committee. If a person selected to fill an unexpired term serves less than one-half the normal three-year term, that person or the department is still eligible for election to a full three-year term.

D. The responsibilities of the Curriculum and Advising Committee (or its designee) shall be as follows:

1. To approve additions, deletions, and revisions of courses and to determine their applicability toward degree requirements.
2. To approve non-substantive changes regarding major and minor requirements and to make recommendations to the Faculty regarding substantive changes in major and minor requirements.
3. To make recommendations to the Faculty regarding substantive changes in degree requirements within the College and to interpret these requirements in cases of uncertainty.
4. To make recommendations to the Dean and the Faculty to improve the quality of advising in the College.
5. To encourage the improvement of curricular programs within the College.
6. To serve, with the Executive Committee, as the overall academic planning group for the College.
7. To concern itself with the quality of instruction within the College and to promote its excellence.
8. To ensure that courses are describe accurately in the Catalog of the College.
9. To present at the appropriate time to the Faculty for its vote nominees for membership on the Academic Senate Committee on Committees.

E. In considering curricular and advising matters, the Committee's concerns shall include student need, duplication of courses and services, intellectual content of the curriculum, and relationships with other College and University programs.

### Section 3. The Assessment Committee

A. This Committee shall consist of five voting members as follows:

**Commented [JG14]:** Removed a Responsibility concerning a subcommittee on Special Student Requests because current digital processes have removed the need.

1. Four appointed faculty members, serving staggered three-year terms, with three members chosen from areas of the College as described in Article V.1 A and B, and one member from an interdisciplinary program. No department or interdepartmental program shall be represented by two members concurrently. Chairpersons and directors are not eligible.

2. One representative from the Dean's staff, ordinarily an Associate Dean. The representative from the Dean's staff will act as voting Executive Secretary, appointed by the Dean with advice from the Executive Committee.

B. Faculty vacancies on the committee will be filled by appointment by the Dean upon the recommendation of the Executive Committee.

**Commented [PD15]:** What about vice chairs/directors (see Advising and Student success)?

#### Section 4. The Committee on Academic Freedom and Freedom of Speech

A. The responsibility of this standing committee will be to advise members of the College of Arts and Sciences, including students, Graduate Teaching and Research Assistants, Lecturers, Professors of Practice, and Tenured or Tenure-leading Professors, concerning general and specific issues regarding Academic Freedom in teaching and research. Of primary importance will be considering questions that arise in defining the relation of faculty governance to both the national norms and UNL policies on Freedom of Speech and Academic Freedom. The committee may consult with the AAUP as warranted.

B. The committee will provide support to members of the College of Arts & Sciences in the following ways:

1. The committee will undertake an educational role for the college. Members of this committee will develop an expertise in issues in Academic Freedom and Freedom of Speech issues and will suggest training needs and opportunities to the Dean and provide information to Chairs and Directors on request. The committee will be expected to provide workshops and presentations on the relation of Academic Freedom and Freedom of Speech issues to instructional and research specialists as requested by unit heads.

2. The committee will be available in an advisory or support role to members of the college concerning issues of Academic Freedom and Freedom of Speech. While students and CAS personnel will normally work with their Department Chair or Program Director to start, members on this committee will be available for consultations and will, upon request, provide advisory support for such individuals. When issues of academic freedom or freedom of speech arise in relation to an individual from CAS, members of the committee should also be prepared to attend meetings with administrators outside of the college.

3. Members on this committee will meet regularly both to address issues of Academic Freedom and Freedom of Speech that arise during the course of the year and to advise the Dean should these issues demand College recognition or action.

**Commented [PD16]:** ...are encouraged to share concerns and opportunities with their chair or director, the members of this committee. ..

4. This document authorizes this committee to serve as a fact-finding body in cases of potential violation of Academic Freedom or Freedom of Speech.

C. Membership on this committee will require readiness both to maintain confidentiality in ongoing cases and to seek appropriate expertise regarding (a) disciplinary standards, (b) legal questions, and (c) concerns and questions regarding engagement with administration beyond College-level authority. In accord with the established rules for faculty governance of UNL, the chair of the committee will be free to represent the decisions of the committee, with the committee's assent.

D. The membership of the Committee shall consist of the Associate Dean of Faculty (ex officio), two Representatives of the Humanities (elected), two Representatives of the Social Sciences (elected), and two Representatives of the Natural Sciences (elected). Terms of membership are for 3 years. The committee will appoint its own chair at the beginning of the AY. In an event of a mid-term vacancy, the committee chair may appoint an appropriate member to complete the term. Membership of the Committee is open to all tenured professors or professors of practice at associate or full rank and will be selected through College-wide elections. Members serve at staggered terms.

#### Section 5. The Inclusion, Diversity, Equity and Access (IDEA) Committee

A. The IDEA committee shall consist of 7-11 members, each serving staggered terms of 3- years. While the majority of membership will be faculty (tenure-line and professor of practice), the committee shall also include 1-3 administrative staff, 1-2 undergraduate students, and 1 graduate student. An associate dean shall be appointed as liaison to the committee but will not regularly attend meetings. Membership shall include at least one person from each of the three areas as defined in the executive committee membership: Social Sciences, Humanities, and Sciences. The committee should intentionally include diversity, broadly defined, among its own membership.

B. New members are nominated by existing members, the Dean's office, the college community at large, or a self-expressed interest. New members shall be appointed by the Dean upon consultation with the Executive Committee. The committee shall have two co-chairs, appointed by the Dean, ideally each serving in the co-chair position for two years but with staggered appointments. Faculty are eligible to serve as co-chairs, and, at most, one co-chair could be a staff.

#### Section 6. The Committee for Advancing Undergraduate Success and Equity

A. The Committee for Advancing Undergraduate Success and Equity (CAUSE) is chaired by the Associate Dean for Undergraduate Education, includes a college student success leader and one appointed representative from each unit with a major in CAS; units with multiple majors can have up to two representatives. The representative should be the Vice Chair, Undergraduate Committee Chair, or Curriculum Committee chair in that unit or another representative with

**Commented [MB17]:** New Committee approved by CAS Faculty, spring 2023.



recommendation of unit leadership. The committee should also include a representative from any major shared with another college.

B. Purpose. The Committee for Advancing Undergraduate Success and Equity (CAUSE) is charged by the Dean's office to undertake efforts to increase student retention, eliminate barriers to degree completion, and decrease equity gaps in student success. These efforts can include review and discussion of student success data, review of academic policies and practices within CAS, and the development and sharing of strategies and initiatives to meet the college's student success goals. Committee members convey information shared at meetings with their units and gather input from their units to raise issues of concern and make recommendations on issues under consideration by the committee.

C. The CAUSE committee will meet monthly during the academic year.

## VII. Ad Hoc Committees

The Dean may create, as needed, other Ad Hoc committees as required, with majority approval of the Executive Committee. Members of Ad Hoc committees shall be appointed by the Dean generally in proportion to the cognate areas (as described in Part V). The Dean may appoint other members with special training or expertise as needed. The current Ad Hoc committees include: the Research Advisory Committee, Faculty Hiring Advisory Committee, Endowed/College Professorships Committee, Graduate Advisory Council, and the Budget Advisory Committee.

**Commented [MB18]:** New section clarifying the role of Ad Hoc Committees in the college.

## VIII. Parliamentary Authority

Except when otherwise provided in these bylaws, all procedures shall be in accord with Robert's Rules of Order, latest revised edition.

## IX. Amendment of the Bylaws

Section 1. A motion to change the bylaws of the Faculty requires a vote of two-thirds of the members voting.

Section 2. A vote on a motion to change the bylaws shall be taken, not at the meeting at which it was introduced, and not later than at the next following meeting.