

BYLAWS COMMITTEE REPORT
March 8, 2023

Attendees: Nick Cooley, John Rice, Kevin Seipp, Dave Sexton, and Laurie Walsh

The Bylaws Committee met with the goal of clarifying certain committee duties. During the 2020/21 discussions with Leadership Council in regard to Bylaws changes, it was clear that administration verbally agreed with the FS chair that FS committees should no longer be tasked with cumbersome duties such as compiling data and writing reports for administration (i.e., accreditation reports), especially with the ongoing hiring of more administrative professionals. FS chairs are not compensated for their roles (workload reduction or pay) and it was generally agreed that such work is a burden on faculty to commit the time needed to create reports when their primary duties lie in regular workload (teaching or directing Disability Services for example).

As such, the committee has clarified this issue as detailed below. The committee unanimously voted to forward these revisions to FS for review with a vote anticipated in the April meeting.

PROPOSED BYLAWS REVISIONS
March 10, 2023

The Bylaws Committee is forwarding the following proposed revisions for review by Faculty Senate. The revisions are all caps with highlights; included with the proposed changes are the relevant sections of bylaws where revisions would appear.

Please forward via email any comments or concerns to Dave Sexton.

ITEM 1 REVISION

2.2 FUNCTION OF FACULTY SENATE

Revisions approved FS Nov 19, 2021

The functioning of the senate is predicated on several important perspectives delineated in NSHE code, GBC Bylaws, and these faculty senate bylaws, including, but not limited to the following ideals: academic freedom, faculty welfare, and shared governance. These elements are vital to the functioning of the college and its faculty. Each are briefly discussed here.

All officers, members of senate, faculty and visitors to senate are encouraged to be transparent, honest, productive, and engage in civil behavior in all senate settings and communications including meetings, emails, and reports (written or oral). These qualities are key elements to the functioning of senate.

THESE BYLAWS REFLECT THE GOVERNING PRINCIPLES THAT GUIDE FACULTY AND THE SENATE IN EXECUTING IT'S MISSION. THESE BYLAWS SUPERCEDE DOCUMENTATION THAT MAY EXIST ON COMMITTEE OR OTHER GBC WEBPAGES.

ITEM 2 REVISION

2.3 ORGANIZATION

B. Faculty Senate

2. A primary function of the senate rests in its involvement with the formation, revision, and implementation of policies/procedures, plans, guidelines and other documents and practices that relate to faculty and the function of GBC. These tasks often are the

responsibility of committees. **HOWEVER, THE SENATE AND ITS COMMITTEES ARE NOT RESPONSIBLE FOR PRODUCING REPORTS ON BEHALF OF ADMINISTRATION.** The senate chair may coordinate with LC and faculty to identify potential goals and activities for committees. The senate chair will then present potential goals for each committee at senate. Through the process of debate and consultation, the senate, through simple vote, will decide on the goals of committees. The senate has the authority to reject potential tasks if that body deems the workload as too significant or if other parties are better suited to performing the task.

ITEM 3 REVISIONS

1. Academic Standards and Assessment

Charges:

- a. Review and/or recommend policies on academic standards such as, grading, course or semester forgiveness, and academic dishonesty;
- b. Conduct grade appeals as detailed in GBC Policy;
- c. Provide policy guidance on course and program level student learning outcomes and assessment issues;
- d. Establish and/or review the program evaluation process **DELETE>>and results**, in conjunction with the appropriate dean;
- e. Evaluate course and program level assessment processes and make recommendations as needed;
- f. Communicate with the appropriate deans in order to coordinate assessment issues;
- g. Review and make recommendations on other topics as assigned by the Faculty Senate Chair, the Faculty Senate Executive Board, or the Faculty Senate Body;
- h. Recommends policies regarding grade appeals, admissions, transfers, and general academic regulations;
- i. Reviews departmental recommendations regarding requests for nontraditional credit;
AND

J. WHILE THE ACADEMIC STANDARDS AND ASSESSMENT COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.

ITEM 4 REVISIONS

4. Curriculum Review

Charges:

- a. Review and recommend policy for required course syllabi components including updated policy links;
- b. Reviews syllabi for new courses, regular and approved general education, including recommendations for the required components, organization, and clarity;
- c. Reviews and recommends major requirements of degree and/or certificate program proposals in coordination with the appropriate dean;

- d. Reviews and recommends new degree and/or certificate program proposals in coordination with appropriate dean;
- e. Reviews and recommends the elimination of degree and/or certificate programs in coordination with appropriate dean;
- f. Reviews and recommends program review protocol and reporting requirements for each division, degree and/or certificate program review processes, and reporting in coordination with the appropriate dean;
- g. Reviews and recommends degree and/or certificate program review reports;
- h. And the committee does not conduct administrative tasks such as: pre-requisite changes, credit hour changes, repeatability of a course, NSHE common course numbering, course articulation, etc.; **AND**

ADD:

I. WHILE THE CURRICULUM REVIEW COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.

ITEM 5 REVISIONS

6. General Education

Charges:

- a. Recommends and reviews policies and procedures for lower and upper-division general education objectives and assessment plans in consultation with relevant departments;
- b. Reviews general education syllabi for lower and upper division courses including objectives and assessment plans in consultation with relevant departments;
- c. Reviews and makes recommendations for proposed lower- and upper-division general education (learning objectives and assessment plans) courses in consultation with relevant departments;
- d. Recommendations by the committee for a course are submitted to the appropriate dean. If the dean approves the course for inclusion on the general education grid, the form is submitted by the dean to the Curricular Review committee;
- e. Reviews and makes recommendations for program/certificate learning outcomes and assessment plans in consultation with relevant programs/departments;
- f. Reviews and recommends the removal of general education courses;
- g. Recommended assessment plans for courses and/or programs/certificates are forwarded to the appropriate dean;
- h. And coordinates with the appropriate department and Admissions and Records regarding transfer and articulation issues for general education courses; **AND**

ADD:

I. WHILE THE GENERAL EDUCATION COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.

ITEM 6 REVISIONS

ARTICLE 8: DELETE: 'AMENDMENT' CHANGE TO: 'APPROVAL' OF THE BYLAWS

The bylaws may be amended by a two-thirds majority of the Senate, provided the amendment has been circulated to the Faculty by the Secretary of the Senate at least one week before it is placed on the agenda. Amendments to these bylaws are subject to Faculty review, and may be vetoed by a majority vote of the total membership of the Faculty. A majority of those present and voting at a Faculty meeting may call for a written ballot of the entire Faculty.

ADD:

THE FACULTY SENATE BYLAWS MAY BE REVIEWED BY GBC EXECUTIVE LEADERSHIP TO ENSURE LEGALITY AND CONSISTENCY WITH GBC AND NSHE POLICY AND CODE, BUT GBC ADMINISTRATION DOES NOT APPROVE SENATE BYLAWS.