Broome Community College does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era in the recruitment or education of students; the recruitment and employment of faculty and staff; or the operation of any of its programs or activities. Where relevant, state and federal laws apply.
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Preamble

The College Assembly of Broome Community College (BCC) is based on the core values of shared governance. Shared governance reflects a general commitment on the part of faculty, staff, students, and the administration to work together to strengthen and enhance the College. Shared governance also reflects and enhances mutual respect and trust in the College community for the contributions that all of its members bring to the work of Broome Community College. Indeed, the variety and complexity of tasks involved in shared governance produce a compelling interdependence among the Board of Trustees, the administration, faculty, staff, and students. Moreover, their relationship necessitates ongoing communication, as well as full opportunity for appropriate joint planning, evaluation, and decision-making.

The core values of shared governance, as supported by every item of the College Assembly Constitution, are:

- Informed and inclusive decision-making;
- Transparency and clarity of operations and decision-making;
- Open lines of communication between and among all components and members of the BCC community;
- Accountability; and
- Mutual respect and trust.

Guided by these core values of shared governance, BCC’s College Assembly is a collegial, consultative body composed of representatives from all campus constituencies that will review and advise on the creation, revision, or discontinuation of policy and is not, in and of its self, a decision-making body. Its role is to recommend and provide advisory input to the President on decisions related to policy and other issues that affect the institution as a whole. It is the principal and highest deliberative body in the College’s shared governance structure.

Decision-making authority should be, wherever possible, delegated to those areas/persons most affected and with the most specialized expertise within the governing bodies representing various components (Council for Academic Issues, Council for Operational Issues, and the Student Assembly) as well as within their various Standing Committees, administrative units, departments, divisions, and collective bargaining units. However, where there are issues that affect the entire College, or issues that clearly affect more than one organizational area of the College, or more than one constituent group, the College Assembly shall have the responsibility and authority to review, revise, initiate, and recommend.

The College Assembly shall act in a manner consistent with the policies, statutory requirements, and/or responsibilities of the State University of New York, Broome Community College Board of Trustees, and the Broome Community College Administration, notably the President.

Article I. Name

The official name of the body shall be the College Assembly of Broome Community College. In other parts of this document, hereafter, referred to as College Assembly.

Article II. Mission and Purpose of the College Assembly

1. The mission of the College Assembly shall be to:
   • represent and promote a broad range of perspectives, input, and influence on governance issues;
   • facilitate timely, factual, and systematic two-way communication and information dissemination between constituents and the President relative to decisions related to BCC policy and matters important to the development of the College;
• support a more transparent and inclusive decision-making process with clear accountability for the recommendations made and decisions produced.

2. The purpose of the College Assembly shall be to:
• oversee, manage, and review the shared governance process;
• assist in ensuring that College-wide policy-making and policy implementation is consistent with BCC’s mission, vision, and Strategic Directions.
• serve as a forum where such issues of College-wide importance can be sent for review, examination, formulation, discussion and resolution in a collegial fashion;
• serve as the shared governance liaison to the Administration;
• communicate deliberations and recommendations to the President and the College community and serve as a notification mechanism regarding flow through issues not requiring direct action;

Article III. Functions of the College Assembly

The core functions of the College Assembly shall include, but are not limited to:
• guarantee and/or establish effective and ongoing communication and collaboration between and among shared governance bodies;
• review (and possibly initiate), as well as periodically evaluate continued development of the mission and vision of the College;
• review (and possibly initiate), as well as periodically evaluate policies, programs, and initiatives that concern more than one unit or area of the College;
• provide review and recommendations on major policy changes;
• channel requests for actions, policy changes, proposals, and initiatives in an expedient fashion to the appropriate governing bodies or administration and to direct timelines for responses;
• allow for, and conduct, campus forums at least once per semester to air and discuss issues that are important to the College community and determine the suitability of addressing them through the shared governance process;
• review recommendations for the creation of new committees to determine their role and effect within the shared governance system;
• establish standing and/or ad-hoc committees as may be necessary to fulfill the College mission and facilitate shared governance;
• establish standing and/or ad-hoc committees as may be necessary for the discharge of the College Assembly’s own responsibilities; to define the membership, jurisdiction, and authority of such committees within the guidelines of the College Assembly mission; to resolve disputes between committees thus established; and to act on the reports submitted by such committees.

Article IV. Composition of the College Assembly

The College Assembly shall consist of 19 voting members, 5 non-voting members, a Parliamentarian, and a Secretary/Support Staff member.

Voting Member per Bylaws
A. Chairperson of the College Assembly (elected from among the voting members)
B. Chair Elect of the College Assembly (elected from among the voting members)

Non-Voting Members
C. College President
D. Chief academic officer
E. Vice President for Administrative and Financial Affairs  
F. Vice President for Student and Community Engagement  

Voting Members  
G. Chair of the Council for Academic Issues  
H. Chair of the Council for Operational Issues  
I. (1) Classified Service Staff  
J. (4) Full-time Faculty  
K. (2) Full-time Non-Instructional Faculty  
L. (1) Student  
M. (3) Collective Bargaining Unit Presidents (Faculty Association, ESPA, Guild)  
N. (1) Director/Assistant Director  
O. (1) Department Chairperson  
P. (1) Dean  
Q. (1) Adjunct Faculty  
R. (1) Staff Assistant/Staff Associate  
S. (1) At-Large  

Non-Voting, Appointed by the Chairperson  
T. (1) Parliamentarian  

Nonmember  
U. (1) Secretary/Support Staff  

Article V. Officers of the College Assembly  
The College Assembly shall have the officer of Chairperson and Chair-elect with an additional Secretary/Support Staff.  

1. The functions of the Chairperson are to:  
   • present proposals to the College Assembly for consideration – either at the request of the College President, one of the Councils, or the Student Assembly.  
   • refer College Assembly business to the appropriate Council or Standing Committee or ad hoc Committee.  
   • prepare the agenda for each College Assembly meeting.  
   • preside at College Assembly meetings and provide for continuity in the flow of business.  
   • provide, as needed, leadership and ongoing communication and cooperation between all components of the shared governance system during the times between regularly scheduled College Assembly meetings.  
   • act as the College Assembly liaison with campus and community persons and/or groups.  
   • serve as alternate delegate to the Faculty Council of Community Colleges (FCCC).  
   • meet regularly with the College President, as requested by either party, to address campus issues of concern. As necessary, the Chairperson may designate an Assembly member to meet with the College President.  
   • act as representative to Executive Council and the President’s Cabinet as requested by the College President. As necessary, the Chairperson may delegate an Assembly member to attend.  
   • attend the BCC Board of Trustees monthly meetings.  
The term of office shall be for a period of one year, following a year as Chair Elect.  

2. The Chair Elect shall assist the Chairperson in supervising and controlling all of the business and affairs of the Assembly and shall, in the Chairperson’s absence, be responsible for all of the duties of the Chairperson. The term of office shall be for a period or one year. The Chair Elect shall automatically succeed the Chair upon expiration of the one-year term of the Chair. Election to the office of Chair Elect shall be made from among the voting membership of the Assembly.
3. The functions of the Secretary/Support Staff are to assist the Chairperson in organizing the workload of the College Assembly and, specifically, to:
   • Schedule College Assembly meetings.
   • Record, distribute, and communicate minutes of the College Assembly in a timely fashion.
   • Monitor and record attendance at College Assembly meetings and at Council/Standing Committee meetings (via meeting minutes from Council/Standing Committee chairpersons).
   • Organize correspondence to and from the College Assembly.
   • Assist the Chairperson in coordination of the activities of the Councils/Standing Committees.

4. Per fall and spring semester, the Chairperson of the College Assembly will anticipate at least a 3-hour course release time or equivalent based on his or her position at BCC.

**Article VI. College Assembly Structure**

In order to facilitate its own work or the work of the BCC shared governance structure-at-large, the College Assembly is empowered to create its own Standing or ad hoc Committees to deal with new or ongoing matters.

**Article VII. Meetings**

1. The College Assembly year begins September 1 and ends on August 31 of the following year. Meetings of the College Assembly shall be held two times per month during the academic year and, at the College Assembly Chair’s discretion, one time per month during the summer months.

2. The Chairperson can call additional meetings or cancel scheduled meetings after sufficient notice has been sent to all the members.

3. Special meetings may be called at any time by the Chairperson of the College Assembly or within five working days of receipt of a written petition to the Chairperson signed either (1) by at least nine College Assembly members, or (2) by at least 25 members of the campus community, provided that the issues for which the meeting is requested fall under the purview of the College Assembly as outlined in the College Assembly Constitution.

4. Chairs meetings are bi-weekly or at the discretion of the College Assembly Chair.

**Article VIII. Amendments to the Constitution**

1. Any member of the College Assembly may propose amendments to the Constitution at any regular meeting.

2. The proposed amendment will be filed with the Secretary of the College Assembly, who will publish the proposed amendment and the date of its presentation in the minutes of the meeting.

3. Discussion of the amendments must be at a regularly scheduled or special meeting of the College Assembly.

4. Adoption of amendments to the Constitution shall require an affirmative vote by two-thirds of the College Assembly members casting or returning ballots, provided that a quorum is present.

5. There must be sufficient time intervening (at least 30 days) between introductions of such proposal and a vote on its adoption.
Article I. Articulation with the Campus Community

In order for shared governance at Broome Community College to be successful, it is essential that all constituencies work closely with one another. Whenever the College Assembly is considering an item, it shall seriously deliberate on whether input from other administrative or academic areas or governing bodies would be necessary in order to fulfill shared governance principles, and/or beneficial to the full review and resolution of the item at hand. In all cases where such input is deemed necessary or beneficial, the College Assembly will make an immediate formal request to the areas/bodies in question for formal review and recommendations.

To facilitate its charge and responsibility, the College Assembly will assure that it

- captures the voice of stakeholders in formal and informal ways;
- adheres to shared governance principles and protocols;
- determines and executes the most credible and valid type of review (expedited, full, or extended) based on the complexity of the issue, urgency for a decision/resolution, and the availability of constituency groups during the summer months or periods when the College is closed;
- avoids being overly bureaucratic or time consuming and functions efficiently, effectively, and in a timely manner;
- prioritizes and establishes a timeline for conduct and completion of work progress; and
- promotes information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the Council for Academic Issues, Council for Operational Issues, and the Student Assembly, to ensure the integrity of its process.

Areas of concern of the College Assembly are issues that affect the entire institution, or issues that clearly affect more than one area of the College, or more than one constituent group. In cases where areas of authority or responsibility are not clear, the College Assembly shall have the power of review, i.e. review to determine if the issue falls under its jurisdiction. If a 2/3 majority of the College Assembly so decides, after due deliberation of the issues at hand, it will provide written and public justification why the matter, properly, is a campus-wide issue for action by the College Assembly.

Article II. Terms of Membership

Eligibility and Terms of Service:

1. A person from any of the membership constituencies identified in Article IV of Constitution is eligible to serve on the College Assembly.

2. With the exception of the student representative and representatives who serve by virtue of their positions or roles, members of the College Assembly are elected or appointed for three-year terms, with the option of being re-elected/re-appointed once consecutively.

3. Students shall serve one-year terms, and can also be re-elected or re-appointed once.

4. Including the Chairperson Elect of the College Assembly, all open positions shall be filled by the end of the Spring semester. Election/appointments must take place no later than four weeks prior to the end of the Spring semester.

5. All elected and appointed positions on the College Assembly shall be staggered, so that only one-third of the College Assembly appointed and elected members will be replaced and/or renewed in their three-year terms each year. (In order to initially establish the staggered system, one-third of the appointed or elected members on the College Assembly will only serve one year terms, and the other half will serve out their full three year term—this selection
will be based on a random drawing of names in advance of the first regularly scheduled College Assembly meeting so that all members will be informed of their term length).

6. For purposes of eligibility, a partial term, to fill out the unexpired term of some other elected or appointed member or for any other reason, shall be counted as a full term.

7. The seat of a College Assembly member shall be deemed vacant when the incumbent resigns from the College Assembly or the College, is no longer a member of the elected/appointed position or category, is not fulfilling membership duties, or is removed from office.

8. Members of the College Assembly shall serve with the expectation of consistent attendance at scheduled meetings. If a member is determined, based on meeting or committee (if relevant) attendance or other College Assembly Activity, not to be fulfilling membership duties, the seat will be considered vacant.

9. With a simple majority vote, the College Assembly shall have the right to dismiss members who miss more than three unexcused meetings of the College Assembly and/or any of its Standing or ad hoc Committees in any given year, and to initiate the appropriate procedures to replace said members in a timely fashion. (Vacancies will be filled per Article III.)

10. An officer of the College Assembly may be removed by a vote of two-thirds of the voting members of the College Assembly. Action on a motion for removal shall take place no sooner or later than the next regular meeting.

**Article III. College Assembly Membership**

**Membership**

**Representatives from the Administration (Non-voting)**
- President
- Chief academic officer
- Vice President for Administration and Finance
- Vice President for Student and Community Engagement

**Faculty Representatives (Voting)**
- Faculty shall be represented by four full-time instructional faculty (one from each of the four academic divisions), two non-instructional faculty, and one adjunct faculty.
  - All will be elected.
  - Full-time faculty shall be defined as having continuing appointment or on a tenure-track and who have been at BCC for at least one year.

**Classified Staff Representative (Voting)**
- One elected representative

**Student Representative (Voting)**
- One student representative. The election/appointment procedures for said representative shall be determined by the Student Assembly.

**Bargaining Unit Representatives (Voting)**
- The presiding Presidents of ESPA, Faculty Association, and the Guild will be appointed.

**Director/Assistant Director Representative (Voting)**
- One elected/appointed representative

**Staff Assistant/Staff Associate Representative (Voting)**
- One elected/appointed representative

**Department Chairperson Representative (Voting)**
- One elected representative

**Division Dean Representative (Voting)**
- One elected representative
Council for Academic Issues (Voting)
• One elected/appointed representative, notably, the Chairperson

Council for Operational Issues (Voting)
• One elected/appointed representative, notably, the Chairperson

Secretary/Support Staff (Non-Voting)
• Non-member. Assigned to provide organizational and communication support.

At-Large (Voting)
• One elected, part- or full-time BCC Employee

Parliamentarian (Non-Voting)
• See Article IV. below

Alternates/Substitutes
The College Assembly may permit elected or appointed alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating Council, Standing Committee, or other group. In general, if a College Assembly member cannot attend a meeting, s/he can nominate a substitute who, if approved by simple College Assembly majority, will have all the rights and privileges of said College Assembly member, though only for one meeting. In a case where the College Assembly member is a representative of either the Operational or Council for Academic Issues or the Student Assembly, the substitute also needs approval of that governing body.

Article IV. Procedures for Positions

Procedures for Elections or Appointments

1. The Secretary of the College Assembly shall announce availability of positions via all campus-wide communication mechanisms.

2. Within the guidelines for representatives described above, election and/or appointment procedures of administrators, faculty, classified or professional staff, and student members of the College Assembly shall be set by each of the respective representative bodies.

3. If more than one candidate is nominated from a particular constituency where elections apply, and at the request of said constituency, the College Assembly Secretary/Support Staff may assist with the election process.

4. In cases where there are not enough elected and/or appointed members, the College Assembly shall have the right to determine appropriate procedures to appoint the requisite number of candidates or constituent groups.

5. Eligible voters of the College community will be permitted to vote in all categories for which they are eligible to serve, including for the Member-At-Large. However, an eligible member of the College community must choose which constituency he or she would like to serve when running for office. Rules governing consecutive terms of service will apply across constituencies.

6. Nominations for the College Assembly Chairperson shall be made prior to the last meeting of the Spring semester.

7. Newly elected members shall assume the voting responsibilities of their office at the last meeting of the Spring semester in order to participate in the election of the new Chairperson.

8. The first meeting of the newly formed College Assembly shall be chaired by the previous Chairperson and recorded by the Secretary/Support Staff. The old members will transact remaining business for the year.

9. Chairperson will be elected by the newly formed College Assembly at the end of the meeting by a simple majority of the votes cast and will serve a one year term.

Vacancies

1. Resignation or dismissal from the College Assembly shall be presented in writing to the Chairperson. Vacancies shall be filled by election or appointment from the appropriate constituency to complete the remainder of the term.
2. Vacancies of Chairpersons of College Assembly Standing or ad hoc Committees shall be filled by a simple majority vote of Standing Committee members. When filling vacancies on Standing or ad hoc Committees, Chairpersons shall endeavor to keep proportional representation of campus constituencies (when applicable).

3. Voting for College Assembly officer(s) shall be by a secret ballot of all College Assembly members if there is more than one nominee for a position. If there is only one nominee and there are no additional nominations from the floor, the slate shall be approved by a show of hands.

Chairperson
The Chairperson of the College Assembly shall be

- a (constituency) elected or appointed member of the College Assembly;
- a voting member of the College Assembly; and
- elected by the voting members of the College Assembly.

Parliamentarian
The Chairperson of the College Assembly shall appoint, as Parliamentarian, a person eligible for membership to the College Assembly, but one who is not currently a member. The Parliamentarian:

- will have working knowledge of Democratic Rules of Order (9th edition) so that assistance can be provided to the Chairperson of the College Assembly in conducting meetings.
- may participate in debate, but may not vote.

Article V. College Assembly Conduct of Business

1. The business of the College Assembly shall be conducted in accordance with the provision of its Constitution and Bylaws.
2. All College Assembly meetings are open to members of the campus community.
3. The Chairperson may grant speaking privileges to non-College Assembly members of the BCC community if said persons have either made an official request to the Chairperson to be put on the agenda, or if the Chairperson recognizes a non-College Assembly member for the purpose of advancing the meeting agenda.
4. The College Assembly may, at any time, establish rules limiting the amount of time available for individual presentations at meetings, either by members of the College Assembly or by others permitted to speak before the body.
5. Rules of procedure shall be according to Democratic Rules of Order (9th edition). The Parliamentarian shall rule on procedure.
6. The College Assembly Chairperson or chairpersons shall prepare an agenda for each meeting.
7. The Secretary/Support Staff will circulate the agenda and, as necessary, related information for major items on the agenda.
8. Minutes shall be prepared following every meeting, approved by the membership, and posted on the Shared Governance website. Detailed minutes, including supporting documentation/reports, shall be made available to all College Assembly members as soon as the full minutes are approved by simple majority at the next meeting.
9. A quorum is present when a majority of the College Assembly voting members are present.
10. Representatives are expected to attend every meeting. If unable to attend a meeting, the representative shall notify the College Assembly Secretary and send an approved substitute from the same constituency.
11. All reports and requests for action/response by the College Assembly, any of its Standing or ad hoc Committees, or the President, must be addressed in the agenda of the next regularly scheduled meeting.
Article VI. College Assembly Information Sharing with Governance Bodies and Campus Community

Since the College Assembly is the central integrating body of the BCC governance structure, it shall assure that no major decisions or plans of campus-wide significance are put forward without the proper input of all governing bodies, units, or areas that are concerned with the issue(s) at hand.

In order to promote transparency and informed decision-making, the following procedural requirements shall be implemented:

1. The President, each Vice President, Chair of the Council for Academic Issues, Chair of the Council for Operational Issues, and the Student Assembly representative shall each provide the College Assembly with an executive summary prior to each regularly scheduled meeting, containing the following specific information:
   - Accomplishments / progress-report since the last meeting
   - Risks that may delay delivery or impact or affect the success of any initiative and that require CA attention
   - Present and future plans (as not yet discussed in previous reports)

These reports will become part of the official College Assembly records.

2. The College Assembly determines to which governing body(s), Standing Committee(s), or unit(s)/area(s) requests for action or recommendation or communication shall be channeled. Requests so determined must be endorsed by at least a simple majority of the College Assembly membership.

3. Once the determination in Step 2 is made, the College Assembly Chairperson forwards requests to appropriate governing body(s), Standing Committee(s), or unit(s)/area(s) with
   - all available relevant information and documentation;
   - request for recommendations;
   - timeline to be followed;
   - information about which other governing body(s), Standing Committee(s), unit(s)/area(s) are involved in deliberations; and
   - directions regarding what to report and to whom after recommendations have been arrived at.

4. Recommendations from each of the governing body(s), Standing Committee(s), or unit(s)/area(s) shall be returned to the College Assembly if, and only if, issues
   1. involve more than one governing body and/or unit/area
   2. irreconcilable conflict has arisen within a governing body and/or unit/area.

5. Each committee listed on the Shared Governance webpage will produce an end of the year report.
   Each report should include:
   - Title of committee
   - Committee membership including officer designations
   - Bulleted list of top three academic year committee accomplishments
   - Bulleted list of top two rollover activities for the next academic year

   This report should be sent electronically to the College Assembly Secretary and published on the Shared Governance webpage.

In said cases, the College Assembly reserves the right to study all relevant recommendation(s) and to arrive at its own recommendation(s).

6. In those cases in which governing body(s), Standing Committee(s), or unit(s)/area(s) have forwarded their
recommendation(s) to the College Assembly, the College Assembly will study, review, and arrive at its own recommendation(s), which the College Assembly will then forward to the President in an expedient fashion. In cases where a governing body, Standing Committee, or unit/area does not need to forward its recommendations to the College Assembly, the recommendation(s) will directly go to the appropriate administrative officers.

7. Policy and operational recommendations from the College Assembly will be made, in writing, by the Chairperson of the College Assembly directly to the President of the College.

8. The President of the College shall respond, in writing, to the Chairperson of the College Assembly within 14 days unless the matter requires a more timely response (as specified in the original recommendation from the Chairperson or chairpersons of the College Assembly).

9. The President of the College may return a recommendation with suggestions for modification(s) or, when rejecting the recommendation, shall provide rationale.

10. For policy matters, if the President of the College chooses to not accept the recommendation of the College Assembly and to make his/her own recommendation to the BCC Board of Trustees, the President shall also forward the recommendation from the College Assembly to the Board of Trustees.

Article VII. College Assembly Voting Procedure and Privileges

1. All members of the College Assembly, with the exception of the President, Vice-Presidents, Parliamentarian, and Secretary/Support Staff shall have voting privileges. Each member shall have one vote. It is expected that members will inform and poll their constituencies on major issues prior to voting.

2. The Chairperson of the College Assembly shall vote only in cases when a tie vote needs to be broken.

3. A quorum for the College Assembly shall consist of the simple majority of the voting members. Decisions shall generally be made by simple majority. Exceptions that would require a 2/3 majority: (1) changes to the governance structure of BCC; (2) censure, termination, or impeachment of any of the members of the College Assembly; (3) discontinuance of programs/departments, and (4) cases where areas of authority or responsibility are not clear, and where the College Assembly has the power of review.

4. If a situation requires a vote outside of regularly scheduled meetings of the College Assembly, the Chairperson may conduct balloting on an item-by-item basis outside of a meeting with the concurrence of a majority of College Assembly members.

5. Voting shall be by whatever method the Chairperson deems appropriate. He/she shall determine the method based on the issue unless over-ruled by a majority of the members.

Article VIII. Amendments to the Bylaws

1. Any member of the College Assembly may propose amendments to the Bylaws at any regular meeting.

2. The proposed amendment will be filed with the Secretary of the College Assembly, which will publish the proposed amendment and the date of its presentation in the minutes of the meeting.

3. Discussion of the amendments must be at a regularly scheduled or special meeting of the College Assembly.

4. Adoption of amendments to the Bylaws shall require an affirmative vote by two-thirds of the College Assembly members casting or returning ballots, provided that a quorum is present.

5. There must be sufficient time intervening (at least 30 days) between introductions of such proposal and a vote on its adoption.
COUNCIL FOR ACADEMIC ISSUES (CAI)  
BROOME COMMUNITY COLLEGE  

BYLAWS

Preamble

These Bylaws are established in accordance with the principles of organization and rule pertaining to the campus governance bodies of Broome Community College (BCC).

The delegation of authority to the Council for Academic Issues is based on the College Assembly Constitution and Bylaws. These Bylaws serve as the instrument of the Council for Academic Issues in the execution of its assigned purpose and responsibility.

The structure and function of the Council for Academic Issues provides for an organized relationship between the constituencies it represents and other BCC governance bodies, the President of the College, other administrative officers, and the College community at large.

Article I. Name

The official name of the body shall be the Council for Academic Issues. In other parts of this document, hereafter, referred to as CAI.

Article II. Purpose and Responsibility

The Council for Academic Issues is the body that makes recommendations directly to the College Assembly or the President relative to academic issues, policies, and standards as well as aspects of student life which relate to the educational process. Its scope and sphere of influence will be articulated in its standing/ad hoc committee structure and, as such, will have final recommending responsibilities and influence in the areas of activity central to the interests of the faculty and the academic program(s) of the College. In addition, the CAI will provide a forum for the consideration of other general academic matters of interest to the College community or academic issues affecting the institution.

To facilitate its charge and responsibility, the CAI will assure that it articulates with the campus community consistent with the over-arching guiding principles of Campus Governance. That is, it will

• capture the voice of stakeholders in formal and informal ways;
• adhere to shared governance principals and protocols;
• determine and execute the most credible and valid type of review based on the complexity of the issue, urgency for a decision, and the availability of constituency groups during the summer months or periods when the College is closed;
• avoid being overly bureaucratic or time consuming and function efficiently, effectively, and in a timely manner; prioritize and establish timelines for conduct and completion of work/business; and
• promote information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the other governance bodies as it relates to CAI business, to ensure the integrity of its process.

Article III. Membership

Faculty Representatives (Voting)

• Shall be represented by ten full-time instructional faculty (four from the Liberal Arts and Human Services division; two from the Business and Public Services division; two from the Science, Technology, Engineering and Mathematics division; and two from the Health Sciences division), and two adjunct faculty.
• All will be elected.
• Full-time faculty shall be defined as having continuing appointment or on a tenure-track and who have been at BCC for at least one year.
Classified Staff Representative (Voting)
- One elected representative

Student Representatives (Voting)
- Two student representatives.
  The election/appointment procedures for said representative shall be determined by the Student Assembly.

Staff Associate Representative (Voting)
- One elected representative

Department Chairperson Representatives (Voting)
- Four elected representatives

Division Dean Representatives (Voting)
- Two elected representatives

Student Support Services Representative (Voting)
- Shall be represented by full time, non-instructional faculty in titles: Librarian, Counselor, Learning Specialist, Learning Disability Specialist, Academic Advisor, and also to include EOP Director, and Job Placement Center Director
  - One elected representative

Instructional Support Services Representative (Voting)
- Shall be represented by full time, non-instructional faculty in titles: Instructional Designer, Network Communications Specialist, Programmer Analyst, Systems Analyst, and Technical Assistant.
  - One elected representative

Member At Large (Voting)
- Shall be selected from any part-time or full-time employee of the College including those not currently covered by other CAI membership categories. This position does not have any requirement of specific rank or position within the College.
  - One elected representative

Representatives from the Administration (Ex-Officio/Non-voting)
- Chief academic officer

Parliamentarian (Non-Voting)
- One appointed member

Article IV. Procedures for Positions

Alternates/Substitutes
The CAI may permit elected or appointed alternates with voting privileges, and substitute members with voting privileges where such privileges are not limited by the constitution and bylaws of the CAI, Standing Committee, or other group. In general, if a CAI member cannot attend a meeting, s/he can nominate a substitute who, if approved by simple majority, will have all the rights and privileges of said CAI member, although only for one meeting. In a case where the CAI member is a representative of the College Assembly, Council for Operational Issues, or the Student Assembly, the substitute also needs approval of that governing body.

Vacancies
1. Resignation or dismissal from the CAI shall be presented in writing to the Chairperson. Vacancies shall be filled by election or appointment from the appropriate constituency to complete the remainder of the term.
2. Vacancies of Chairpersons of CAI Standing or ad hoc Committees shall be filled by a simple majority vote of Standing Committee members.
3. Voting for CAI officer(s) shall be by a secret ballot of all members if there is more than one nominee for a position.
If there is only one nominee and there are no additional nominations from the floor, the slate shall be approved by a show of hands.

**Chairperson, Chairperson Elect, and Secretary(s)**
The Chairperson, Chairperson Elect, and Secretary(s) of the CAI shall be:

- a (constituency) elected member;
- a voting member; and
- elected by the voting members.

**Parliamentarian**
The Chairperson of the CAI shall appoint, as Parliamentarian, a person eligible for membership to the CAI, but one who is not currently a member. The Parliamentarian:

- will have working knowledge of Democratic Rules of Order so that assistance can be provided to the Chairperson of the CAI in conducting meetings.
- may participate in debate, but may not vote.

**Article V. Terms of Membership**

**Eligibility and Terms of Service:**

1. A person from any of the membership constituencies identified in Article III of these bylaws is eligible to serve on the CAI.
2. With the exception of the student representative and representatives who serve by virtue of their positions or roles, members of the CAI are elected for three-year terms, with the option of being re-elected once.
3. With the exception of the student representative and representatives who serve by virtue of their positions or roles, after two possible consecutive terms, members shall sit out for at least one term before being eligible for membership again.
4. The Chairperson and Chairperson Elect shall serve one year terms. The Chairperson Elect shall automatically succeed the Chairperson upon the expiration of the one year term of the Chairperson.
5. Students shall serve one-year terms and can also be re-elected or re-appointed once.
6. Including the Chairperson and the Chairperson Elect of the CAI, all open positions shall be filled by the end of the spring semester. Elections must take place no later than four weeks prior to the end of the spring semester.
7. All elected positions on the CAI shall be staggered, so that only one-third of the elected members will be replaced and/or renewed in their three-year terms each year.
8. For purposes of eligibility, a partial term to fill out the unexpired term of some other elected member or for any other reason, shall be counted as a full term.
9. The seat of a CAI member shall be deemed vacant when the incumbent resigns from the CAI or the College, is no longer a member of the elected position or category, is not fulfilling membership duties, or is removed from office.
10. Members of the CAI shall serve with the expectation of consistent attendance at scheduled meetings. If a member is determined, based on meeting or committee (if relevant) attendance or other CAI activity, not to be fulfilling membership duties, the seat will be considered vacant.
11. With a simple majority vote, the CAI shall have the right to dismiss members who miss more than three meetings of the CAI and/or any of its Standing or ad hoc Committees in any given year, and to initiate the appropriate procedures to replace said members in a timely fashion. (Vacancies will be filled per Article III.)
12. An officer of the CAI may be removed by a vote of two-thirds of the voting members. Action on a motion for removal shall take place at the next regular meeting.
Responsibilities of Members:
The duties and responsibilities of the CAI members shall be to:

- review and evaluate all relevant resource information, committee reports, recommendations, and resolutions that accompany each agenda prior to meetings.
- as necessary, determine the opinion of their constituents before meetings.
- attend all meetings of the CAI or to arrange for the attendance of an appropriate alternate.
- bring to the CAI matters that concern their constituents.
- engage in deliberation regarding issues that the CAI has been charged with or initiates.
- report fully and regularly to their constituents on the activities of the CAI.

Article VI: Elections

1. The Corresponding Secretary of the CAI shall serve on the adhoc election committee of the College Assembly and will assist with the election process.
2. Within the guidelines for representatives described above, election and/or identification procedures of administrators, faculty, classified staff, student services staff, and student members of the CAI shall be set by each of the respective representative constituencies.
3. If more than one candidate is nominated from a particular constituency, the CAI Secretary(s) will be responsible for conducting the election process.
4. In cases where there are not enough elected members, the CAI shall have the right to determine appropriate procedures to appoint the requisite number of candidates or constituent groups.
5. Nominations for the CAI Chairperson and Chairperson Elect shall be made prior to the last meeting of the Spring semester.
6. Newly elected members shall assume the voting responsibilities of their office at the last meeting of the Spring semester in order to participate in the election of the new Chairperson and Chairperson Elect.
7. The first meeting of the newly formed CAI shall be chaired by the previous Chairperson and recorded by the Secretary. The old members will transact remaining business for the year.
8. Chairperson and Chairperson Elect will be elected by the newly formed CAI at the end of the meeting by a simple majority of the votes cast and will serve a one year term.

Article VII: Officers

1. The officers of the CAI shall be the Chairperson, a Chairperson Elect, a Recording Secretary, and a Corresponding Secretary.
2. The Chairperson shall prepare an agenda for, and preside over, each meeting, and provide for continuity in the flow of business.
3. The Chairperson shall maintain a liaison relationship with the Chairpersons of the College Assembly, the Council for Operational Issues, and all CAI Standing or ad hoc Committees as well as act as the CAI liaison with campus persons and or groups.
4. The Chairperson may serve as an ex-officio member of all Standing Committees of the CAI.
5. The Chairperson shall meet with the College President to address issues of academic concern. As necessary, the Chairperson may designate a CAI member to meet with the President.
6. The Chairperson shall attend the Broome Community College Board of Trustees monthly meetings.
7. The Chairperson Elect shall have the authority vested by this article in the absence of the Chairperson.
8. The Chairperson shall serve as alternate delegate to the State University Faculty Council of Community Colleges.
9. The Recording Secretary will take minutes of all meetings and prepare them for distribution.
10. The Corresponding Secretary will circulate the agenda, minutes and, as necessary, related information for major items on the agenda.

11. The Recording and Corresponding Secretary will keep appropriate records pertaining to CAI business, handle official correspondence, and conduct CAI elections.

**Article VIII. Conduct of Business**

1. The business of the CAI shall be conducted in accordance with the provision of the College Assembly Bylaws and the CAI Bylaws.

2. The CAI meets as stipulated in the meeting schedule published prior to each academic year.

3. All CAI meetings are open to members of the campus community.

4. The Chairperson may grant speaking privileges to non-CAI members of the BCC campus community if said persons have made either an official request to the Chairperson to be put on the agenda, or if the Chairperson recognizes a non-CAI member for the purpose of advancing the meeting agenda.

5. The CAI may, at any time, establish and modify rules limiting the amount of time available for individual presentations or comments, either by members or by others permitted to speak before the body. In the conduct of regular business, a standing rule of 2 minutes shall apply unless modified by the Chairperson for the purpose of advancing the meeting agenda.

6. Rules of procedure shall be according to Democratic Rules of Order (Ninth Edition). The Parliamentarian shall rule on procedure.

7. Minutes shall be prepared by the Recording Secretary following every meeting, approved by the membership, and posted on the Shared Governance website. Detailed minutes, including supporting documentation/reports, shall be made available to all CAI members as soon as the full minutes are approved by simple majority at the next meeting.

8. A quorum is present when a majority of the CAI voting members are present.

9. Representatives are expected to attend every meeting. If unable to attend a meeting, the representative shall notify the CAI Secretary and make every reasonable effort to identify and send an alternate from the same constituency. This will constitute an excused absence.

10. All reports and requests for action/response by the CAI or any of its Standing or ad hoc Committees, or the President, must be addressed in the agenda of the next regularly scheduled meeting.

11. Special meetings may be scheduled by the Chairperson or upon the written request of a simple majority of voting members. Such meetings shall be scheduled within one week of the identified need or written request. An agenda will be circulated and must reach members two days before the scheduled meeting. Quorum rules will apply at special meetings.

**Article IX. Voting Procedure and Privileges**

1. All members of the CAI, with the exception of the Chairperson, Parliamentarian, and ex-officio members, shall have voting privileges. Each member shall have one vote. It is expected that members will inform and poll their constituencies on major issues prior to voting.

2. The Chairperson of the CAI shall vote only in cases when a tie vote needs to be broken.

3. A quorum for the CAI shall consist of the simple majority of the voting members. Decisions shall generally be made by simple majority. Exceptions that would require a 2/3 majority: (1) changes to the governance structure of BCC; (2) censure, termination, or impeachment of any of the members of the CAI; (3) discontinuance of programs/departments, and (4) cases where areas of authority or responsibility are not clear, and where the CAI has the power of review.

4. If a situation requires a vote outside of regularly scheduled meetings of the CAI, the Chairperson may conduct balloting on an item-by-item basis outside of a meeting with the concurrence of a majority of the members.

5. Voting shall be by whatever method the Chairperson deems appropriate. He/she shall determine the method based on the issue unless over-ruled by a majority of the members.
Article X. Information Sharing with Other Governance Bodies

Since the CAI is the body of the BCC governance structure with responsibilities and influence in the areas of activity central to the interests of the faculty and the academic program(s) of the College, it shall assure that no major decisions or plans of academic significance are put forward without the proper input of all of its standing/ad hoc committees, or units or areas that are concerned with the issue(s) at hand.

In order to promote transparency and informed decision-making, the following procedural requirements shall be implemented:

1. The Chairperson of the Council for Academic Issues shall provide the College Assembly with an executive summary prior to each regularly scheduled Assembly meeting, containing the following specific information:
   - Accomplishments/progress-report since the last meeting
   - Risks that may delay delivery or affect the success of any initiative and that requires the attention of the CAI or the College Assembly.
   - Present and future plans (as not yet discussed in previous reports)

2. The CAI determines to which governing body(s), Standing Committee(s), or unit(s)/area(s) requests for action or recommendation or communication shall be channeled. Requests so determined must be endorsed by at least a simple majority of the membership.

3. Once the determination in Step 2 is made, the CAI Chairperson forwards requests to appropriate governing body(s), Standing Committee(s), or unit(s)/area(s) with
   - all available relevant information and documentation;
   - request for recommendations;
   - timeline to be followed;
   - information about which other governing body(s), Standing Committee(s), unit(s)/area(s) are involved in deliberations; and
   - directions regarding what to report and to whom after recommendations have been arrived at.

4. Recommendations from each of the governing body(s), Standing Committee(s), or unit(s)/area(s) shall be returned to the CAI if, and only if, irreconcilable conflict has arisen within a governing body and/or unit/area.

In said cases, the CAI reserves the right to study all relevant recommendation(s) and to arrive at its own recommendation(s).

5. In those cases in which governing body(s), Standing Committee(s), or unit(s)/area(s) have forwarded their recommendation(s) to the CAI, the Council will study, review, and arrive at its own recommendation(s), which will then be forwarded to the College Assembly or President in an expedient fashion. In cases where a governing body, Standing Committee, or unit/area does not need to forward its recommendations to the CAI, the recommendation(s) will directly go to the appropriate administrative officers.

6. Policy and operational recommendations from the CAI will be made, in writing, by the Chairperson of the CAI directly to the College Assembly or President of the College.

7. The College Assembly or President of the College shall respond, in writing, to the Chairperson of the CAI within 14 days unless the matter requires a more timely response (as specified in the original recommendation from the Chairperson of the CAI).

8. The College Assembly or President of the College may return a recommendation with suggestions for modification(s) or, when rejecting the recommendation, shall provide rationale.

9. For policy matters, if the College Assembly or President of the College chooses to not accept the recommendation of the CAI and to make its own recommendation to the BCC Board of Trustees, the President shall also forward the recommendation from the CAI to the Board of Trustees.
Article XI: Committees

1. The CAI shall include Standing and ad hoc Committees.
2. Committees shall submit meeting minutes to the CAI as well as written reports of all formal recommendations made or actions taken.
3. CAI Committees are constituted according to the bylaws established by said Standing Committee.
4. All members of the College Community, unless otherwise stipulated under Standing or ad hoc committee bylaws, are eligible for committee membership. All committee members who are on sabbatical leave or leave of absence shall be considered on leave from their committees. Said members will be replaced for the balance of their terms, either by election or appointment as appropriate.
5. Committee members shall serve according to the terms of membership associated with said committee as noted in Article XI: Section 3.
6. Each committee shall elect its own chair and secretary who will serve according to the terms of membership associated with said committee as noted in Article XI: Section 3.
7. The number of CAI Standing Committees may be increased or reduced by a two-thirds vote of the CAI.
8. Ad hoc Committees may be appointed by the CAI Chairperson as needed, to expedite the work of the Council. These committees should not overlap existing duties of other committees.
9. All CAI Committees shall follow the Guidelines which appear in Appendix I of these bylaws.

Article XII. Standing Committees

A. Academic Advising Committee

1. Functions:
   a. Develop, communicate, and advance a campus-wide mission statement on academic advising.
   b. Establish and promote campus-wide academic advising student learning outcomes and objectives.
   c. Develop, coordinate, and communicate academic advisement plans for current and new students.
   d. Serve as a resource for information regarding best practices in academic advising.
   e. Update and maintain the college’s academic advising website.
   f. Develop and facilitate training for new advisors and continuing professional development for experienced advisors.
   g. Formulate strategies and recommendations to enhance the integration of academic advising into the enrollment management process.
   h. Develop and implement an academic advising assessment plan.
   i. Use the assessment results to recommend changes/improvements.
   j. Promote academic advising as a discipline and celebrate successes.
   k. Create an annual report of the Committee and post report.

2. Membership:
The Academic Advising Committee voting membership is representative of faculty and staff responsible for academic advising.

   Committee Members:
   • One Staff Associate from each of the following areas: BPS, LA, HS, STEM and Continuing Education
   • A representative from the Learning Assistance Center
   • Chairperson (or designee) of the Department of Academic Advising
   • Faculty: teaching faculty representatives, one representing each division
3. Reporting Relationship:
The Academic Advising Committee reports to the Council for Academic Issues. One or more members serve as liaisons for communication purposes to the Enrollment Management Action Team and to the Chairs and Deans Council. The AAC reports to the campus at large via the AAC website.

B. Academic Grievance Committee
1. Functions:
   a. Designate members to serve on the ad hoc Hearing Committee for academic grievances.
   b. Instruct the ad hoc Hearing Committee about its role and responsibility in the academic grievance process.
   c. As requested, provide information and clarification to the ad hoc Hearing Committee.

2. Membership:
   Current members of the Council for Academic Issues including Chairperson of CAI, one full-time classroom faculty, one full-time non-classroom faculty, and one student.

3. Reporting Relationship:
The Academic Grievance Committee accepts grievances from the VPAA. The ad hoc Hearing Committee reports to the VPAA and the CAI.

C. Distance Learning
1. Functions:
   a. Create planning strategies designed to anticipate and prioritize campus needs with respect to distance learning.
   b. Create and maintain the campus distance learning plan to identify future considerations and directions.
   c. Formulate recommendations and policy drafts to help guide campus implementation, day-to-day operation, and communication of issues related to distance learning.
   d. Make recommendations about the integration of distance learning within the BCC web resources.
   e. Make recommendations for continued support for Distance Learning on such issues as software, hardware, policies, and staffing related to distance learning.
   f. Make recommendations regarding training, training policies, and oversight for distance learning.
   g. Evaluate the feasibility to support current and future distance learning platforms and their scalability to accommodate future growth.
   h. Evaluate and determine how campus services can be effectively provided at a distance (i.e. online registration, advising, etc.) and suggest action needed.

2. Membership:
   Co-Chairpersons:
   • Designated Dean of Distance Learning
   • Senior Instructional Designer

   Committee Members:
   • Four Teaching Faculty Representatives with an interest and experience in distance learning, one representing each of the academic divisions, to include at least one department Chair, if possible. To be appointed annually by the divisional Dean through a process decided by each division.
   • Representative from the Registrar’s Office
   • Representative from Public Affairs
   • Representative from Information Technology
• Representative from Continuing Education
• Representative from Advising

3. Reporting Relationship:
The Distance Learning Steering Committee reports to the VPAA. One or more members serve as liaisons to the Technology Committee and to the Chairs and Deans Council for communication purposes.

D. Professional Development Steering Committee

1. Functions:
   a. Create and maintain the campus professional development plan to identify future considerations and directions.
   b. Formulate recommendations and policy drafts to help guide campus implementation, day to day operation, and communication of issues related to professional development.
   c. Make recommendations about the integration of professional development within the BCC internal resources.
   d. Make recommendations regarding funding strategies for professional development and processes for distribution of professional development funds.
   e. Evaluate and determine how campus professional development services can be effectively provided through a variety of modes and mechanisms and suggest action needed.
   f. Act as a liaison for professional development by providing referrals and recommendations to other departments and divisions.

2. Membership:

   Voting Membership
   The Broome Community College Professional Development Steering Committee voting membership consists of faculty and staff, as well as other members of the campus community involved in support of teaching, learning, and professional development to provide balanced discussion and input. Others may attend as non-voting members.

   Co-Chairs
   • Professional Development Coordinator
   • Member of the committee selected by vote of the committee at the beginning of the academic year, and who has served as a committee member in the previous academic year.

   Committee Members
   • Four Teaching Faculty Representatives with an interest in professional development, one representing each of the academic divisions, to include at least on department Chair. To be appointed annually by the divisional Dean through a process decided by each division.
   • An Instructional Designer from the Teaching Resource Center
   • Three representatives from among Non-Classroom Faculty distributed across the Learning Access Center, Information Technology Services, the BCC Advising Center, Staff Associates to Vice Presidents and other areas who are willing to serve.
   • A representative from the BCC Foundation
   • A representative from Office of the Chief academic officer

3. Reporting Relationship:
The Professional Development Steering Committee reports to the VPAA. One or more members serve as liaisons to the Instructional Design Resources Team and to the Chairs and Deans Council for communication purposes.
E. Retention Committee

1. Functions:
   a. Provide BCC, its students, faculty, and administration with advisory support on all matters relating to student persistence and retention.
   b. Improve student success by collaboratively endorsing, promoting, and assessing student retention initiatives at the College.

2. Membership:
   Number of Members: The size of the Committee may vary. Multiple positions can be served by one individual. Other campus constituents may be asked to serve the Retention Committee on an ad hoc basis. The committee will be comprised of:
   1. One full-time teaching faculty from each academic division
   2. One Foreign Language, ESL, Speech faculty member
   3. One adjunct who teaches developmental courses
   4. One adjunct who teaches college level courses
   5. One Chairperson of an academic department
   6. One Staff Associate
   7. One representative from Sponsored Programs
   8. One representative from the Learning Assistance Center
   9. One representative from Counseling Services
   10. One representative from Academic Advising
   11. One representative from E. O. P.
   12. One representative from the Registrar Office
   13. One faculty member who teaches on-line
   14. Two representatives from the student body

3. Reporting Relationship:
   The Retention Committee reports to the VPAA. It also makes recommendations that can affect other areas such as the Admissions, Financial Aid, Registrar, Enrollment Management, and Public Affairs.

F. Student Learning Assessment Committee

1. Functions:
   a. Responsible for the ongoing assessment of student learning outcomes.
   b. Provide leadership in establishing a culture of assessment across the campus.
   c. Recommend student learning assessment policies and procedures to campus governing bodies.
   d. Ensure that student feedback is sought and included in all classroom and program/department learning assessments.
   e. Provide an annual report of Student Learning Assessment to the Institutional Effectiveness Assessment Committee as well as to the Strategic Planning group, the College Budget Officer, and the Chairs and Deans Council.

2. Membership:
   Chairperson:
   • A tenured teaching faculty member

   Committee Members:
   • Faculty: Four Teaching Faculty Representatives, one representing each of the academic divisions, to include a Department Chair, if possible.
• Chair of Learning Assistance Center or designee
• General Education Steering Committee chair or designee

With the exception of the chair of the committee, a single faculty member may represent more than one con-
stituency in the above list. (For example, if the GESC chair is also a department chair, then there need not be
another department chair among the teaching faculty representatives.)

• Director of Institutional Research or other representative from the Institutional Effectiveness Assessment
committee
• Vice President for Student and Community Engagement or designee
• Dean of Liberal Arts
• Another Academic Dean or designee (appointed by the VPAA on a rotating basis)
• Staff Associate to the VPAA
• VPAA (ex-officio /invited as appropriate)

3. Reporting Relationship:
The Standing Committee on Student Learning Assessment reports to the VPAA, the IEAC, and the Council for
Academic Issues (CAI). One or more members serve as liaisons for communication purposes to the Institutional
Effectiveness Assessment Committee, the CAI, the Student and Community Engagement division, and to the
Chairs and Deans Council. The SCSLA reports to the campus at large via the SCSLA website.

G. SUNY Awards Committee
1. Functions:
a. To solicit nominations from the faculty, administration, staff, and students through college wide communica-
tions for the SUNY Chancellor’s Awards for excellence in the categories of Teaching and Librarianship and
for the Distinguished Professorships in Teaching and Service.
b. To assign a mentor who is a former recipient of the Chancellor’s or Distinguished Professorship Award, and
not a member of the Committee, to assist candidates in completing and submitting a dossier to the Committee
for review.
c. To review and select the dossiers which are forwarded to the President for final decision on candidates for the
SUNY Chancellor’s and Distinguished Professorship Awards.
d. To prepare the summary report required for the SUNY Chancellor’s Award(s) or for the Distinguished
Professorship(s).
e. To verify that all proper documentation and supporting letters of recommendation are in order.
f. To work with the President’s office to forward the completed dossiers to the SUNY Chancellor’s office by the
deadline(s).

2. Membership:
Members will be appointed for one (1) award cycle.
Members will be appointed according to the Chancellor’s Awards for Excellence Policies and Procedures and/
or the Guidelines for the SUNY Distinguished Professorships. Separate Sub-Committees will be established as
needed.

3. Reporting Relationship:
The Local Selection Committee reports to the Chairperson of the Council for Academic Issues.
H. Writing Initiatives Network Committee (WINC)

1. Functions:
   a. Provide instructors with the most updated W course guidelines.
   b. Encourage instructors to revisit and reestablish their W course goals. (This will be especially beneficial for those instructors who may be teaching a W course yet did not participate in preparing the W proposal.)
   c. Provide faculty with the resources and instruction to help them develop their writing instruction philosophy and practice.
   d. Raise awareness of the services provided by the Writing Center and reinforce the use of the many services offered by the center.
   e. Assure a level of uniformity among existing W courses and W course proposals.
   f. Share information about successful strategies, as well as discover new strategies that can be shared among instructors.
   g. Review all new W course and W module proposals for approval.
   h. Communicate W course and W module approvals to faculty, chairs, registrar.

2. Membership:
   Comprised of members from all academic divisions. Committee structure includes a chair, a secretary, and division liaisons.

3. Reporting Relationship: The Writing Initiatives Network Committee is advisory to the CAI.

Article XIII. Amendments to the Bylaws

1. Any member of the CAI may propose amendments to the Bylaws at any regular meeting.

2. The proposed amendment will be filed with the Secretary of the CAI, who will publish the proposed amendment and the date of its presentation in the minutes of the meeting.

3. Discussion of the amendments must be at a regularly scheduled or special meeting of the CAI.

4. Adoption of amendments to the Bylaws shall require an affirmative vote by two-thirds of the CAI members casting or returning ballots, provided that a quorum is present.

5. There must be sufficient time intervening (at least 30 days) between introductions of such proposal and a vote on its adoption.
APPENDIX I

Policy Guidelines for Standing Committees  
Council for Academic Issues (CAI)

1. The Corresponding Secretary of the CAI shall receive copies of each of the following: minutes of each meeting, notices of forthcoming meetings, resolutions which a committee wishes to present to the CAI, and special communications concerning committee issues/problems as the need may arise.

2. If someone from the campus community wishes a matter to be considered by the CAI, the normal order of procedure is for the CAI member of the respective department/area to accept the matter and inform the CAI Chairperson, who will then assign the matter to the appropriate Standing Committee for discussion and recommendations.

3. A report from a Standing Committee to the CAI must be made personally by either the chair or the Secretary of the Standing Committee. If neither of these officers can be present, the report will be placed on the agenda of a subsequent meeting.

4. Meetings of Standing Committees should be held at least once a month or according to the preferred schedule of the Committee. A copy of the minutes should be distributed to each member of the Committee and to the Corresponding Secretary of the CAI within a week of the meeting by the Secretary of the Standing Committee.

5. Removal of committee members will be according to the bylaws or procedure of the Standing Committee.

6. Where student representation on a Standing Committee is specified, the Student Assembly will be contacted and will follow its bylaws or procedure for assignment to a Committee.
Purpose and Responsibility

The Council for Operational Issues is the body that makes recommendations directly to the College Assembly and/or the Administration relative to a wide variety of operational issues, policy, and standards affecting the College. Its scope and sphere of influence will be articulated in its standing, sub-committee, and ad-hoc committee structure and, as such, will have final recommending responsibilities and influence in these areas of activity of broad interest to the faculty, staff, and students of the College.

To facilitate its purpose and responsibility, the COI will assure that it articulates with the campus community consistent with the over-arching guiding principles of campus shared governance.

That is, it will

- capture the voice of stakeholders in formal and informal ways;
- adhere to shared governance principles and protocols;
- determine and execute the most credible and valid type of review based on the complexity of the issue, urgency for a decision, and the availability of constituency groups during the summer months or periods when the College is closed;
- avoid being overly bureaucratic or time-consuming and function efficiently, effectively, and in a timely manner;
- prioritize and establish timelines for conduct and completion of work/business; and
- promote information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the other governance bodies as it relates to COI business, to ensure the integrity of its process.

Article I: Parliamentary Procedures

1. Establishing quorum: For administrative decisions, election of officers, approval of meeting minutes, or amending the by-laws, a majority is considered half plus one of the full membership of the COI committee.

2. Committee decorum: Democratic Rules of Order shall govern decorum and debate as interpreted by the COI committee. Committee members are required to act in a collegial, considerate, interested and helpful manner at all times, even when demands are placed on them.
**Article II: Membership**

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<th>Number of Representatives</th>
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<th>Non-voting</th>
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<td>Facilities</td>
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<td>Foundation</td>
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<tr>
<td>Faculty (Instructional Full-time)</td>
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<td>Faculty (Instructional Full-time)</td>
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<tr>
<td>Faculty (Non-Instructional)</td>
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<tr>
<td>Adjunct Faculty (instructional/part-time and including full-time adjuncts)</td>
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<td>Classified Service</td>
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<tr>
<td>Parliamentarian (ex-officio and appointed)</td>
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**Total membership** .............................................. 23 .....................22...............1

*Note: The COI Chair votes only if there is a tie*

1. **Terms of appointment:** Members will serve for a two-year term and are appointed or elected by membership from each area.

2. **Resignations and replacement appointment:** If a member finds it necessary to resign from the COI, he or she is encouraged to provide as much notice to the COI chair as possible and continue to serve until a replacement can be identified and selected. If possible, he or she is also encouraged to help the committee find a suitable replacement. Replacement members will be appointed to the remainder of the resigning member’s term, and are eligible for reappointment or reelection by the discretion of the membership from each area.

3. **Duties of members:** Regular attendance is vital to the purposes of the COI. Members accept the duty and obligation to attend meetings and to provide advance notice if they are unable to attend. Repeated absences may be considered a relinquishment of the appointment at the discretion of the chair.

4. **Voting:** Each appointed or elected member from each area/constituency has voting privileges.

**Article III: Officers**

1. **Officers:** Officers of the COI are chair, chair elect, secretary, and parliamentarian.

2. **COI Elections for Officers:**
   - Nominations for the COI Chairperson and Chairperson Elect shall be made prior to the last meeting of the spring semester.
   - Newly elected members shall assume the voting privileges solely to participate in the election of the new COI Chairperson and Chairperson Elect.
• The last meeting of the COI of the spring semester shall be chaired by the previous Chairperson and recorded by the Secretary. The old members will transact remaining business for the year.

• COI Chairperson and Chairperson Elect will be elected by a simple majority of only the members of the COI who will be serving the next academic year. If member replacements have not been determined within a constituency, the current member of the COI representing that constituency will have that vote.

3. **Selection:** Officers will be elected by a majority of members of the committee at the first meeting of the academic year with the exception of the parliamentarian who is appointed. The parliamentarian will not be a voting member and cannot serve on the COI. The first meeting of the academic year will be convened, if possible, by the previous chair or their designee.

4. Each officer shall serve one academic year.

5. **Duties and responsibilities:** The officers are to set the agenda for each meeting, run the meetings, record and distribute minutes, maintain a liaison relationship with the Council for Academic Issues (CAI) and College Assembly (CA).

6. In the absence of the chair, the chair elect or secretary will preside over the meeting.

7. **Agenda development:** The agenda for each meeting will be developed by the chair. Any member wishing to include an item on the agenda has the responsibility to draft and present the agenda item to the chairperson for approval and inclusion.

8. **Agenda distribution:** The agenda will be published and distributed to members prior to the each meeting the chair, and will be sent to the College Assembly Secretary two days prior to each meeting for campus-wide and all-student distribution, and for posting on the Shared Governance website.

9. **Meeting records:** The Secretary will prepare meeting minutes for COI member approval prior to the next meeting. The Secretary will track attendance and those who are excused from the meetings. The Secretary will send approved minutes to the College Assembly Secretary for posting on the Shared Governance website.

10. The COI chair shall provide a report on committee activities at each College Assembly (CA). The COI chair votes only if a tie.

**Article IV: Elections for Officers**

1. Nominations for the COI Chairperson and Chairperson Elect shall be made prior to the last meeting of the spring semester.

2. At the last meeting of the spring semester, newly elected members shall assume the voting privileges solely to participate in the election of the new COI Chairperson and Chairperson Elect.

3. The last meeting of the COI of the spring semester shall be chaired by the previous Chairperson and recorded by the Secretary. The old members will transact remaining business for the year.

4. COI Chairperson and Chairperson Elect will be elected by a simple majority of only the members of the COI who will be serving the next academic year. If member replacements have not been determined within a constituency, the current member of the COI representing that constituency will have that vote.

**Article V: Sub-Committees and Standing Committees**

1. Sub-committees may be formed on an ad-hoc basis by committee discretion.

2. Powers, duties, and responsibilities of sub-committees shall be as assigned by the full Committee.

3. Membership: Non-members of the COI may serve on subcommittees at the consent of the full committee.

4. The purpose of any subcommittee is to advise the full COI committee on issues as assigned.

5. Standing Committees who report to COI. (not addressed yet)
Article VI: Schedule of Meetings and Campus Participation

1. **Meeting schedule:** Regular meetings will be held at least two times a month and will be scheduled by the chair or other designee as assigned by the College Assembly. As needed, special meetings may be called at the discretion of the chair with advance notice to the committee.

2. **Campus participation:** Visitors are welcome to attend and participate at COI meetings.

Article VII: Amendments, Resolutions, and Recommendations

These by-laws may be amended by a two-thirds majority vote of the full COI committee membership of the Committee. Voting on resolutions and recommendations require the establishment of quorum. Advance notice of a pending amendment shall be distributed to the membership prior to the next scheduled meeting.