

APPENDICES

** Provisional Restructuring of Academic Senate*

Summary: Faculty Council proposed to restructure the Academic Senate to a 9 member elected body, chaired by a member of the senate for the purpose of increasing the efficiency of faculty governance for curricular matters. The Faculty voted to suspend the current handbook sections and put the following provisional procedures in place for the 2010/2011 academic year, during which time these provisional sections would be subject to further discussion and modification before being voted on for inclusion in the Handbook. Provisional status would also apply to the re-structuring of administrative committees.

1.3.2.2.1 Provost

1. The Role of the Provost

e) Responsibilities and Duties: The Provost is the number two administrative officer of the college and senior administrator of the educational program. The Provost is the dean of faculty, with primary responsibility for the academic program, and, with leadership from the Vice President for Student Life, for the out-of-classroom life of the student body as well.

2) Related to Supervision, Guidance, and Advisory Roles:

(c) To serve ex officio on College committees and to chair, or to designate a chair for, the following:

———~~(2) Academic Senate~~

2. Role of Associate Academic Dean for Curriculum

1.3.2.2.1.1 Associate Academic Dean for Curriculum

e) Responsibilities and Duties:

1) ~~Chair the Academic Senate, overseeing those issues for which the Senate has primary responsibility.~~

2) ~~Chair the Academic Senate Executive Committee, overseeing the functions ascribed to that committee in the *Faculty Handbook*.~~

3. Senate, main section and subcommittee descriptions

1.4.3.3.1 Academic Senate

a) Membership:

- 1) Three faculty from the Humanities Division
- 2) Three faculty from the Natural and Behavioral Sciences Division.
- 3) Three faculty from the Social Sciences Division
- 4) Provost and Associate Academic Dean for Curriculum (*ex officio* without vote)
- 5) Registrar
- 6) W.C.S.A. President (or representative) (voice without vote)

Faculty who currently serve or have previously served as department chair are eligible for election to Academic Senate. Faculty are typically elected to 3-year terms, such that only one new senator is elected each year within each division. All faculty visiting Senate meetings have voice without vote.

b) Invited Observers

Additional invited *ex officio* personnel such as the Director of Off-Campus Programs or the Associate Provost for Assessment, Planning and Research may be regular participants in Academic Senate meetings. Such invited participants have voice without vote.

c) Officers:

Each spring, the members of the senate elect shall elect a chair from among its members. The Registrar shall serve as secretary.

d) Responsibilities:

- 1) To instate, review and enact all changes in academic programs, curriculum, and procedures except in those matters which the faculty has specifically designated as requiring action by the full faculty.
- 2) To engage in institutional self-evaluation, academic planning.
 - (a) To initiate change in Westmont's curricular program including general education, majors, support programs, and off-campus and special programs.
 - (b) To recommend change in admissions policies and practices.
 - (c) To recommend change in the area of learning resources (library, educational media).
 - (d) To initiate change in grading practices and student evaluation.
 - (e) To accept proposals from students, faculty, staff, or other constituencies and respond with recommendations.

- 3) Appeal of actions by the Academic Senate shall be brought to the full faculty upon the request of seven persons with faculty status who have both voice and vote.
- 4) The minutes of the Academic Senate meetings shall be distributed to each member of the faculty on a timely basis.
- 5) A representative of the Academic Senate shall report to the full faculty any changes within existing curricular structures at the next regularly scheduled faculty meeting following such a decision.

1.4.3.3 Academic Senate: Review Committee

a) Membership:

- 1) Provost or representative
- 2) Registrar
- 3) Three senators, each appointed by the Provost and Academic Senate chair to renewable 1-year terms. These appointments will occur in the spring term following Academic Senate elections.
- 4) One student appointed by W.C.S.A. (voice without vote)

All Academic Senate members shall have voice without vote at every meeting.

b) Officers:

The chair shall be elected annually by the members of the Review Committee and the Registrar shall serve as secretary.

c) Responsibilities:

- 1) Acts for the Academic Senate on student petition appeals, honors and alternative-major proposals.
- 2) Acts upon minor curricular changes that do not involve, for example, the addition or deletion of a major, a change in units required for a major, or any change that signals a major shift in emphasis of the College.
- 3) Appeal for action related to student petitions, honors, and alternative-major proposals shall be to the Provost; appeal for action to minor curricular changes shall be to the Academic Senate.

1.4.3.4 Academic Senate: Academic Resources Committee

The Academic Resources Committee (ARC) is concerned with recommending and implementing resources suitable for faculty and student use in the classroom and in the library. Additionally, the ARC makes recommendations to the Academic Senate regarding policy on use of instructional resources.

a) Membership:

- 1) Provost or representative
- 2) Director of Library & Information Services (*ex-officio*)
- 3) Director of Information Technology (*ex-officio*)
- 4) Three senators, each appointed annually by the Provost and Academic Senate chair to renewable 1-year terms. These appointments will occur in the spring term following Academic Senate elections.
- 5) One additional full-time faculty member, selected by the Provost in consultation with Faculty Council, to serve a three-year term as committee chair
- 6) One student appointed by W.C.S.A.
- 7) On an ad hoc basis, such members of the library faculty or staff who may be required for a specific purpose, who will have voice without vote

All Academic Senate members shall have voice without vote at every meeting.

b) Reports to:

- 1) In matters regarding policy that affect instruction, the ARC reports to the Academic Senate.
- 2) In matters regarding acquisition and implementation of technology, the ARC makes recommendations to the Director of Information Technology and reports to the Provost.

c) Purposes:

- 1) To assist the Director of Information Technology in determining what new technologies and products are appropriate for Westmont College, and which should be evaluated for instructional use.
- 2) To propose the acquisition and implementation of new instructional resources.
- 3) To work with the Director of Information Technology in educating and enabling faculty in the use of new and existing resources.
- 4) To recommend policy relating to technology issues that affect faculty and students.
- 5) To provide advice to the Director of Library & Information Services in library-related matters, including collection development, building-related matters, staffing, programs, and budgetary issues.
- 6) To refer items (as appropriate) to the full Senate for their recommendation to the faculty.

4. *Admissions and Retention Committee (reference to Executive Senate)*

1.4.3.5.1 Admissions and Retention Committee

a) Membership:

- 1) Vice President for Student Life and Dean of Students (or representative)
- 2) Registrar
- 3) Director of Admissions
- 4) Director of Academic Advising and Disability Services
- 5) Three faculty members, one elected annually to a three-year term
- 6) Two students, one man and one woman, appointed by the W.C.S.A.

b) Officers: The Director of Admissions shall serve as chair; the chair shall appoint the secretary. At least one faculty member of the committee or a substitute faculty member must be present at all meetings.

c) Responsibilities:

- 1) To formulate and establish policies relative to admissions consistent with the character and objectives of the institution.
- 2) To establish standards and criteria for admission.
- 3) To advise the admissions staff in matters of recruitment
- 4) To serve as a board of interview for applicants whenever possible.
- 5) To advise the Director of Admissions on applications about which he or she may have questions.
- 6) To serve as a board of appeal for rejected applicants and students placed on suspension.
- 7) To call the attention of the Academic Senate to the curricular interests and needs of applicants.

5. *Load consideration*

1.4.3.8 Committee Release

a) Purpose: Release from all committee responsibilities is available to faculty who have had exceptionally heavy committee loads or who have an unusual opportunity for professional development. The purpose is to provide faculty with the opportunity to recover from heavy committee work and to address other areas of development which may have suffered as a result of such work.

b) Eligibility:

- 1) Automatic: Faculty members completing full terms on either the Faculty Council or the Faculty Personnel committees are automatically granted a one-year release from committee work.

2) By Application: Faculty can apply to the Professional Development Committee for a one-year release from committee work five years after any previous release.

c) Procedures:

- 1) Applications should be submitted to the Provost before December 15 for committee release the following academic year.
- 2) All requests must be approved by the Professional Development Committee.
Applicants will be notified of decisions before March 1.
- 3) If the number of applications exceeds the allotment for a given year, a committee release shall be awarded based upon the amount and concentration of institutional service since the last release.
- 4) If a faculty member is serving a multi-year term on a critical committee, the Professional Development Committee may recommend that the release be postponed for a year.
- 5) Neither committee release nor load consideration is extended to assignments such as course overloads or service as department chair for which monetary or course load reduction compensation is already provided.

6. Elections

1.4.3.2.2 Election to the Faculty Personnel Committee and Academic Senate

No later than three days before the election, Faculty Council will present to the Faculty a ballot containing two nominees for each seat open on the Faculty Personnel Committee and Academic Senate. Faculty will cast one vote for each vacancy.

NOTE: for the 2010/2011 academic year, the ballot for Academic Senate will contain 5 nominees each from the Humanities, Natural and Behavioral Sciences, and Social Sciences divisions; each faculty member will vote for 3 nominees in each division, with the top 3 vote-getters in each division being elected to Academic Senate. Assuming the continuation of a 9-member elected senate beyond 2010/2011, senators elected for the 2010/2011 academic year would serve the following terms: the top vote-getter in each division would serve a 3-year term, the next highest vote-getter in each division would serve a 2-year term, and the third highest vote-getter in each division would serve a 1-year term.

1.4.3.2.3 Election to Other Committees

After the election of faculty to the Faculty Council, Academic Senate, and the Faculty Personnel Committee, Faculty Council will present to the Faculty, no later than three days before the election to other committees, a slate of single nominees for all the elected seats open on the remaining committees, with the possibility of additional nominations from the floor, upon the prior consent of the nominee(s).

7. Miscellaneous

1.3.2.2.1.1.1 Department Chair

d) Responsibilities and Duties:

~~—12) Serve as a member of the Academic Senate.~~