

By-Law Revision for the CCSU Faculty Senate's International and Area Studies Committee

Draft 2, proposed by the Program Directors in Spring Semester 2014

Current By-Laws (page 1) will be split into two sets of by-laws for two separate committees:

- 1) **A Standing Committee of the Faculty (under the Faculty Senate): The International Education Committee (proposed by-laws on pages 2-4)**
- 2) **An Interdisciplinary Program (IDP) under the Dean of the Ammon School of Arts and Sciences: The International and Area Studies Committee (proposed by-laws on pages 5-8)**

CURRENT BY-LAWS (since at least 2000)

Membership

The coordinator of each of the duly recognized Area Studies Programs, who shall have been appointed by the President of the University for a period of three years from nominees elected by the faculty members academically associated with each program. Additionally one more member from each Area Studies Program elected for a three-year term. Elections are staggered.

The Director of the Center for International Education, the Chair of the University Curriculum Committee and the Coordinator of the International Business Programs are ex-officio members.

The Committee shall organize itself after the beginning of each academic year but not later than the fourth week of the fall semester. The chairperson will be elected by the members of the Committee and serve a three-year term. The chairperson will be known as the Program Director.

Function and Responsibilities

1. To coordinate advising in programs in International and Area Studies.
2. To identify the faculty members who may appropriately be involved in each International or Area Studies program.
3. To recommend policies to the Faculty Senate which would affect International and Area Studies programs.
4. To review and recommend to the Curriculum Committee proposals for additions of or changes in International and Area Studies programs or courses. The International and Area Studies Program Committee reviews the International designation of courses.

Organization

These By-laws may be amended by 2/3 vote of the members present at any regular or special meeting of the Committee, provided that written proposed amendments are presented to the Committee members via the Chair at least two weeks prior to the meeting.

PROPOSED FACULTY SENATE COMMITTEE (IEC) BY-LAWS (2/2014)

1) Functions and Responsibilities

- a) The Faculty Senate's International Education Committee (IEC) is responsible for reviewing, overseeing, and making recommendations to the Faculty Senate concerning the academic policy aspects of the international focus at Central Connecticut State University. The academic policy aspects of the international focus include, but are not limited to, faculty oversight of international academic exchanges (including courses abroad, semesters abroad, international students, and faculty exchange), the international component of general education, an advisory capacity to all academic programs with an international focus such as the interdisciplinary International and Area Studies program, and any other university academic policies and programs that broadly or narrowly involve international education.
- b) The IEC is charged with:
 - i) Reviewing and making recommendations to the Senate concerning the academic content and impact of programs and activities in the Center for International Education (CIE), including courses abroad, academic exchange agreements, international university partnerships, and any other program/activity of the CIE that involves or affects the academic programs of the university and its students.
 - ii) Serving in an advisory capacity, as requested by each unit, to any explicitly international academic program in any of the Schools, such as the interdisciplinary International and Area Studies (IAS) program, which is under the Ammon School of Arts and Sciences.
 - iii) Recommending policies to the Faculty Senate which would involve or affect the international focus in the university's academic mission.
 - iv) Reviewing and recommending to the Curriculum Committee and/or the Senate proposals for additions to, deletions from, or changes in the International designation of General Education courses; courses abroad; and other academic initiatives involving the international focus that are not directly under a specific department or interdisciplinary program.
 - v) Reporting to the Faculty Senate annually.

2) Membership

- a) The committee shall be composed of eight general members (elected by and from the instructional faculty), one representative from the International and Area Studies program, the Director of the Center for International Education, and one undergraduate and one graduate student representative chosen by the Student Government Association (SGA) or Graduate Student Association (SGA), as detailed in 2)c) below.
- b) For general membership in the IEC, faculty members shall be elected by the instructional faculty through the Faculty Senate Standing Committee nomination and election process during the preceding Spring Semester. All such members shall be elected for two-year, staggered terms. Representatives from the IAS, CIE, SGA, and GSA may be elected or appointed by the leaders of those units.
- c) Membership shall be based on the following distribution:
 - i) General
 - (1) School of Arts and Sciences Faculty (AAUP): 1
 - (2) School of Business Faculty (AAUP): 1
 - (3) School of Education and Professional Studies Faculty (AAUP): 1
 - (4) School of Engineering and Technology Faculty (AAUP): 1
 - (5) At-Large Positions from among Faculty in all four schools (AAUP): 4

- ii) Ex-Officio (voting)
 - (1) Director of the interdisciplinary International and Area Studies (IAS) program: 1
 - iii) Ex-Officio (non-voting; not eligible to become chair)
 - (1) CIE Director (or appointed representative): 1
 - (2) Student Government Association (SGA) Representative: 1
 - (3) Graduate Student Association (GSA) Representative: 1
- 3) Organization
 - a) The IEC shall organize itself as follows:
 - i) Once established by a full election, four elected positions per year shall be included in the Spring Semester Senate election process, such that each elected position is held for a two-year term. There is no term limit for individual faculty members on the committee.
 - ii) The IEC shall have two officers: a Chair and a Secretary. The officers shall be nominated and elected annually at the final meeting of each academic year for the following academic year from among the continuing, voting members of the committee. This election shall be the first order of business at that final meeting, following the approval of minutes. No one committee member may serve in the capacity of Chair for more than three consecutive years.
 - iii) If any officer resigns or leaves the position before the end of her/his term, then the other officer shall take on full officer duties until the next IEC meeting, when a replacement officer shall be elected.
 - iv) The new Chair shall set a time and place for the first meeting to occur after the first week but no later than the fourth week of the Fall Semester, informing the committee of this meeting via electronic mail before or upon the beginning of the new academic year in August.
 - b) Duties of the IEC officers shall be as follows:
 - i) The Chair
 - (1) Shall call and preside at all meetings, which should be scheduled monthly during the Fall and Spring Semesters, with no fewer than three meetings per semester.
 - (2) Shall draw up and circulate an agenda at least 5 calendar days in advance of each monthly or special meeting.
 - (3) Shall represent the IEC at the Faculty Senate and in all other University matters, or shall provide for such representation.
 - (4) Shall work closely with the Directors/Chairs of the CIE, IAS, and other units actively involved in international education to facilitate policy improvement and program growth by bringing issues and policy in a timely manner to the IEC and/or the Senate.
 - (5) Shall write and deliver an annual report of IEC activities to the Faculty Senate.
 - (6) Shall serve a one year term and may not serve more than three consecutive terms.
 - ii) The Secretary
 - (1) Shall assist the Chair in maintaining records of the Committee's activities and preparing the annual report to the Faculty Senate.
 - (2) Shall take and record minutes at all meetings, or arrange to have them taken and recorded.
 - (3) Shall serve a one year term, with no limit on number of consecutive terms.
- 4) Floor Procedures
 - a) Robert's Rules of Order, in its latest edition, shall be considered authoritative for all questions of parliamentary procedure.
 - b) The Chair or Secretary shall provide each member with a copy of any main motion for general business at least five (5) calendar days in advance of the meeting at which that main motion is to

be voted on. However, upon a unanimous concurrence of the IEC members present this 5 day advance may be waived.

- c) The Chair shall include on the agenda any item proposed by any IEC member. If not submitted in time (5 days prior) for inclusion on that month's agenda, it will be included on the following month's agenda.
- d) Any other major motion, except of revision of these by-laws (see section i) below), may be passed with a majority of a voting quorum, either at a meeting or by electronic vote (in the latter case, so long as all IEC members are included in the call to vote).
- e) Regular IEC meetings shall be held each month of the academic year, unless the Chair determines that there are no significant reports, old business, or new business for the agenda, in which case any small business may be postponed until the next month or disposed of through electronic communication or vote, providing all IEC members are included.
- f) On the petition of any five (5) members of the IEC, the Chair must call a special meeting within two calendar weeks of receipt of the petition unless a regular meeting is scheduled within three weeks of receipt of the petition. The Chair shall have authority to call a special meeting. The agenda for a special meeting must be circulated 5 days in advance.
- g) A quorum is one-half of all members eligible to vote (at least five voting members).
- h) The order of business normally shall be call to order, approval of minutes of the previous meeting, announcements, unfinished business, new business, and adjournment.
- i) Revision of these by-laws may be passed with no less than 2/3 support of a voting quorum.

PROPOSED INTERNATIONAL AND AREA STUDIES PROGRAM (IDP) BY-LAWS (2/2014)

1) Definitions:

- a) The International and Areas Studies (IAS) Program is an interdisciplinary program as defined in section 5.14.1 of the CSU-AAUP Collective Bargaining Agreement (CBA). As such, these by-laws elaborate the day-to-day operations of the program. However, the CBA supersedes these by-laws in any case of conflict.
- b) The interdisciplinary IAS program functions within the Ammon School of Arts and Sciences, reporting to the Dean of this School.
- c) Following section 5.23.1 of the CBA, the IAS program is recognized as being of sufficient size and complexity to require a Program Director.

2) Composition:

- a) The International and Area Studies (IAS) Program shall be composed of a program director, a committee secretary, such full-time faculty as have been nominated to one of the six area studies committees outlined below, such part-time faculty as may be authorized by the administration, and (if the budget permits) a program secretary, administrative assistant, graduate assistant, and/or student worker.
- b) Each member shall serve on at least one of the following area studies committees (ASC):
 - i) African Studies, which focuses on the nations, regions, and cultures of Africa
 - ii) East Asian Studies, which focuses on the nations, regions, and cultures of East Asia, including China, Japan, and Korea, among others
 - iii) European Studies, which focuses on the nations, regions, and cultures of Europe, including the European Union, the Russian Federation, and the unaffiliated countries of Europe
 - iv) Latin American Studies, which focuses on the nations, regions, and cultures of Central and South America and the Caribbean
 - v) Middle Eastern Studies, which focuses on the nations, regions, and cultures of the Middle East, including the Near East, North Africa, and Turkey, among others
 - vi) Global Studies, which focuses on theme-based interdisciplinary approaches to globalization, the world as a system, and issues that reach across the regions of the other sub-committees.
- c) Instructional faculty (AAUP) from any department in any school on campus may be (self-) nominated to join one of the ASCs listed above by sending a brief message or letter of nomination, along with an up-to-date Curriculum Vitae, to the chair of the appropriate ASC. Current membership on each ASC at the time of passage of these by-laws is grandfathered in. Majority vote of the existing ASC membership is needed to affirm a nominee. Once on the ASC, membership persists as long as the member is employed at CCSU or until the member resigns or is removed by majority vote.
- d) Each ASC shall meet as needed, but not less than once per semester.

- e) Each ASC shall elect a Coordinator to a three-year term as the first order of business at a meeting during the last semester of the sitting Coordinator's term, unless there is no challenge to the sitting Coordinator. The newly elected Coordinator shall take on responsibilities at the beginning of the following academic year. The Coordinator may be replaced immediately during a special meeting in the case of an early resignation or retirement.
 - f) Any full-time member of any of the ASCs may be (self-) nominated to become the Program Director.
 - g) The Program Director shall be elected by the IASC to a three-year term, as the first order of business (after approval of minutes and along with election of a committee secretary) at the first IASC meeting of the last academic year of the sitting Director's term. During that academic year, the Director-elect shall serve as assistant to the outgoing Director when time allows, in order to facilitate the transition. As with Chairs of Departments, the elected Program Director shall be subject to the approval and appointment of the university administration.
 - h) Each of the six ASCs shall send two representatives to the International and Area Studies Committee (IASC), whose duties are outlined in the Functions and Responsibilities section below.
 - i) The IASC shall be composed of:
 - i) The elected Program Director
 - ii) The Coordinators of each of the six Area Studies Committees (ASCs) and a second representative (if the Program Director is also Coordinator of an ASC, then that ASC may send two representatives in addition to the Director)
 - iii) One representative of the part-time faculty who teach International Studies courses, as invited by the full-time members of the IASC
 - iv) Two student representatives (non-voting), as invited by the full-time members of the IASC, ideally one from the B.A. major and one from the M.S. program.
 - j) The IASC shall meet monthly during the academic year, but not less than three times per semester.
 - k) At the end of a Program Director's three-year term, the IASC shall also elect a committee secretary to a concurrent three-year term, as the first order of business at the last IASC meeting of that academic year.
- 3) Functions and Responsibilities:
- a) Faculty members on the six ASCs are charged with:
 - i) Actively participating in meetings and electronic discussions of the relevant ASC.
 - ii) Advising a reasonable number of International Studies BA and/or MS students, as assigned by the IAS Program Director or the coordinator of the ASC, including independent studies, Senior Projects (IS 475), and Master's Theses/Projects (IS 599/595), as appropriate.
 - iii) Regularly teaching courses (whether IS-designated or within one's department) that serve the academic progress of students in the ASC minor, major, and/or graduate programs.

- iv) Promoting the programs of the ASC by drawing students' attention to the programs when appropriate.
- b) Each Area Studies Committee (ASC), led by its Coordinator, is charged with:
 - i) Meeting, as needed, to coordinate the effective running of the minor, major, and graduate programs focused on its region or area.
 - ii) Working with other ASCs to coordinate any curricular changes or special events that are relevant to the International and Area Studies programs as a whole.
 - iii) Sending two representatives to the regular meetings of the IASC.
- c) The International and Area Studies Committee (IASC) shall have the following functions and responsibilities.
 - i) The entire IASC is charged with:
 - (1) Meeting regularly as outlined in section 2) above.
 - (2) Oversight of the six Area Studies Committees.
 - (3) Approving any additions to, deletions from, and amendments to the curricula of the minor, major, and graduate academic programs in International (and Area) Studies.
 - (4) Guiding and assisting the Program Director in the day-to-day running of the IAS programs, including assessment, special programming, policy decisions, and budget.
 - ii) The IAS Program Director shall primarily be responsible for the following duties:
 - (1) Presiding over IASC meetings.
 - (2) Routine administration of the interdisciplinary program and supervision of ASC Coordinators, any secretary or administrative assistant, graduate assistants, and student workers.
 - (3) Preparation of reports and correspondence about the program, as required.
 - (4) Expenditure and disbursement of funds allocated to the program, in consultation with the IASC and, as appropriate, other ASC members.
 - (5) Scheduling of courses, including coordination with chairs of departments that regularly offer courses relevant to IAS students. The Director makes final decisions on the schedule for and instructors assigned to teach IS designated courses.
 - (6) The hiring and review of all adjunct faculty members who teach IS designated courses. The Program Director may consult with the IASC, other ASC members, or relevant department chairs, as appropriate, in this process.
 - (7) Serving on the Faculty Senate's International Education Committee, or arranging for an alternate IASC member to do so when unable.

- (8) Represent the IASC on the Faculty Senate, at the Graduate Studies Committee, the Curriculum Committee, and other committees as needed, or shall arrange for other IASC representation.
 - (9) Convene and serve on permanent and/or ad-hoc sub-committees of the IASC, as needed, in order to facilitate the functioning of the program.
 - (10) Leadership in the areas of curriculum development, special events, recruitment of students, faculty development, grant-writing, and community outreach.
- iii) The Committee Secretary shall primarily be responsible for the following duties:
- (1) Assist the Program Director in maintaining records of the IASC's activities and in fulfilling the responsibilities of the Program Director, as appropriate.
 - (2) Take and record minutes at all meetings, or arrange to have them taken and recorded.
 - (3) Serve in the stead of the Program Director, as requested and able.
- 4) Floor Procedures
- a) Robert's Rules of Order, in its latest edition, shall be considered authoritative for all questions of parliamentary procedure.
 - b) The Program Director or Coordinator, respective to the IASC or each ASC, shall provide each member with a copy of any main motion for general business at least five (5) calendar days in advance of the meeting at which that main motion is to be voted on. However, upon a unanimous concurrence of the relevant committee members present, this 5 day advance may be waived.
 - c) The Program Director or Coordinator shall include on the agenda any item proposed by any IASC or ASC member, respectively. If not submitted in time for inclusion on that meeting's agenda, it will be included on the following meeting's agenda.
 - d) Regular IASC meetings shall be held each month of the academic year, unless the Program Director determines that there are no significant sub-committee reports, old business, or new business for the agenda, in which case any small business may be postponed until the next month or disposed of through electronic communication. The same applies to ASC meetings.
 - e) On the petition of any five (5) members of a committee, the respective Program Director or Coordinator must call a special meeting within two calendar weeks of receipt of the petition unless a regular meeting is scheduled within three weeks of receipt of the petition. The Program Director or Coordinator shall have authority to call a special meeting. The agenda for a special meeting must be circulated 5 days in advance.
 - f) A quorum is one-half of all members eligible to vote (at least seven members), with a majority of voting members present needed to pass a major motion, with the exception of by-law revision. To revise the by-laws of this program, an at least 2/3 approval of voting members present at a regular or special meeting is required, assuming the quorum is met.