

Central Connecticut State University
UNIVERSITY SENATE ACTION

Senate Motion Number FS 20.21.032B

TO: President Zulma Toro

FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with: **Committee on Committees report (bylaws changes)**, is presented to you for your consideration.
2. This motion was adopted by the University Senate on **05/03/2021**.
3. After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.
4. Under the By-Laws of the University Senate, Section 3.7, the following schedule of action is to be observed.
 - a) By **05/28/2021**, Senate action reported to the President of the University. (Within five school days of the session in which they are adopted).
 - b) By **06/14/2021**, the President of the University to return the motion to the President of the Senate. (Within ten school days of its receipt).

05/28/2021

Date

Frederic Latour

Frederic Latour, President, University Senate

ENDORSEMENT:

TO: President of the University Senate

FROM: President Zulma Toro

1. Motion Approved : _____ ✓
2. Motion Disapproved: _____ (Explanatory statement must be appended).
3. Action "is deferred": _____
4. Resolution Noted: _____
5. Other: _____

Date

6/25/2021

President Zulma Toro

Zulma Toro

ITC Bylaws DRAFT

NOTE:

Changes already circulated are in blue

New changes are in red

Super-last-minute suggestions highlighted in yellow

NOTE 2: In Section I, subsections were rearranged at the meeting and a few copyedits were made. Otherwise, the language is the same.

I. Functions and Responsibilities

1.

The Faculty Senate's Information Technology Committee ("ITC") is responsible for making and receiving recommendations, inquiries and proposals concerning the application and use of technology to teaching, learning, research and scholarship. Providing a channel for concerns and suggestions from the community.

2.

The ITC is charged with:

A.

Reviewing and recommending policies and plans related to academic computing technology, information technology, and media supporting the teaching, learning, research, scholarship and advising activities of faculty and students at Central Connecticut State University.

B.

Establishing priorities for academic computing, which includes—but is not limited to—faculty computing, classrooms, labs, software, training, learning management systems, academic web- and cloud-based services, and the websites of schools, departments, and faculty members.

C.

Prioritizing all projects related to academic computing that require IT department resources. Purchases formerly handled through the budget process, through appeals to deans, or to the CIO, or through departmental expenditure, should be referred to the ITC for consultation and prioritization.

D.

Serving as an advisory body to the university's CIO or the administrating official.

Commented [BAM(1)]: Suggest to add "... or the administrating official."

3. The ITC reports to:

A. The Faculty Senate, annually.

II. Membership

Faculty members shall be elected to the ITC by their undergraduate schools through Faculty Senate nominations made during the Spring semester. As promptly as possible after the Faculty Senate has acknowledged the nominations, the Faculty Senate will

oversee the general election where faculty members in each School elect the representatives for their School. Administrative faculty will be elected by their constituents. All members shall be elected for two-year, staggered terms. All ex-officio appointments will be made by their respective Dean or Director.

For the **Ammon** College of Liberal Arts and Social Sciences and the School of Engineering, Science, and Technology, the winner of each area-specific seat shall be the candidate with the highest number of votes from the area, and the winners of the at-large positions (if applicable) shall be the candidates with the highest numbers of votes, once the area-specific winners are removed from the pool.

Membership shall be based on the following distribution.

Area

School of Business Faculty (AAUP) 2

School of Education and Professional Studies Faculty (AAUP) 3

School of Engineering, Science, and Technology Faculty (AAUP) 4

Engineering and Technology – Computer Electronics and Graphics Technology,
Engineering, Manufacturing and Construction Management, Technology and
Engineering Education 1

Natural Sciences-Biology, Biomolecular Sciences, Chemistry and Biochemistry,
Geological Sciences, Physics & Engineering Physics 1

Mathematics/Computer Science – Mathematical Sciences, Computer Science 1

School of Engineering, Science, and Technology – at large 1

Ammon College of Liberal Arts and Social Sciences Faculty (AAUP): 6

Social and Behavioral Sciences – Anthropology, Criminology/Criminal Justice,
Communication, Economics, Geography, Political Science, Psychological Science,
Sociology 2

Humanities – English, History, Journalism, Philosophy, **World Languages**,

Literatures, and Cultures; Modern Languages, 2

Fine Arts – Art, Music, Theater, Design 1

Ammon College of Liberal Arts and Social Sciences – at large 1

Library Faculty (AAUP) 1

Administrative Faculty (SUOAF-AFSCME) 2

Ex Officio Appointments (all non-voting)

Dean, Ammon College of Liberal Arts and Social Sciences 1

Dean, School of Business 1

Dean, School of Education and Professional Studies 1

Dean, School of Engineering, Science, and Technology 1

Director of Library Services 1

Systems Librarian 1

Chief Information Officer 1

Associate Vice President, Graduate Studies, Research, and Faculty Development 1

LMS Administrator 1

III. Organization

A. Elections

1. The Information Technology Committee (ITC) shall organize itself as follows:

a. The Election Committee shall be formed before or on **on or before** the last scheduled meeting of the academic year. Members of the Election Committee must be in the first year of their term on the ITC. Before the first meeting of the subsequent academic year, the Election Committee shall solicit a slate of potential officers to lead ITC for that year. The officers thus nominated may be current or newly elected or re-elected ITC members representing academic departments. Newly elected members must have served on the ITC previously in order to be eligible. They will consist of a chair, vice chair and secretary.

b. The committee shall organize itself no earlier than the first week of each academic year, but not later than the fourth week of the Fall semester. For election purposes, the ITC may hold its first meeting of the academic year earlier than the first Friday of the month if necessary. The election of officers shall be the first agenda item following approval of the minutes during the first regularly scheduled meeting of the academic year. Officers for the academic year shall be voted on by secret ballot and decided by majority vote. The Election Committee shall be prepared to facilitate an electronic vote either during the meeting or later that same day in cases of contested elections. If the vote is later that same day, the Election Committee shall communicate the results of the election to the current Chair, who will notify the ITC by email that same **day** or within 24 hours from the close of the election. Officers shall formally assume their duties, immediately after the results of the vote are announced.

Commented [BAM(2)]: Would suggest to change to "...email that same day or within 24 hours from the close of the election."

c. Officers will serve in the position until the end of the first meeting of the subsequent academic year and are responsible for any ongoing or emergency ITC leadership responsibilities during the summer. The outgoing secretary will take minutes for the first meeting, the outgoing chair will be responsible for drawing up the agenda of the first meeting and leading the first meeting.

d. If any of the officers are not returning to campus in the fall, the remaining officers will appoint elected member(s) to serve in an interim position until the end of the first meeting. Interim candidates may be considered for election into the position for the rest of the year. If all three Offices are not returning, the chair of the faculty senate will appoint interim officers for all three positions until the first meeting and fall elections are completed.

e. The new officers shall set a time and place for the second meeting of the academic year. Traditionally, the ITC meets on the first Friday of the month, at 1:15 PM. Officers shall inform the membership of this meeting in writing and/or via electronic mail.

B. Duties of the Officers and others

1. The Chair

- a. Shall call and preside at all meetings.
- b. Shall draw up and circulate an agenda three working days in advance of each monthly or special meeting.

- c. Shall represent ITC at the Faculty Senate and in all other University matters, or shall provide for such representation.
- d. May participate in debate as any other member, and vote in case of a tie.
- e. Shall serve a one-year term and may not serve more than two consecutive terms.
- f. Shall have served at least one year on the ITC prior to being chair.

2. The Vice Chair

- a. In the absence of the chair, the vice chair shall assume all of the chair's duties. If the chair cannot complete the term, then the vice chair shall become the chair for the remainder of the term.
- b. If the vice chair is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.
- c. Shall serve a one- year term and may not serve more than two consecutive terms.

3. The Secretary

- a. Shall keep a record of the proceedings of each meeting, including a correct statement of every motion made and the manner in which it was disposed; the names of the members of all committees and of all other officers of the body; a true copy of every resolution acted upon, with the affirmative and negative votes cast thereon; and all other transactions of each session and its meetings.
- b. Shall be responsible for maintaining the permanent records of ITC and the distribution or posting of ITC minutes to all ITC members and other required or interested parties within 20 days following the meeting.
- c. By the second meeting of each academic year, shall distribute or post copies of the duties and responsibilities of ITC and its bylaws to all members.

C.

These Bylaws may be amended by a 2/3 vote of the members present at any regular or special meeting of the ITC, provided that written proposed amendments are presented to ITC members via the Chair at least one week prior to the meeting.

4. Committees

A.

The Election Committee

- 1. Shall consist of at least two members elected by the end of the spring semester and shall oversee the elections of officers in the first meeting in the fall of the subsequent academic year.
- 2. Members shall recuse themselves from the Election Committee if they are nominated for office.
- 3. Members shall be in the first year of their term on the ITC.

B.

The ITC shall be privileged to establish such ad hoc subcommittees and/or permanent subcommittees as shall be deemed advisable.

C. Subcommittees shall meet prior to all regular ITC meetings where pertinent items appear on the agenda.

IV. 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 shall provide each member with a copy of any main motion for general business at least ten (10) days in advance of the meeting at which that main motion is to be voted on. However, upon a unanimous concurrence of the ITC members present this 10-day advance may be waived.

C. The Chair shall include on the agenda any item proposed by any ITC member. If not included in time for inclusion on that month's agenda, it will be included on the following month's agenda.

D. Regular ITC meetings shall be held each month of the academic year, but if the Chair determines that there are no significant committee reports, old business or new business for the agenda, then the chair may postpone a regular meeting's business to the next month.

E. On the petition of any five (5) members of the ITC, 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 has authority to call a special meeting. The agenda for a special meeting must be circulated 10 days in advance.

F. A quorum is one-half of all members eligible to vote.

G.

In the absence of a quorum, an electronic vote may be conducted subsequent to the meeting.

H. The order of business normally shall be call to order, approval of minutes of the previous meeting, announcements, committee reports, unfinished business, new business, and adjournment.

Mediation Committee

[MISSION]

The Mediation Committee shall have the functions and follow the procedures as provided under Article 16 of the 2016–2021 CSU-AAUP/BOT Contract, and/or in the equivalent section of the current contract.

[BY LAWS]

1. Membership

The committee shall consist of three members and three alternates, all of whom shall be CCSU AAUP faculty members.

2. Election of Members

The election of members shall be done by secret ballot.

All CCSU AAUP faculty members shall have the right to vote.

The term of service for both members and alternates shall be three years. One member and one alternate shall be elected each Spring semester, for a term beginning on the following September 1.

The Elections Committee of the Faculty Senate shall solicit nominations, and the ballot shall contain at least twice as many persons as are to be elected.

If a vacancy on the committee arises, it shall be filled according to the procedure described in the bylaws of the Faculty Senate.

The committee shall organize itself after September 1 each academic year, but not later than the fourth week of the Fall semester. The committee shall elect one of its members to the chair.

3. Function

The Mediation Committee shall have the functions and follow the procedures as provided under Article 16 of the AAUP/BOT Contract of 2016–2021, and/or the equivalent section of the current contract.

4. Relationship to Termination Hearing Committee

No faculty member can serve on the Mediation Committee and the Termination Hearing Committee at the same time.

No faculty member can be a candidate for election to the Mediation Committee and for the Termination Hearing Committee at the same time.

Throughout Article 4 of these bylaws, the term "member" includes alternates for the Mediation Committee.

5. Annual Report to the Faculty Senate

Due to the highly confidential nature of this committee's work, the committee shall be exempt from the requirement to present an annual report to the Faculty Senate.

Termination Hearing Committee

[MISSION]

The Termination Hearing Committee shall have the functions and follow the procedures as provided under Article 16 of the 2016–2021 CSU-AAUP/BOT Contract, and/or in the equivalent section of the current contract.

1. Membership

The committee shall consist of five AAUP faculty members.

2. Election of Members

The election of members shall be done by secret ballot.

All CCSU AAUP faculty members shall have the right to vote.

The term of service shall be for two years beginning September 1, with elections to be held in the Spring semester.

The Elections Committee of the Faculty Senate shall solicit nominations, and the ballot shall contain at least twice as many persons as are to be elected.

If a vacancy on the committee arises, it shall be filled according to the procedure described in the bylaws of the Faculty Senate.

The committee shall organize itself after September 1 each academic year, but not later than the fourth week of the Fall semester. The committee shall elect one of its members to be Chair.

3. Function

The Termination Hearing Committee shall have the functions and follow the procedures as provided under Article 16 of the AAUP/BOT Contract of 2016–2021, and/or the equivalent section of the current contract.

4. Relationship to Termination Hearing Committee

No faculty member can serve on the Mediation Committee and the Termination Hearing Committee at the same time.

No faculty member can be a candidate for election to the Mediation Committee and for the Termination Hearing Committee at the same time.

Throughout Article 4 of these bylaws, the term "member" includes alternates for the Mediation Committee.

5. Annual Report to the Faculty Senate

Due to the highly confidential nature of this committee's work, the committee shall be exempt from the requirement to present an annual report to the Faculty Senate.