

EXHIBIT III

CHARTER OF THE ACADEMIC COUNCIL  
WESTERN KENTUCKY UNIVERSITY

I. NAME OF THE ORGANIZATION

The name of this organization shall be the Academic Council of Western Kentucky University.

II. PURPOSE OF THE ORGANIZATION

The Academic Council, comprised of representatives from the faculty, student body and administration, is the principal agency for curriculum review and control and for the determination of degree requirements, standards of scholastic achievement and rules governing faculty-student relations.

III. FUNCTIONS OF THE ACADEMIC COUNCIL

- A. To recommend to the President through the Vice President for Academic Affairs academic policies pertaining to the curriculum and to scholastic regulations.
- B. To review all proposals relative to the curriculum of the University forwarded to it by the duly established Curriculum Committees.
- C. To initiate studies and policies pertaining to the curriculum, to scholastic regulations, or to other matters referred to the Council by the President, the Vice President for Academic Affairs, or the Council of Academic Deans.
- D. To refer to the duly constituted academic committees, to the Council of Academic Deans, or to special sub-committees of the Council assignments relative to academic affairs within the purview of Council authority.
- E. To recommend to the President through the Vice President for Academic Affairs the addition of new majors, minors or degree programs at the undergraduate or graduate levels.

IV. COMPOSITION OF THE ACADEMIC COUNCIL

A. Ex-officio Membership (voting):

The Deans of the Colleges  
The President of the Associated Student Government  
The Associate Vice President for Academic Affairs  
The Dean of Scholastic Development  
The Registrar

SECTIONS REVISED ACCORDING TO PROPOSED AMENDMENT--

Charter of the Academic Council  
Western Kentucky University

Page 2

B. Elective Membership

Elected Faculty Representatives and Alternates (voting):

The Academic Council has a base number of 39 elected faculty representatives and an equal number of alternate representatives. The representation for each college and for the Academic Services area shall be based upon a ratio of that college/unit's faculty to the total faculty, with the representation being proportional and the total number of representatives being 39 or as close as possible to that base number. To maintain this proportional representation, the Rules Committee shall calculate anew during the fall semester of each odd-numbered calendar year the number of elected faculty representatives and alternates to which each college/unit is entitled.

Elected Student Representatives (voting):

One elected student representative each from Arts and Humanities; Business Administration; Education; Science, Technology, and Health; and Graduate Colleges.

Elected Student Alternates

One elected student alternate representative each from Arts and Humanities, Business Administration, Education, Science Technology and Health, and Graduate Colleges.

C. Advisory Membership (nonvoting)

Director of Libraries  
Director of Media Services  
Director of the University Academic Advising Center

D. Changes in Membership

The Academic Council may propose to the President through the Vice President for Academic Affairs revisions in the distribution, number and qualifications of its membership.

E. Replacement of the Chair

After the election for the new Chair has been held, the alternate from the chair's college who received the highest number of votes in the last election shall be added to the Council membership for a one-year term. Both the Chair and the "replacement" shall be considered regular members of the Council.

V. QUALIFICATIONS AND TERM OF OFFICE OF ELECTIVE MEMBERSHIP ON ACADEMIC COUNCIL

A. Faculty

1. Membership Qualifications: Full-time ranked faculty members of academic departments, including those with administrative assignments, who have completed two years of service at Western are eligible for membership on the Academic Council.
2. Term of Membership: The term of membership shall be two years with one-half of the faculty membership rotating each year. A faculty member may be elected for two terms, consecutively. Thereafter, one year must elapse before that faculty member is again eligible for membership.

B. Student

1. Membership Qualifications: Any undergraduate student who has earned a minimum of 60 semester hours, has a minimum grade point average of 2.75, has at least one semester of residence at Western and has declared a first major/area of concentration in a department of the college to be represented is eligible for membership on the Academic Council. Any graduate student in good standing is eligible for membership on the Academic Council as the student representative from the Graduate College.
2. Term of Membership: The term of membership shall be one year. Student members may succeed themselves for one additional year.

C. Vacancy in an Office

If an elected representative is unable to complete the term of office, the elected alternate with the highest vote for that unit will serve the remainder of the term.

VI. OFFICERS OF THE ACADEMIC COUNCIL

The Council shall have a chair, vice-chair, secretary, recorder and parliamentarian.

VII. COMMITTEES OF THE ACADEMIC COUNCIL

The Council shall establish a Rules Committee and other standing committees to have initial jurisdiction over the various functions authorized to the Council by the Board of Regents.

VIII. AMENDMENT OF THE CHARTER OF THE ACADEMIC COUNCIL

The Academic Council may recommend amendments to the Charter to the President through the Vice President for Academic Affairs. Final approval for amendments to the Charter requires action by the Board of Regents upon recommendation of the President.

RULES AND PROCEDURES OF THE ACADEMIC COUNCIL

I. ORGANIZATION

- A. Chair: The Chair of the Academic Council shall be elected on a yearly basis from the elected faculty representatives of the Council. This election shall be conducted by a special caucus of the elected faculty representatives for the next academic year, convened at of the regularly scheduled April meeting. The Chair presides at meetings of the Council and is responsible for seeing that the agenda are prepared and that the minutes of the Council meetings are properly kept. For assistance with these duties, the Chair shall appoint a secretary, a recorder, and a parliamentarian. The Chair may create ad hoc committees and shall be the Chair of the Rules Committee.
- B. Vice-Chair: The Vice-Chair shall be elected on a yearly basis from the elected faculty representatives of the Council. This election shall be held immediately following the election of the Chair. The Vice-Chair shall assist the Chair in the preparation of the agenda and in the conduct of the business of the Council. The Vice-Chair shall preside at Council meetings in the Chair's absence and shall serve as Vice-Chair of the Rules Committee. The Vice-Chair may be delegated other responsibilities by the Chair.
- C. Secretary, Recorder, and Parliamentarian: From the Faculty of the University a secretary and a parliamentarian shall be appointed by the Chair. A recorder shall be appointed by the Chair from the faculty or staff of the University. The Secretary, Recorder, and Parliamentarian are voting members of the Council only if they are appointed from the elected or ex-officio membership of the Council. The Secretary, assisted by the Recorder, shall be responsible for keeping the minutes of the Council, for preparing the agenda of the meetings, and for distributing notices of all meetings to the membership and to the media as required by law. The Parliamentarian shall be responsible for advising the Chair on questions of parliamentary procedure which may arise.

D. Standing Committees

1. Rules Committee

The Council Chair and Vice-Chair shall be the Chair and Vice Chair of the Rules Committee. The functions of the Rules Committee shall be:

- a. to supervise elections for vacancies on the Council and to conduct such other elections as necessary.
- b. to recommend to the Council the time and place of regular meetings.
- c. to consider suggested changes in the Charter and Rules and Procedures and to make recommendations to the Council.
- d. to review the Charter and Rules and Procedures and to make recommendations to the Council.
- e. to conduct a review of the proportional representation of the elected faculty representatives by unit and to make recommendations to the Council.
- f. to interpret the Charter and Rules and Procedures of the Council.
- g. to advise the Chair on other matters related to the operation of the Council.

2. General Education Committee

The functions of the General Education Committee shall be:

- a. to develop and review general education guidelines and course criteria, to review courses, and to make recommendations to the Council.
- b. to consider courses proposed for general education and to make recommendations to the Council.

3. Academic Requirements and Regulations Committee

The functions of the Academic Requirements and Regulations Committee shall be:

- a. to review undergraduate degree and graduation requirements, excluding the functions assigned to the General Education Committee, and to make recommendations to the Council.

- b. to review scholastic policies and regulations and the interpretation of policies and regulations as they apply generally to the University and to make recommendations to the Council.

4. Membership of Standing Committees

Before the April Council meeting, one or two individuals shall be elected from each faculty unit's elected representatives by the unit caucus for the purpose of serving on each standing committee for the upcoming year. The student caucus shall elect to each standing committee one or two student elected representatives. Alternates are not eligible to serve on standing committees except when they replace elected representatives for a semester or longer.. The Chair shall appoint two advisory members to the General Education Committee, two advisory members to the Academic Requirements and Regulations Committee, and one advisory member to the Rules Committee. The Chair and Vice-Chair shall be members of the Rules Committee and shall serve as Chair and Vice-Chair of that Committee. The Chairs of the other standing committees are to be elected for the coming year at the conclusion of the April Council meeting by members of the respective committees.

5. Reports and Recommendation of Standing Committees

Standing committees of the Council shall make reports to the Council as necessary and shall file annual reports with the Secretary of the Council. Standing committees of the Council shall make recommendations to the Council on those matters which have received favorable committee action. An individual member or groups of members of the Committee, in attendance at the committee meeting when the vote is taken, may file a minority report. That report shall accompany the committee report in the material sent to Council members for consideration.

6. Rules of Standing Committees

- a. Meetings - Standing committees shall meet at least once each month during the academic year. Special meetings may be called by the committee chair upon the request of a majority of the committee members.
- b. Quorum - A quorum shall consist of a simple majority of voting members of the committee.
- c. Voting requirements - A simple majority of the quorum is required for a legal vote.
- d. Other rules - Each standing committee shall adopt such other rules as necessary for the conduct of business so long as such rules are not in violation of the Charter or Rules and Procedures of the Academic Council. In the absence of specific rules, Sturgis Standard Code of Parliamentary Procedure shall be the authority.

E. Categories of Membership

1. Ex-Officio Members - Ex-officio members or their designated representatives are entitled to full participation in the organization.
2. Elected Representatives - Elected representatives are entitled to full participation in the organization.
3. Elected Alternates - An elected alternate shall function in the place of an elected representative for the same unit when the elected representative is unable to attend a Council meeting. When an elected representative cannot attend a meeting, that member shall secure a replacement from the unit alternates and the selected alternate shall be responsible for notifying the secretary of the Council of this action.

II. ELECTIONS

A. Faculty representatives and alternates:

1. An election shall be held each year. Since the term of membership for faculty representatives is two years, approximately one-half the total number of faculty representatives shall be elected each year. The total number of alternates shall be elected each year, however, in order to give alternates the opportunity to be elected as representatives for the year following their service in the capacity of alternate representatives.
2. Eight weeks prior to the end of the spring semester the chair of the Academic Council shall notify departments heads of the impending election. By Friday of the seventh week, each department will caucus, choose three nominees, and transmit those names to the chair of the Academic Council for inclusion on the ballot. In order to guarantee an adequate pool, departments in the College of Education and Behavioral Sciences will each choose four nominees. Eligible persons must hold faculty rank and have at least two years of service at Western Kentucky University. Those completing four consecutive years of service on the Council must skip a year before becoming eligible again. Nominees will be chosen by plurality on a secret ballot. The list

Charter of the Academic Council  
Western Kentucky University

Page 8

for each unit shall be reviewed by the Rules Committee to insure the eligibility of those nominated. If any nominees are found to be ineligible, the chair of the committee shall so inform the head of the appropriate department. The department may then submit replacement names by a date specified by the Rules Committee.

3. The Rules Committee will prepare separate ballots with the appropriate instructions for each college. The departments of the college and the nominees within each department shall be listed in alphabetical order.
4. Ballots shall be sent by campus mail during the sixth week prior to the end of the spring semester. In the event that a faculty member does not receive a ballot, that faculty member can obtain a ballot through the Secretary of the Academic Council by certifying that a ballot was not received through campus mail.
5. All faculty members and administrators with academic rank in a unit shall be eligible to vote in that unit, and voting shall be by secret ballot.
6. Each eligible voter shall be permitted to vote for a maximum of two persons from any one department and for a maximum total number of persons equal to the number of vacant representative offices. A plurality of legal ballots cast shall constitute election. The Rules Committee will resolve all ties by lot.
7. The number of alternates to be selected shall be equal to the total number of representative members for each unit. After all representative offices are filled, the remaining alternate vacancies shall be filled by the individuals not elected as representatives who received the highest vote totals.
8. Ballots shall be cast at the appropriate college or area polling locations by the date and hour determined by the Rules Committee and specified on the ballot.



9. The college deans, the director of libraries, and the director of media services shall be notified of their responsibility to assist in the collection of the ballots and in the supervision of the ballot boxes. Alternate balloting locations may be established by the Rules Committee if proper supervision of the ballot boxes is ensured (e.g., a second ballot box for the Ogden College could be placed with the ballot box for the College of Education).
10. The members of the Rules Committee representing an individual college or area will be responsible for collecting and tallying the ballots for that college or area. The Rules Committee shall meet within 24 hours of the close of the balloting to certify the election results and to resolve any problem.

B. Student representatives and alternates:

1. Prior to the end of each spring semester, the Associated Student Government shall conduct an election to select the student representatives and alternates for the next year.
2. The Associated Student Government shall obtain a list of all students eligible to vote. This list must indicate each student's declared major.
3. To be eligible for election, a student must file with the Associated Student Government and be certified as eligible by the Secretary of the Council. The deadline for filing for candidacy shall be two weeks prior to the date of election.
4. Balloting shall be by secret ballot.
5. To be eligible to vote for a candidate for representative of a particular college, the student must have declared a first major/area of concentration in that college.
6. A simple majority of legal votes cast shall constitute election. In the event that no candidate receives a simple majority, a vote to attain such a majority shall be taken between the two candidates receiving the highest number of votes on the previous ballot.
7. Within 24 hours of the close of the balloting, the election results shall be certified in writing to the Chair of the Council.

III. MEETINGS

- A. Schedule - Normally, the Council meets at 3:20 p.m. on the fourth Thursday of each month during the academic year and at 2:00 p.m. on the fourth Wednesday of June and July during the summer session. The Council does not normally meet in May and August. The Rules Committee shall determine the place of meetings and may alter the meeting date when it is in conflict with University holidays. Special meetings may be called by the Chair as the volume of Council business dictates. Meetings of the Academic Council are conducted in accordance with the requirements of the Kentucky Open Meeting Law. (KRS 61.805-6.901).
- B. Quorum - A quorum shall consist of a simple majority of the voting membership of the Council.
- C. Voting Requirements
  - 1. An affirmative vote of a majority of the quorum of the Council shall be required for passage of any measure. In the case of an election, a simple majority of legal votes cast shall constitute election. In the event that no candidate receives a simple majority, a vote to attain such a majority shall be taken between the two candidates receiving the highest number of votes on the previous ballot.
  - 2. The Council will normally vote by voice or by the raising of hands. However, any member of the Council may request a vote by secret ballot or by any other method of voting and that request shall be granted. A request for a secret ballot shall take precedence over all other requests for methods of voting.
- D. Agenda and Minutes - The agenda for a Council meeting and the minutes of the previous meeting shall be prepared by the Chair with the assistance of the Vice-Chair, Secretary and Recorder. The agenda and the minutes of the previous meeting shall be distributed to Council members a reasonable time prior to the meeting.
- E. Visitors - Visitors shall be seated apart from the membership of the Council.
- F. First and Second Readings - Procedural matters brought before the Council require only one reading. Substantive matters brought before the Council require two readings.
- G. Parliamentary Authority - Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority of the Council.

Charter of the Academic Council  
Western Kentucky University

IV. AMENDMENTS TO RULES AND PROCEDURES

The Rules and Procedures of the Council may be amended by majority vote of the quorum.

December 14, 1989