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ACADEMIC NEWSLETTER

SPECIAL EDITION

O. J. Wilson, Editor

Joan Capps, Assistant Editor

November 5, 1968

A LETTER TO THE FACULTY

Dear Faculty Member:

The Academic Council is desirous that the faculty know more about its functions and procedures, and the Academic Newsletter is being utilized as a means of disseminating pertinent information concerning the Council.

You will find herein materials which explain the organization, composition, functions, and rules of the Academic Council. The members of the Council hope that you will find this issue helpful in explaining the role of the Academic Council more fully.

Included in this issue is a list of the current membership of the Council since it was felt that you would be interested in knowing the representatives from your college on the Council.

Sincerely,

THE ACADEMIC COUNCIL

THE ACADEMIC COUNCIL

- I. Composition of Academic Council: The Academic Council will be composed of 39* faculty members (including 30 elected members plus nine department heads serving on a rotating basis) and thirteen ex-officio members consisting of academic deans and directors. In addition a number of associate members are provided for.

- II. Functions of the Academic Council
 - A. Recommend to the University Administration and the Board of Regents academic policies and regulations.
 - B. Review all proposals relative to the curriculum of the University forwarded to it by the duly established College and University-wide Curriculum Committees.
 - C. Initiate studies relative to the curriculum, academic policies and regulations, or of other matters referred to the Council by the President, the Vice President for Academic Affairs, or the Council of Academic Deans.
 - D. Refer to the duly constituted academic committees, the Council of Academic Deans, or to special sub-committees of the Council assignments relative to academic affairs within the purview of council authority.

- III. Qualifications and Selection of Faculty Membership on Academic Council
 - A. Membership Qualifications: Any tenured faculty member is eligible for membership on the Academic Council. Faculty members who do not have tenure must hold the rank of associate or full professor and must have been a member of the faculty for two full academic years.
 - B. Membership Selection: A list of eligible faculty members within a college will be submitted to each faculty member who will be asked to indicate preference for four faculty, two of whom must be from departments other than his own. For the initial membership, selection of the four faculty members whose names appear on the most preference lists will be named to membership on the Council.

* Full membership will not be attained until September 1, 1969, when one additional representative from each college will be seated as provided by the Board of Regents on May 31, 1968.

The two faculty members receiving the next highest preference list totals will become alternates to the four council members from their college and will be named to serve any unexpired term of a regular member.

- C. Term of Membership: The term of membership shall be two years with one-half of the faculty membership rotating each year. Faculty members will be eligible to succeed themselves for one additional two-year term if selected. (No elected member will be eligible to serve more than four consecutive years.)
- IV. Amendment of Council Functions and Composition: The functions of the Academic Council and the size of its membership may be amended at the discretion of the Board of Regents.

RULES OF THE ACADEMIC COUNCIL

I. Organization

A. Chairman

The chairman of the Academic Council shall preside at all meetings of the Council. The chairman shall be responsible for seeing that the agenda is prepared and that the minutes of the Council meetings are properly kept. For this purpose the chairman shall appoint a secretary and a recorder. The chairman shall create ad hoc committees and shall appoint members thereto.

B. Vice Chairman

The vice chairman shall be elected on a yearly basis from the membership of the Council. The vice chairman shall assist the chairman in the preparation of the agenda and in the conduct of the business of the Council. The vice chairman shall chair the Council in the chairman's absence and may be delegated other responsibilities by the chairman.

C. Secretary and Recorder

From the faculty of the University a secretary shall be appointed by the chairman. The secretary, assisted by a recorder, shall be responsible for keeping of the minutes of the Council, the preparation of the meeting agendas, and the notification of the membership of all meetings.

D. Sub-committees

The Council shall create such sub-committees as may be necessary for the proper consideration of the business of the Council.

E. Associate Members

Associate members of the Council have all of the rights of other members except the right to vote on matters of business before the Council.

F. Alternates

Elected alternates may attend all meetings of the Council, may serve as members of the sub-committees and University-wide committees as representatives of the Council, and may participate in other activities of the Council. In the absence of a regular member, the chairman of the Council may grant temporary membership privileges to an elected alternate. On discovering that he will be unable to attend a meeting of the Academic Council, the regular member shall notify the chairman of the Council and shall designate which of the alternates from his college he desires

to represent him in his absence. The chairman shall then notify the alternate of this decision.

G. Rules Committee

The Rules Committee shall be composed of one representative to the Academic Council from each College and the Graduate School, and the vice chairman of the Council. The committee shall be chaired by the Council chairman. Members on this committee shall serve for the duration of their term on the Council. The committee shall be the final arbiter on matters of procedure, propriety, and rules interpretation. The committee shall conduct elections for vacancies on the Council and shall certify the appropriate alternate to fill the unexpired term of a member.

II. Meetings

A. Frequency of Meetings

The Council shall meet at least three times each semester and one time during each summer session. Other meetings shall be called by the chairman as the volume of Council business dictates.

B. Quorum

A quorum shall consist of a simple majority of the voting membership of the Council.

C. Agenda and Minutes

The agenda for a Council meeting and the minutes of the previous meeting shall be prepared by the chairman with assistance of vice chairman and secretary and recorder and shall be available to Council

members two days prior to the meeting. Proposals and recommendations to be presented to the Council shall be submitted not later than four working days prior to the scheduled meeting (exclusive of Saturday). Seventy-five copies of all reports, recommendations, and proposals to be submitted to the Council shall be supplied to the chairman not later than four working days prior to a meeting of the Council.

D. Executive Session

The chairman of the Academic Council may call and/or declare an executive session. Also, a Council member may request an executive session which will be declared when concurred in by two-thirds of the members present and voting. Executive sessions shall be open only to voting members, associate members and alternates.

E. Meeting Time

The regular meeting time of the Academic Council shall be established by majority vote.

F. Visitors

Faculty members may attend meetings of the Council as visitors. When attending Council meetings, faculty members should identify themselves to the secretary of the Council. Visitors shall be seated apart from the membership of the Council.

G. Representatives

Representatives of committees or departmental groups may be granted the privilege of appearing before the Council on matters directly related to the work of the committee or department from which the representative comes.

H. Dissemination of Information

To facilitate dissemination of information concerning the activities of the Academic Council, invitations may be extended to representatives of the press to meet with the Chairman and members concerned with the current business of the Council. Such meetings will normally be held after the adjournment of a regular Council meeting. To assure that the general faculty is kept well informed, information concerning Council activities shall be published in the monthly editions of the Academic Newsletter.

III. Procedures

A. First and Second Readings of Proposals

Any action originating in the Academic Council shall be given a first and second reading before final action is taken on the proposal or recommendation. Recommendations presented to the Council by standing University committees or College Curriculum Committees may be considered for final action at the first reading. Recommendations forwarded to the Academic Council by College Curriculum Committees and University-wide committees shall be prepared in the form of a report and may be

considered as a whole by the Academic Council; however, any member of the Council may request that an item of a report be considered separately. Recommendations involving basic revisions of a curriculum, the addition of a new major or minor, or other matters involving a substantive change in a college or university program shall be considered as a separate item of business.

B. Suspension of Rules

The rules*of the Academic Council may be suspended by action of a two-thirds vote of the members present at a particular meeting.

*Adopted November 16, 1966, and amended October 25, 1967.

MEMBERSHIP ON THE ACADEMIC COUNCIL
1968-1969

EX-OFFICIO MEMBERSHIP

Dr. Raymond L. Cravens, Vice President for Academic Affairs
and Dean of the Faculties -- CHAIRMAN
Dr. John D. Minton, Dean of the Graduate School
Dr. William Jenkins, Dean, Bowling Green College of Commerce
Dr. Tate C. Page, Dean, College of Education
Dr. Marvin Russell, Dean, Ogden College of Science and Technology
Dr. Paul Hatcher, Dean, Potter College of Liberal Arts
Dr. William Hourigan, Associate Dean, Unassigned Departments
Dr. Henry Hardin, Associate Dean, Academic Services
Mr. Rhea P. Lazarus, Registrar of the University
Miss Sara Tyler, Director of Library Services
Dr. Charles Clark, Director of Extension and Field Services
Dr. John Scarborough, Director of Summer School

ELECTED AND APPOINTED MEMBERSHIP

Bowling Green College of Commerce

Dr. Hugh Thomason -- 1967-1969
Mr. Glen Lange -- 1967-1969
Dr. Vernon Martin -- 1968-1970

Bowling Green College of Commerce

Dr. Eugene Evans -- 1968-1970
Mr. Robert J. Oppitz -- 1968-1970

Dr. Hollie Sharpe -- Rotating department head 1968-69
Dr. Clifton Bryant -- Rotating department head 1968-69

College of Education

Dr. Lee Brackett -- 1967-1969
Dr. Earl Murphy -- 1967-1969
Dr. Paul Power -- 1968-1970
Dr. Donald Wendt -- 1968-1970
Dr. Elsie Dotson -- 1968-1970

Dr. Harry Robe -- Rotating department head 1968-69
Dr. Arvin Blome -- Rotating department head 1968-69

Ogden College of Science and Technology

Dr. H. E. Shadowen -- 1967-1969
Dr. James L. Davis -- 1967-1969
Dr. John Parker -- 1968-1970
Dr. Douglas Humphrey -- 1968-1970
Dr. Donald Bailey -- 1968-1970

Dr. Ernest Beal -- Rotating department head 1968-69
Dr. William Stroube -- Rotating department head 1968-69

Potter College of Liberal Arts

Dr. Carlton Jackson -- 1967-1969
Dr. Kenneth Clarke -- 1967-1969
Dr. Jim Wayne Miller -- 1968-1970
Dr. Willson Wood -- 1968-1970
Mr. Verne Shelton -- 1968-1970

Mr. Randall Capps -- Rotating department head 1968-69
Dr. Carol P. Brown -- Rotating department head 1968-69

Unassigned Departments

Miss Vera Grinstead -- 1967-1969
Miss Imogene Simpson -- 1968-1970

Col. Thomas Sweet -- Rotating department head 1968-69

Graduate Faculty

Dr. George McCelvey -- 1967-1969
Dr. J. Crawford Crowe -- 1968-1970
Dr. Wayne Dobson -- 1968-1970

Alternates

Dr. Edward DiBella, Bowling Green College of Commerce
Mr. Charles Hays, Bowling Green College of Commerce
Dr. Emmett Burkeen, College of Education
Dr. John Jones, College of Education
Mr. Curtis Logsdon, Ogden College of Science and Technology
Dr. Robert Bueker, Ogden College of Science and Technology
Dr. Jack Thacker, Potter College of Liberal Arts
Dr. William McMahon, Potter College of Liberal Arts
Mrs. Lucy Erwin, Unassigned Departments
Dr. Frank Six, Graduate Council

ASSOCIATE MEMBERSHIP

Mr. Charles Keown, Dean of Student Affairs
Mr. Robert Cochran, Dean, Public Affairs and Public Relations
Mr. Harry Largen, Business Manager
Mr. William Straeffer, President of Associated Students
Mr. Terry Gilpin, Vice President of Associated Students
Mr. Robert Sleamaker, Department of Elementary Education
Mr. Walter Nalbach, Department of Industrial Education
Dr. William Solley, Department of Physical Education
Mr. James Carpenter, Director of Training School
Dr. Bill Broach, Acting Director of School Administration Programs
Mr. Lynn Greeley, Director of Technical Services
Dr. Gordon Wilson, Jr., Department of Chemistry
Dr. Howard Carpenter, Department of Music
Dr. Ronald Nash, Department of Philosophy and Religion
Dr. Earl Wassom, Department of Library Science