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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. 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.) An Academic Council member who has been appointed to an ad hoc committee and whose term on the Council expires before the committee has completed its work may remain on that committee until its report is made.

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, Recorder, and Parliamentarian

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. A parliamentarian, appointed by the chairman, shall be responsible for interpreting the rules and resolving questions of parliamentary procedure which may arise.

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, whenever possible, notify the chairman of the Council at least 24 hours in advance 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. The Rules Committee shall act as an Interim Committee with authority to make temporary decisions on procedural matters and courses of instruction when the full Council cannot be convened. Such decisions shall be effective only for the term* immediately following such decisions.

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.

* Term as used here means one semester or one summer.
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

B. 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, but all major proposals such as approval of new majors, minors, and programs of study shall receive two readings before final action can be taken. 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.

C. Suspension of Rules

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

D. On all substantive proposals the following procedural alternatives are applicable:

1. Approval or disapproval of proposal
2. Postponement of consideration (temporarily or indefinitely)
3. Amendment
4. Referral to committee (with or without instructions)
5. Table
6. Objection to consideration (two-thirds vote required)

MEMBERSHIP ON THE ACADEMIC COUNCIL
(as of September, 1969)

EX-OFFICIO MEMBERSHIP

Dr. Raymond L. Cravens, Vice President for Academic Affairs and Dean of the Faculties (Chairman of the Academic Council)
Dr. John D. Minton, Dean, Graduate School
Dr. William M. Jenkins, Jr., Dean, Bowling Green College of Commerce
Dr. Tate C. Page, Dean, College of Education
Dr. Marvin W. Russell, Dean, Ogden College of Science and Technology
Dr. Paul G. Hatcher, Dean, Potter College of Liberal Arts
Dr. William R. Hourigan, Dean, College of Applied Arts and Health Programs
Dr. Henry N. Hardin, Associate Dean, Academic Services
Mr. Rhea P. Lazarus, Registrar
Miss Sara Tyler, Director, Library Services
Dr. C. Charles Clark, Director, Extension and Field Services
Dr. John A. Scarborough, Director, Summer School

ELECTED AND APPOINTED MEMBERSHIP

Bowling Green College of Commerce

Dr. Vernon N. Martin -- 1968-1970
Dr. Eugene E. Evans -- 1968-1970
Mr. Robert J. Oppitz -- 1968-1970
Dr. Robert L. Brite -- 1969-1971
Dr. Faye Carroll -- 1969-1971
Dr. Raytha Lloyd Yokley -- 1969-1971

Mr. Glen E. Lange -- Rotating department head 1969-1970
Dr. Clifton D. Bryant -- Rotating department head 1969-1970

College of Education

Dr. Paul E. Power -- 1968-1970
Dr. Donald D. Wendt -- 1968-1970
Dr. Elsie Dotson -- 1968-1970
Dr. Emmett D. Burkeen -- 1969-1971
Dr. Curtis Englebright -- 1969-1971
Dr. Joy M. Kirchner -- 1969-1971

Dr. William W. Broach -- Rotating department head 1969-1970
Dr. William H. Solley -- Rotating department head 1969-1970
Ogden College of Science and Technology

Dr. John D. Parker -- 1968-1970
Dr. Douglas Humphrey -- 1968-1970
Dr. Donald W. Bailey -- 1968-1970
Dr. Leonard D. Brown -- 1969-1971
Mr. Curtis A. Logsdon -- 1969-1971
Dr. N. Frank Six -- 1969-1971

Dr. Robert C. Bueker -- Rotating department head 1969-1970
Dr. Gordon Wilson, Jr. -- Rotating department head 1969-1970

Potter College of Liberal Arts

Dr. Jim Wayne Miller -- 1968-1970
Dr. Willson E. Wood -- 1968-1970
Mr. Verne K. Shelton -- 1968-1970
Dr. Lowell H. Harrison -- 1969-1971
Dr. LeRoy Little -- 1969-1971
Dr. Robert H. Mounce -- 1969-1971

Dr. Howard R. Carpenter -- Rotating department head 1969-1970
Dr. Ronald H. Nash -- Rotating department head 1969-1970

College of Applied Arts and Health Programs*

Miss Imogene Simpson -- 1968-1970
Mrs. Lucy Erwin -- 1969-1971

To be elected -- Rotating department head 1969-1970

* One additional member to be elected

Graduate Faculty

Dr. J. Crawford Crowe -- 1968-1970
Dr. Wayne Dobson -- 1968-1970
Dr. James D. Bennett -- 1969-1971
Dr. George E. McElvee -- 1969-1971

ASSOCIATE MEMBERSHIP

Mr. Charles A. Keown, Dean, Student Affairs
Mr. Robert G. Cochran, Dean, Public Affairs
Mr. Harry K. Largen, Business Manager
ASSOCIATE MEMBERSHIP

Mr. Larry Zielke, President, Associated Students
Mr. David Porter, Vice President, Associated Students
Mr. Robert L. Sleamaker, Department of Elementary Education
Mr. Walter B. Nalbach, Department of Industrial Education
Mr. James A. Carpenter, Director, Teacher Education Admissions and Director, University High
Dr. Arvin C. Blome, Director, Educational Research Programs
Mr. Lynn E. Greeley, Director, Technical Services
Dr. Harry R. Robe, Department of Psychology
Dr. William H. Stroube, Department of Agriculture
Dr. Ernest O. Beal, Department of Biology
Dr. Hollie W. Sharpe, Department of Office Administration
Dr. James L. Davis, Department of Geography and Geology
Ronald M. Garvin, M. D., Director, Health Programs
Dr. Carol P. Brown, Department of Foreign Languages