



California State University
SAN MARCOS

COLLEGE OF EDUCATION

GOVERNANCE DOCUMENT

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ARTICLE I

PREAMBLE, AUTHORIZATION AND MISSION STATEMENT

SECTION 1 - Preamble

The College of Education at California State University San Marcos views itself as a community of learners comprised of individuals who represent multiple ways of knowing, have different interests and areas of expertise, and make unique contributions to the College. Because the College values such diversity within community, it recognizes the importance of treating individuals in a fair and equitable manner. These shared beliefs have guided the development of this governance document.

The College of Education is committed to creating and maintaining a process of shared governance. Within this context of shared governance, the Community establishes this document setting forth the rights and responsibilities of the members of our Community.

SECTION 2 - Authorization

No part of this governance document is to be construed as overriding or negating provisions of the Constitution of the Faculty of California State University San Marcos or any article of the Collective Bargaining Agreement (CBA) between the California Faculty Association and the Trustees of the California State University. In any case of apparent conflict, provisions of the University Constitution and/or the CBA shall prevail.

SECTION 3 - Mission Statement

The mission of the College of Education Community is to collaboratively transform public education by preparing thoughtful educators and advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research, and ongoing service. Our practices demonstrate a commitment to student centered education, diversity, collaboration, professionalism, and shared governance.

SECTION 4 – Core Values

The College of Education believes:

1. Professionalism is a unifying principle of our organization.
 - Continuous improvement is essential to our roles as life-long learners.
 - Collaboration is valued in all aspects of the College's work.
 - Professionalism is demonstrated by our service to the College, the University, and the communities.
 - Respect for the contributions of all members of the College is vital.
 - Effective teaching is everyone's role and is central to our endeavors.
 - Reflection and/or research to solve problems is an integral part of our professional responsibility.
2. Students are the focus of our work.
 - We model effective teaching.
 - Through our students, research, collaboration and service, we strengthen education in the communities we serve.

3. Shared Governance provides a foundation for the work of the college and is dependent upon the active involvement of each member.
 - The college continuously expands its use of shared governance.
 - Contributions of each member are valued.
 - Effective communication is critical to the process and is every member's responsibility.

4. The success of the College depends on creating and sustaining an inclusive environment that reflects and affirms diversity.
 - A diverse faculty, staff, and student body are vital to serve the community.
 - All members of the College are committed to serve a diverse population.
 - The responsibility for affirming diversity rests with everyone.

ARTICLE II

GOVERNANCE

SECTION 1 - Governance Community

- 1.1 Purpose - The purpose of the Governance Community is to provide direction for conducting the business of the College of Education in compliance with this Governance Document.
- 1.2 Voting membership for the College of Education Governance Community shall be:
 - 1.2.1 All employees of the College of Education in attendance at duly called meetings.
 - 1.2.2 All Distinguished Teachers in Residence.
- 1.3 Duties - The duties of the Governance Community are to:
 - 1.3.1 Define the organization of the College, its mission, and the visioning process.
 - 1.3.2 Establish broad guiding principles for COE Executive Council and committees to conduct their work within defined parameters.
 - 1.3.3 Delegate operational problem solving and decision-making to the COE Executive Council.
 - 1.3.4 Participate in evaluation of the professional performance of College administrators and communicate status and issues to appropriate parties.
 - 1.3.5 Monitor the overall operations of the supporting COE Executive Council, committees and focus groups.
 - 1.3.6 Make recommendations to the Dean of the College of Education on matters pertaining to external publics, external educational issues, and the general welfare of the College, its faculty and programs.
- 1.4 Other Roles: Various groups and individuals such as faculty members of other Colleges involved with collaborative programs, alumni, and other education professionals may function in an advisory capacity to the College of Education. They shall not be voting members of the College Governance Community unless granted the right to vote by that body.

- 1.5 Officers - The Governance Community shall elect a co-chair at the spring elections when other committee assignments are filled with a call from Personnel & Student Appeals Committee. The chairs shall hold office for a 2-year staggered term.
 - 1.5.1 The co-chairs shall call and conduct meetings of the Governance Community.
 - 1.5.2 At least one of the co-chairs shall be present at all meetings.
 - 1.5.3 At least one co-chair shall be a member of the Executive Council. Co-chairs will decide who will sit on Executive Council.
- 1.6 Meetings - The COE Governance Community shall meet as needed to conduct business, generally monthly from September until May. Additional meetings may be called by either of the co-chairs acting for the other on behalf of the community, the Dean, or by a petition of a simple majority of the community membership.

SECTION 2 - College of Education Executive Council

- 2.1 Purpose - The purpose of the COE Executive Council is to provide operational problem solving and decision-making in accomplishing the business of the College of Education.
- 2.2 Voting Membership - The members of the COE Executive Council shall be designated as follows:
 - 2.2.1 Four (4) members elected at-large from the Governance Community
 - 2.2.2 Representatives from the following constituencies:
 - 2.2.2.1 One (1) Staff representative - elected by the COE staff
 - 2.2.2.2 One (1) Distinguished Teacher in Residence - selected by the DTiRs
 - 2.2.2.3 One (1) representative from each of the Standing Committees - elected by the pertinent Standing Committee
 - 2.2.2.4 One (1) of the co-chairs of the Governance Community
 - 2.2.3 Additional, but non-voting members of the COE Executive Council shall be:
 - 2.2.3.1 Associate Dean of the College of Education
 - 2.2.3.2 Dean of the College of Education
 - 2.2.4 COE Executive Council membership shall be staggered two-year terms for elected and appointed positions.
 - 2.2.5 COE Executive Council membership shall be limited to two terms. Members may be re-appointed or re-elected after a one-year break in service to the COE Executive Council.
- 2.3 Duties - The primary duty of the COE Executive Council is to conduct, or facilitate the conduct of the operational business matters of the College of Education. Responsibilities of the COE Executive Council include but are not restricted to the following:
 - 2.3.1 Advising and consulting with the dean on college matters such as:
 - 2.3.1.1 Administrative policies and procedures
 - 2.3.1.2 College governance and mission
 - 2.3.1.3 Academic planning, curriculum development and evaluation
 - 2.3.1.4 Standards for, and maintenance of a high level of professional conduct
 - 2.3.2 Recommending and implementing professional development policies, procedures and activities.
 - 2.3.3 Coordinating the work of the supporting governance structures including but not limited to: prioritizing issues and work according to timelines and need, communication flow, maintaining focus on COE needs and objectives, and delegating authority for action.
 - 2.3.4 Receiving recommendations from committees for further action.
 - 2.3.5 Proposing amendments to the Governance Document to the Governance Community.

- 2.4 Officers - The COE Executive Council shall select a chair and a vice chair at the first meeting of the COE Executive Council at the beginning of the academic year.
 - 2.4.1 Role of the Chair of the COE Executive Council: The Chair shall call and conduct COE Executive Council meetings.
 - 2.4.2 Role of the Vice Chair of the COE Executive Council: The Vice Chair shall call and conduct COE Executive Council meetings in the absence of the Chair.
- 2.5 Meetings - The COE Executive Council shall meet as needed to conduct business, generally Bi-weekly from September until May. Additional meetings may be called by the chair of the COE Executive Council, the Dean, or by a petition of a simple majority of the COE Executive Council membership.

SECTION 3 - Meetings

- 3.1 Meetings of the Governance Community, COE Executive Council and Standing Committees shall follow a consistent schedule that responds, to the extent possible, to maximum participation of COE members. The master calendar of meetings shall be regularly published and will be guided by academic planning for the coming Academic Year.
- 3.2 Quorum - Number used to establish quorum would be determined by the number of members who have attended at least one of the last three (3) meetings. Simple majority of the established quorum of the membership of the Governance Community shall constitute a quorum. Once a quorum is established, meetings may continue even though a majority of the members are no longer present, absent a call for a quorum.
 - 3.2.1 A quorum for all Standing Committees consists of a simple majority of the voting members.
 - 3.2.2 A quorum for the COE Executive Council consists of a simple majority of the voting members. During certain years, an elected/appointed member may represent two voting members of Council. During those years, quorum will be based on voting member 'individuals', rather than on voting member 'seats'.
- 3.3 Passage of Motions - Where applicable, motions may pass by a simple majority of the voting membership present once a quorum has been established. Consensus or substantial consensus are preferred modes of decision-making for the Governance Community and COE Executive Council.
- 3.4 Proxy Votes - Proxy votes are not permitted.
- 3.5 Suspension of Rules - Rules may be suspended by a substantial consensus or two-thirds vote of the members present, as applicable.
- 3.6 Rules of Order - Committees are encouraged to use consensual problem-solving and decision-making techniques, so long as the conduct of meetings is consistent and effective. In the absence of more effective measures, Robert's Rules of Order may be used to govern the conduct of meetings.

ARTICLE III

STANDING COMMITTEES

SECTION 1 – Standing Committee Rules

- 1.1 The Standing Committees include the following: Budget & Strategic Planning, Curriculum, Distinguished Teacher in Residence, Graduate Programs, Personnel & Student Appeals, Professional Mentoring, Program Coordinators and Virginia Hansen Curriculum Center Committee.
- 1.2 Elections to standing committee membership, conducted by the Personnel and Student Appeals Committee, shall occur in the spring of each academic year.
- 1.3 Standing Committee membership generally shall be staggered two-year terms. Distinguished Teachers in Residence may be elected or appointed for one-year terms.
- 1.4 When election for newly formed standing committees are held, those elected and appointed shall draw lots to determine the length of membership: (1/2 for two years, 1/2 for one year), thereby establishing the two year staggered term cycle. If an odd number of members are appointed, the length of membership will be 1/2 for two years 1/2 for one year, plus one.
- 1.5 Standing Committee Chairs and Vice Chairs: At the first fall meeting of each newly constituted standing committee, a chair and vice chair shall be selected. The chair and vice chair shall serve one-year terms (until the following year's fall elections have been concluded). The chair shall call and conduct all standing committee meetings. In the chair's absence, the vice chair shall call and conduct standing committee meetings.
- 1.6 A quorum shall be established in conducting standing committee business when a simple majority of the voting members are present.
- 1.7 Standing committees meet at least once per month from September through May unless otherwise designated by COE Executive Council, Dean or standing committee.
- 1.8 Copies of approved standing committee minutes will be submitted to the recorder of the COE Executive Council.
- 1.9 The purpose of standing committees of the COE is to inform, advise and make recommendations to the COE Executive Council.
- 1.10 Standing committees may establish sub-committees, focus groups, ad hoc work groups or other subordinate structures to facilitate completion of the work of the standing committee.

SECTION 2 - Budget and Strategic Planning Committee

- 2.1 Purpose - The Budget and Strategic Planning Committee shall oversee all budget, resource allocation and strategic planning functions within the College of Education.
- 2.2 Membership - The committee shall consist of seven (7) members. Four (4) faculty members will be elected at-large from the Governance Community. One (1) Distinguished Teacher in Residence and one (1) staff member will be selected by their constituencies. One (1) college administrator will serve in an ex-officio capacity.
- 2.3 Duties - The duties of the Budget and Strategic Planning Committee include, but are not limited to the following:
 - 2.3.1 Recommend and oversee the allocation of all non-fixed budget categories.
 - 2.3.2 Advise the Dean regarding projected budgetary resource needs, both human and physical.
 - 2.3.3 Develop strategic plans for the ongoing development of the College.
 - 2.3.4 Determine and provide advice regarding physical/site planning and space allocation.
 - 2.3.5 Advise and make recommendations regarding faculty and administrative support workload.
 - 2.3.6 Advise and make recommendations regarding library resources, including those associated with the Hansen Endowment.
 - 2.3.7 Provide or designate liaison between the College of Education and parallel University planning and budgetary groups.
 - 2.3.8 Advise and recommend external funding and program opportunities in support of COE Master Plan.
 - 2.3.9 Other planning and budget oversight duties as determined by the COE Executive Council.
 - 2.3.10 Maintain contact with College of Education representative to University Budget Committee

SECTION 3 - Curriculum Committee

- 3.1 Purpose - The purpose of the Curriculum Committee is to review program and coursework proposals, and revisions of existing programs forwarded by program coordinators and individual members of the Governance Community.
- 3.2 Membership - The committee shall consist of seven (7) members. Four (4) faculty members will be elected at-large from the Governance Community. One (1) Distinguished Teacher in Residence and one (1) staff member will be selected by their constituencies. One (1) college administrator will serve in an ex-officio capacity.
- 3.3 Duties - The duties of the Curriculum Committee include, but are not limited to the following:
 - 3.3.1 Ensure that COE governance community members are aware of and follow APP curriculum course and program approval policies and procedures.
 - 3.3.2 Review and approve submitted program and course proposals from COE governance community members.
 - 3.3.3 Review, expedite and approve all credit bearing courses including those offered as institute, topic courses and short courses.
 - 3.3.4 Communicate and align curriculum related policies and procedures among COE, Extended Learning, Curriculum Services, and Academic Senate subcommittees.
 - 3.3.5 Communicate about and coordinate courses receiving credit in more than one program.
 - 3.3.6 Coordinate efforts to offer joint credit bearing courses with other institutions of higher education.
 - 3.3.7 Initiate innovations in curriculum development, delivery and evaluation.
 - 3.3.8 Ensure that communication with College of Education representative on University Curriculum committee be maintained.

SECTION 4 - Distinguished Teacher in Residence Committee (DTiR)

- 4.1 Purpose - The Distinguished Teacher in Residence Committee shall oversee the program for the mutual benefit of all parties involved in the collaboration.
- 4.2 Membership - The committee shall consist of seven (7) members. Three (3) tenure track faculty members, elected by Governance Community. Two (2) Distinguished Teachers in Residence (one first year and one second year) and one (1) staff member selected by their constituencies. One (1) college administrator will serve in an ex-officio capacity.
- 4.3 Duties - The duties of the Distinguished Teacher in Residence Committee include, but are not limited to the following:
 - 4.3.1 Determination of DTiR needs through consultation with program coordinators, Associate Dean and Dean.
 - 4.3.2 Initiate the search process for selection of the Distinguished Teachers in Residence.
 - 4.3.3 Mentoring Distinguished Teachers in Residence.
 - 4.3.4 Initiate the process for selection of DTiR Assigned Time Grants.
 - 4.3.5 Recommend expansion/reduction of DTiR program based on needs.
 - 4.3.6 Conduct periodic program review.
 - 4.3.7 Establish subordinate group(s), if necessary, to facilitate the DTiR search and assigned time grant process.
 - 4.3.8 Work in tandem and cooperation with district designated representatives.
 - 4.3.9 Establish and maintain database of contact information of former and current DTiRs to include work and home information.
 - 4.3.10 Plan annual end-of-year DTiR Recognition/Celebration

SECTION 5 - Personnel and Student Appeals Committee

- 5.1 Purpose - The Personnel and Student Appeals Committee shall make recommendations to the Dean regarding policy and personnel issues, direct the conducting of elections and provide for or delegate tasks related to Governance Community welfare, and hear student appeals and grievances as defined in the Student Appeals Policy and Procedures Guideline.
- 5.2 Membership - The committee shall consist of seven (7) members. Four (4) faculty members will be elected at-large from the Governance Community. One (1) Distinguished Teacher in Residence and one (1) staff member will be selected by their constituencies. One (1) college administrator will serve in an ex-officio capacity.
- 5.3 Duties - The duties of the Personnel and Student Appeals Committee include, but are not limited to the following:
 - 5.3.1 Initiate the formal tenure line faculty search process in accordance with the University Faculty Search Guidelines and the Collective Bargaining Agreement (CBA) as directed by the Governance Community.
 - 5.3.2 Ensure that the COE Retention, Tenure and Promotion document is periodically reviewed and initiate the process to begin the review to align with the University Faculty Personnel Procedures for Promotion, Tenure and Retention document and the Collective Bargaining Agreement (CBA).
 - 5.3.3 Initiate and conduct the election process for standing committees, ad hoc committees, and other necessary governing bodies.
 - 5.3.4 Facilitate the student appeals and grievance processes in conjunction with the Associate Dean acting as student Ombudsperson.

SECTION 6 - Program Coordinators Committee

- 6.1 Purpose - The Program Coordinators Committee shall make recommendations to the COE Executive Council that concern teacher credential program quality, coordination and implementation.
- 6.2 Voting Membership - The committee shall consist of the elected coordinators of all credential programs; the CTEL/(B)CLAD Coordinator; Teacher Recruitment Project Coordinator; the Clinical Practice Director; the Assessment Coordinator; one (1) Distinguished Teacher in Residence and one (1) staff representative selected by their respective constituencies; and one (1) college administrator serving in an ex-officio capacity. In the event that a program has co-coordinators, the program will have only one vote in committee decisions
- 6.3 Duties - The duties of the Program Coordinators Committee include, but are not limited to the following:
 - 6.3.1 Assuring program quality and consistency and, where needed, initiating action (policies/procedures) to promote and maintain program quality.
 - 6.3.2 Assuring alignment to standards and accreditation and on-going COE unit evaluations based on annual evaluations by each program coordinator.
 - 6.3.3 Provide a “sounding board” where program coordinators consider specific program and/or student issues.
 - 6.3.4 Carry out scheduling duties as outlined in course assignment policy.
- 6.4 Other Roles - One member from the Program Coordinators Committee (chosen by the committee) shall be assigned as a voting member on the COE Executive Council.

SECTION 7 – Graduate Programs Committee

- 7.1 Purpose – The Graduate Programs Committee shall coordinate the work of advanced credential and certificate programs and make recommendations to the COE Executive Council on program development, quality, coordination, and implementation.
- 7.2 Membership – The committee shall consist of:
 - 7.2.1 One (1) elected faculty representative from each advanced degree and advanced credential program.
 - 7.2.2 One (1) elected faculty representative from each advanced certificate program.
 - 7.2.3 One (1) at-large faculty member not otherwise represented in 7.2.1 or 7.2.2.
 - 7.2.4 One (1) elected instructor of the required research methods course.
 - 7.2.5 The Coordinator of Graduate Programs
 - 7.2.6 The Coordinator(s) of Graduate Admissions from Student Services.
- 7.3 Duties – The duties of the Graduate Programs Committee include, but are not limited to the following:
 - 7.3.1 Assuring program quality and consistency.
 - 7.3.2 Assuring program alignment with accreditation standards
 - 7.3.3 Provide a forum for on-going dialogue and communication on issues
 - 7.3.4 Provide advice on course scheduling in alignment with student and program needs and faculty assignments in alignment with COE policy.
 - 7.3.5 Ensure that communication with College of Education representative on University Graduate Study Committee be maintained.

Section 8 – Professional Mentoring Committee

- 8.1 Purpose - The Professional Mentoring committee shall be responsible for mentoring faculty and staff.
- 8.2 Membership - The committee shall consist of seven (7) members. Four (4) tenure track faculty members, two of whom must be tenured; one (1) Distinguished Teacher in Residence and one (1) staff member who will be selected by their constituencies. One (1) college administrator will serve in an ex-officio capacity.
- 8.3 Duties - The duties of the Professional Mentoring Committee include, but are not limited to the following:
 - 8.3.1 Develop and conduct an orientation for new community members to ensure that they are aware of processes and procedures.
 - 8.3.2 Support faculty in the review process at the faculty members' discretion.
 - 8.3.3 Assist faculty and staff in accessing community and university resources.
 - 8.3.4 Coordinate with the Faculty Center for campus-wide opportunities.

SECTION 9 – Virginia Hansen Curriculum Center Committee

- 9.1 Purpose – The purpose of the Virginia Hansen Curriculum Center Committee is to oversee the operation of the Virginia Hansen Curriculum Center at the Kellogg Library, Cal State San Marcos.
- 9.2 Membership - The committee shall consist of eight (8) members. Four (4) faculty members will be elected at-large from the Governance Community. One (1) educational librarian from the Kellogg Library will serve, one (1) Distinguished Teacher in Residence and one (1) staff member will be selected by their constituencies. One (1) college administrator will serve in an ex-officio capacity.
- 9.3 Duties – The duties of the Virginia Hansen Curriculum Center Committee include, but are not limited to the following:
 - 9.3.1 Oversee the budget allocation for grant monies coming directly from the Virginia Hansen Endowment.
 - 9.3.2 Work with library staff as advisors to establish Virginia Hansen Curriculum Center check-out policies and procedures.
 - 9.3.3 Schedule and organize teacher professional workshops consistent with the endowment.
 - 9.3.4 Communicate with the College of Education community, local K-12 schools, teacher credential candidates, and the Cal State San Marcos University community regarding the Virginia Hansen Curriculum Center events, workshops, and resource materials available.
 - 9.3.5 Oversee and initiate ideas for innovative and creative resources to add to the collection of books and materials housed in the Virginia Hansen Curriculum Center.
 - 9.3.6 Form an ad hoc committee responsible for the organization and coordination of workshops and/or conferences in keeping with the endowment guidelines.

ARTICLE IV

AD HOC COMMITTEES

SECTION 1 - Purpose

- 1.1 Ad hoc committees may be established for the following purposes:
 - 1.1.1 Advise standing committees or the COE Executive Council on specific issues.
 - 1.1.2 Provide program coordinators with consultation regarding program development and evaluation.
 - 1.1.3 Ad hoc committees may be free-standing, or focus groups or sub-committees of standing committees established for short term, temporary problem-solving or decision-making around specific or closely related sets of issues.

SECTION 2 - Membership

- 2.1 Membership on Ad hoc committees shall be open to all individuals interested in the charge of the committee unless otherwise specified.

SECTION 3 - Duties

- 3.1 Provide advice to the Dean, COE Executive Council, Standing Committees, Program Coordinators, Associate Dean, and/or Governance Community.

ARTICLE V

APPROVAL AND AMENDMENTS

SECTION 1 - Approval of the Governance Document

- 1.1 This Governance Document shall be approved upon receipt of a 2/3 vote of the eligible voting members of the Governance Community of the College of Education in a secret written ballot.
- 1.2 This Governance Document shall become effective immediately upon approval.

SECTION 2 - Amendments to the Governance Document

- 2.1 Proposing Amendments - Amendments may be proposed by any member of the Governance Community accompanied by the endorsement of five or more voting members. Proposed amendments shall be submitted in writing to the COE Executive Council. The COE Executive Council shall then schedule a reading and a vote, to send out on paper ballot for approval, of the proposed amendment at the next meeting of the Governance Community.
- 2.2 Amendments must pass by two-thirds vote of the quorum as it is established at the time of the Governance Community meeting and shall become effective upon passage of the amendment unless otherwise specified. Voting shall be by written ballot.
- 2.3 Upon approval of an amendment to this document, necessary editorial changes to maintain consistency and parallel language elsewhere in the document shall be made to reflect the intent of the amendment.