

# College of Science, Technology, Engineering & Mathematics (CSTEM) Governance Bylaws

**Article 1 (Philosophy).** The College of Science, Technology, Engineering & Mathematics (CSTEM) is committed to the principle of shared governance by the Faculty and the Dean. College governance should operate in a spirit of fair play, mutual respect, and commitment to the College community with the goals of maintaining and developing the viability and diversity of College programs and promoting excellence in undergraduate and graduate education. College governance shall be consistent with the University Mission Statement, the Constitution of the Faculty, and any agreements between the California Faculty Association and the Trustees of the California State University.

**Article 2 (Definition).** The Governance & Planning Committee (GPC) for the College of Science, Technology, Engineering & Mathematics at CSUSM is the official representative body for faculty of the College.

**Article 3 (GPC Voting Members).** Voting members of the GPC shall consist of the chair of each of the departments in the College together with one additional elected tenure track faculty representative from each department. Each department shall have two votes in all GPC business, one per GPC member. If one of the department representatives cannot attend a meeting, the department is encouraged to send a substitute. The substitute shall have full voting privileges for that meeting. If only one department representative is in attendance, both votes may be cast by one person.

**Article 4 (Quorum).** At least one voting member from each department must be present for a quorum in GPC. The only exception is that if a department was not present for the full scheduled time of the previous meeting (of the current academic year), their presence is not required for a quorum in the next meeting. In any case, a majority of the departments must be present for a quorum. Standing committees and subcommittees shall determine their own rules regarding quorum.

**Article 5 (Ex-Officio Members and Guests).** Both the Dean and Associate Dean of the College shall be ex-officio members. The CSTEM Lecturer Advisory Committee may appoint a lecturer representative to GPC who shall be an ex-officio member. As needed for coordination of College efforts, the GPC will invite representatives from the standing committees, College representatives from the Academic Senate and its committees, faculty representing the College on other University committees, and other faculty, administrators, and staff who play an important role helping GPC conduct its business. The meetings are also open to all College faculty. Ex-officio members and guests shall be extended the right to participate in debate and suggest agenda items, but may not introduce motions or vote. The GPC, standing committees, and subcommittees may schedule a meeting or a portion of a meeting to be for voting members only in which ex-officio members and guests may not attend unless invited by the voting members. The GPC may elect for such meetings to be “executive sessions” with attendant secrecy requirements. But in general such meetings are not bound by strict rules of “executive session” and can be scheduled anytime a purely faculty related matter is under discussion, or in an effort to articulate a faculty response or opinion.

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**Article 6 (Duties of the GPC).** The GPC shall represent CSTEM faculty and solicit appropriate input from staff and students in developing and recommending to the Dean and College regarding the following: (a) College level academic policy and procedures; (b) College budget planning and allocations, including lab equipment, lab supplies, student assistant funds, compensation for department chairs and coordinators, and course fees; (c) generation of the College Academic Master Plan, including allocation of instructional and support positions; (d) strategic review of curriculum, including A-forms and the resource and strategic planning aspects of P-forms, and making recommendations to the University Budget and Long-range Planning Committee; (e) allocation of research and office space, use of instructional space, and planning of future space needs; (f) student support issues; and (g) class schedule coordination and coordination of computer hardware/software and laboratory equipment. Department Chairs shall be the operational leaders who work with the Dean to maintain the resources and climate needed to deliver high quality education and engage in research, while the GPC will work with the Dean to make strategic decisions about the direction of the College and allocation of resources. In carrying out these duties, the GPC will confer with College representatives to the Academic Senate and committees and other university committees, and work with the Dean's office and other campus entities to gather, review, and archive College and University budgets, enrollment data, and faculty data.

**Article 7 (Standing Committees and Subcommittees).** The GPC delegates duties to standing committees on curriculum (College Curriculum Committee) and faculty development (Faculty Development Committee) as per Articles 8 and 9. The standing committees may only take on other duties or business via referral from the GPC. Standing committees shall make a report to the GPC once a semester, or as requested by the GPC. All departments shall be represented on each standing committee. Standing committee members shall be elected by their departments, and do not need to be GPC members. The GPC or its standing committees may form subcommittees to aid in their work. Subcommittee members shall be appointed by the convening committee.

**Article 8 (Standing Committee: Curriculum).** Each department shall appoint a faculty representative to serve on the College Curriculum Committee (CCC). Each appointment will be for a two-year term. The College Curriculum Committee will: (a) evaluate curriculum and program proposals for quality, potential overlap with existing offerings, and adherence to College and University policy; (b) work with originators and departments to resolve problems with proposals identified during review; (c) ensure that all affected departments review curricular proposals, with the understanding that all departments in the College are affected by new programs and so should review any P-form; and (d) work with departments, the Dean, Associate Dean, the University Curriculum Committee and the Academic Senate to facilitate the review process at the University level. Once per semester, the Curriculum Committee will provide the College faculty with a report listing all new courses, course changes, new programs, and program changes that were approved or denied since their last report.

**Article 9 (Standing Committee: Faculty Development).** Each department shall appoint a faculty representative to serve on the Faculty Development Committee (FDC), a standing College committee. Each appointment will be for a two-year term. The Faculty Development Committee will: (a) promote the generation of resources for faculty development including facilitating faculty grant applications; (b) review and draft College policies and guidelines as they pertain to faculty evaluation, working

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conditions, and other faculty concerns referred by the GPC; and (c) review and make recommendations on College awards and ceremonies. With the exception of award recommendations made directly to the Dean, drafts and recommendations from this committee shall go to the GPC for further review.

**Article 10 (Chair).** The Chair of the GPC shall be elected by the tenure-track faculty of the college for a one year term, and serve as one of the representatives of their department and Chair of the College faculty. The Vice-chair of the GPC shall be elected by GPC members. The Chair and Vice-Chair shall not be from the same department and must be tenured. The Chair and Vice-Chair are responsible for organizing and conducting meetings, preparing agendas, and arranging for the preparation of minutes. The Chair, as an elected representative of the College faculty, may represent the College faculty on University taskforces or ad hoc committees. If available, the former chair of GPC shall function as chair until the new chair is elected. Otherwise, GPC may elect an interim chair until the new chair is elected.

**Article 11 (Meetings).** The GPC shall meet at least once per month during the academic year, and as needed between semesters.

**Article 12 (Minutes and Agenda).** Minutes and Agendas of GPC meetings shall be kept and regularly made available to all faculty in the College.

**Article 13 (College Faculty Meetings).** At least once per semester, the GPC shall organize and conduct College Faculty meetings. Announcements of College meetings shall be sent to all tenure-track faculty of the College at least 10 academic days in advance. GPC shall work with the Dean to define the agenda for College Faculty meetings.

**Article 14 (Amendments and Referenda)**

Amendments or changes to these bylaws may be initiated by the GPC, any department of the College, or by a petition signed by at least twenty percent of the tenure-track faculty of the College. The GPC is responsible for holding referenda on changes and amendments to the bylaws or for other issues that the GPC deems significant enough to require a College-wide vote. Announcements of College referenda shall be sent to all tenure-track faculty of the College at least 10 academic days in advance of the deadline for voting. For an amendment or change to become effective, at least one-half of the eligible tenure-track faculty must vote in the referendum, and at least two-thirds of the faculty voting in the referendum must cast a favorable vote.

**Article 15. (Eligibility).** All tenure-track faculty in the College are eligible to vote in College-wide elections and referenda, except (1) faculty with an MPP appointment and (2) faculty on personal leaves of absence without pay. Faculty on other types of leaves of absence, including but not limited to sabbaticals and those related to the FERP program or the Pre-retirement Reduction in Time Base Program, are eligible to vote.

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