

AGENDA - FACULTY ADVISORY COMMITTEE
February 22, 2019 - 1:00 PM
Location: Regents Boardroom, 61 Woodland Street, Hartford, CT

1. Introductions
2. Discussion/Revision/Approval of Agenda
3. Discussion/Revision/Approval of Minutes
4. Legislative update (A. Beaudoin)
 - Governor's budget
 - 2/19 presentation to legislature
 - SB749
 - SB840
 - SB7118
5. Community college gen-ed update
6. CCIC meeting recap (S. Adair, L. Aime)
7. DSS update (data warehouse) (D. Cummings)
8. Students First petition (S. Adair)
9. Students First Committees- transparency (L. Aime)

Committees created under the "Students First" proposal should have the following information posted in a location that has been communicated to all and is easily accessible to all:

 - a. A list, of ALL of the multitudes of committees the system office has created with the names, schools and job titles for all members of these committees
 - b. Agendas and minutes that are available to all in a timely manner
 - c. The charge for each committee
10. Community college representation committee (B. Richards, S. Adair)
11. FAC conference update (S. Adair)
12. New business

Regular Meeting of the State of CT
Faculty Advisory Committee to the Board of Regents for Higher Education
Minutes
January 25, 2019
61 Woodland St., Hartford, CT

Present:

Adair, Stephen, CCSU
Aime, Lois, Admin Fac, At-Large Rep (NCC)
Cummings, Delwyn, Fac Chair, NVCC
Farquharson, Patrice, Fac COSC
Garcia-Bowen, Myrna, Admin Fac, CCSU
Lugo, William, Vice-Chair, Fac, ECSU (phone)
Owoye, Oluwole, Fac, WCSU
Richards, Barbara, Fac, HCC)

Shea, Michael, Fac, SCSU (phone)
Wallace, Judy, Fac, alternate, MXCC (phone)
Washko, Lisa, Admin Fac, alternate, CCSU
Wilder, Linda, Admin Fac, COSC
Thompson, Joy, Admin Fac MCC (phone)
Newgarden, Kristi, Admin Fac, alternate, COSC (phone)

Absent:

Bechard, Kevin, Fac, alternate MCC
Brown, Robert, Fac, alternate TXCC
Billias, Nancy, Fac, alternate, COSC

Guests:

Jane Gates, Provost & Senior VP Academic & Student Affairs
Colena Sesanker, Fac, GCC

Meeting called to order by Chair, Del Cummings at 1:06 pm

- Agenda approved unanimously
- Minutes – add Linda Wilder as a call in; Wally motioned to approve, motion was seconded. Approved unanimously
- AP Exam policy was discussed.
 - These credits earned in high schools should be accepted at all CSCUs with the same procedures used at all institutions.
 - Provost Gates was looking for feedback from the FAC.
 - There are 25 states that are currently accepting AP Exams for credit at their colleges.
 - The superintendents are unhappy with the current process. There is no CSCU policy right now. We need to establish a formalized policy that will be made available to view on a website
 - What happens to AP credit that is 8-10 years old or more? Should those credits be accepted? This should be in the policy statement.
 - It was suggested that a score of 3 or above should be transferable to all colleges/universities
- Students First Committee Transparency
 - Provost Gates stated that they are trying to get information up on the web regarding information on all of the committees, members, charges, agendas, minutes. She stated that they need to get the website updated with this information.
 - There is only ONE person at System Office who is doing this.
 - Why does this continue to be a problem?
 - Provost Gates suggested that we could request this information if we wanted it
 - No, everything should be made available to everyone in a timely manner
 - Provost Gates stated that the system office is very understaffed
- Del Cummings emailed to all a document from Mike Stefanowitz that summarizes things going on in the various committees. This was presented to the Presidents at their last meeting
 - It was noted that the document is not very useful. It has no specific information about anything that is occurring within all of these committees
- Regional President Searches

- Application deadline is 1/25/19
- Information should be posted on website; it is a matter of being able to find it on the website
- CCIC proposed memo
 - Outlines problems with regard to the lack of shared governance in the various processes that deal with Students First issues
 - Senates should have decision-making capabilities especially with regard to curriculum and academics
 - Right now shared governance is very narrowly defined within Students First. Shared governance decisions would be considered as “recommendations” only
 - Many decisions being made are not going through any governance process at all
 - Leadership of these committees should be voted on by elected members of each of the committees
 - Provost Gates noted that having heard about these concerns she is going to make sure that requested documents are accessible because if we all saw these minutes, etc. we would understand that these things are not happening. There is a governance process.
 - NCC was faulted for taking the Gen Ed proposal through its governance process
 - The fact that governance groups can endorse only is a made-up policy
 - Provost Gates: Shared governance does not mean that only faculty can be on these committees. True sharing is faculty along with non-faculty (administrators)
 - This letter presents recommendations that would go to the CCIC
 - Discussion about changing some of the wording to be less confrontational.
 - Proposal to bring the letter to M. Ojakian and A. Pritchard prior to bringing it to CCIC. Not agreed.
 - We need to stand up to discuss how academic change ought to happen.
 - Motion by L. Aime to present this letter to CCIC. Motion seconded. Amended to present to CCIC with copies to M. Ojakian, A. Pritchard and J. Gates. Question as to why A. Pritchard? Agreed to remove her name. Approved unanimously
 - Motion by L. Aime to present document as is. Motion seconded. Discussion on wording revisions. Revisions agreed upon.
 - Motion amended to accept revisions by L. Aime. Motion seconded. Approved unanimously.
 - Motion to approve document as revised made by P. Farquharson. Motion seconded. Approved unanimously. This will be presented at next meeting of CCIC by L. Aime and S. Adair.
- Community College Representation Committee
 - By-laws have been revised by S. Adair and B. Richards to adjust CC representation to be more inclusive for CCs but would not be too unwieldy in size.
 - Question about responsibility of CC representatives to make all CCs aware of what occurs at FAC meetings
 - Comment about the fact that alternates can be part of the FAC deliberations even though they cannot vote. In addition, those CCs not represented tend not to ask to be informed about what occurs at FAC meetings.
 - Should take this back to individual campuses for discussion in their governance bodies before voting on the by-laws revisions
 - Should not vote on this until February FAC meeting. Agreed with minor wording revisions.
 - Legislation states there should be 10 voting members, does not speak to number of alternates
 - Question as to why COSC representation is not increased; COSC already well-represented
- FAC Conference Update
 - Who will do this next year. Need to get potential Chair/location for next year.
 - Wally suggested that WCSU might be interested in hosting. He will meet with his president to discuss this possibility. Gateway might also be a venue.
 - Governor will be invited. Meeting with financial people, but things appear to be okay.
 - Plenty of submissions for break-out sessions – to be reviewed

➤ Goals for 2019

- The mercifully painful death of Students First
- A place where community colleges can communicate with each other
- Future of Higher education in CT without focusing on “Students First” which appears to make students customers
- Make headway with our governance process and make the FAC more representative of the faculty and staff in our system; work out how to make the FAC more relevant to decision-making within the CSU system
- Discuss what is working, or not working, in governance structures within the system

Submitted by,
Lois Aime

General Education Proposal
Approved motion from the General Education Work Group
January 25, 2019

Motion: That the following revised proposed general education core be forwarded to the **Transfer and Articulation Framework Review and Implementation Committee (FIRC)** with the request to work with members of the **General Education Work Group** on alignment with the FRAMEWORK30.

Comments: The General Education Work Group understands that alignment with the latest proposal will require the following changes to the FRAMEWORK30:

1. Standardize section B:
 - a. **Oral Communication**
 - b. **Critical Analysis and Logical Thinking OR Continued Learning and Information Literacy**
2. Rename **Social Phenomena** to **Social / Behavioral Science**
3. Reconfigure **Aesthetic Dimensions** to be **Humanities** and re-envision outcomes to include Fine Arts and traditional Humanities courses
4. Follow subject code recommendations, as listed in the proposal, for vetting courses for the FRAMEWORK30

Changes made in response to the feedback received during the public comment period

Thank you to all who provided feedback during the public comment period for the proposed General Education Core for the consolidated curriculum. Although the comments spanned a wide variety of concerns and questions, four concerns were raised consistently and led to changes in the proposal for the core:

1. Fine Arts should not be a choice with Oral Communication and Written Communication II. Fine Arts should be part of a required Humanities course. See line 4.
2. Historical Knowledge should be a choice with Social / Behavioral Sciences and not with Humanities. See line 5.
3. Oral Communication and Written Communication II should both remain in the core. See line 6.
4. The College and Career Success course should not be required in the general education core. See line 7

Important Note: The **Guided Pathways First Year Experience Course Work Group** is developing a proposal to the **Board of Regents** that the College and Career Success course be required of all students, with specific guidelines for exceptions. This latest proposal for a 21 credit general education core allows programs to decide whether the College Career and Success course will be required in the general education core.

DRAFT

1	Eng. 101 Composition	3 credits
2	Math 100 or higher (college level) – only courses with a MAT 137 prerequisite count for the Framework30 / Transfer Ticket Programs.	3- 4 credits
4	Humanities ART, DGA, ENG (Literature), ESL (two top levels), GRA, HUM, MUS , PHL, THR, World Languages course vetted for TAP Humanities (replaces Aesthetic Dimensions)	3 credits
3	Choose one from: <ul style="list-style-type: none"> • Scientific Reasoning – AST, BIO, CHE, EAS, ENV, GLG, MTR, OCEN, PHY, SCI course vetted for TAP Scientific Reasoning • Scientific Knowledge and Understanding – AST, BIO, CHE, EAS, ENV, GLG, MTR, OCEN, PHY, SCI course vetted for Scientific Knowledge and Understanding outcomes 	3-4 credits (lab optional)
5	Choose one from: <ul style="list-style-type: none"> • Social / Behavioral Science – ANT, ECN, GEO, POL, PSY, SOC course vetted for TAP Social Phenomena (to become Social and Behavioral Science) outcomes • Historical Knowledge – HIS course vetted for TAP Historical Knowledge outcomes 	3 credits
6	Choose one from: <ul style="list-style-type: none"> • Oral Communication – COM 173, or other course vetted for TAP Oral Communication • Written Communication II– ENG course vetted for TAP Written Communication II outcomes 	3 credits
7	Choose one from: <ul style="list-style-type: none"> • CALT / CLIL (to be determined by FIRC in consultation with the General Education Work Group) course vetted for TAP CALT / CLIL outcomes; the College and Career Planning course will seek to be vetted for this category • A course vetted for one of the following TAP categories that has not been fulfilled elsewhere in the general education requirements: <ul style="list-style-type: none"> ○ Scientific Knowledge ○ Scientific Reasoning ○ Social / Behavioral Science ○ Historical Knowledge ○ Written Communication II ○ Oral Communication 	3 credits
Total:		21-23 credits

Process

Process thus far:

- In June, 2018, the **Board of Regents for the Connecticut State Colleges and Universities** charged Provost Jane Gates with developing a general education core for the consolidated community college and report in April 2019.
- Provost Gates then charged the **Students First Academic and Student Affairs Consolidation Committee (SF ASA CC)** to develop the core.
- The **SF ASA CC General Education Work Group** is composed of one elected representative from each of the 12 community colleges and 6 members appointed by the **SF ASA CC**. The work group met 8 times between May and September, 2018 and developed a proposed 21 credit general education core for the consolidated community college curriculum.
- A draft proposal of the core was approved by the **SF ASA CC** to be forwarded to all the colleges for a public comment period between September 14 and December 1, 2018.
- The General Education Work Group met twice after public comments were submitted to the Co-chairs of **SF ASA CC** to review the feedback and revise the 21 credit core in response.

Process next steps:

- Work with TAP FIRC to ensure alignment between the proposed 21 credit core and the FRAMEWORK30.
- Make final adjustments to the proposed core and submit to **SF ASA CC** and College Consolidation Implementation Committee (**CCIC**) with request for forwarding to colleges for endorsement votes.
- Dependent on the tally of endorsement votes, forward the proposed core to the first meeting of the **Board of Regents** for a vote 3 months after the proposal enters the college endorsement process.

Notes:

- The General Education Curriculum applies to Associate degrees, not certificates.
- The General Education Curriculum will be integrated in the degrees during the common program consolidation process.
- The proposed General Education Curriculum is limited to 21-23 credits to allow maximum flexibility for program coordinators to determine the other 37-39 credits of a degree.
- Student Success: College and Career Planning is a newly designed course that ensures that all students develop an academic and career plan.
- Program coordinators can designate a course or a directed elective if there is an accreditation directive or programmatic need demonstrated.

Philosophy of the General Education Core Curriculum

The general education curriculum contributes to the development of an educated person by exposing students to multiple disciplines and multiple methods of inquiry in broad foundational courses. It cultivates student success by helping students acquire skills and knowledge to further their education and thrive in a complex, diverse, and changing world.

General Education Core Curriculum Outcomes

Upon completion of the General Education Core Curriculum, students will be able to demonstrate beginning competency in communication, critical thinking, and the foundational knowledge and methods of inquiry in multiple disciplines. These competencies include at a minimum: academic and career planning, information literacy, quantitative literacy, scientific reasoning/understanding, understanding of the social world, and written communication.

Guiding Principles for the Curriculum

The General Education Curriculum will:

- Follow NEASC/NECHE standards, Board of Regents policy, and state law.
- Consist of categories that are based upon traditional disciplines with specific subject codes identified and outcomes defined.
- Balance and reflect the needs and requirements for both transfer (to CSCU and non-CSCU schools) and career programs of study.
- Align with TAP (Transfer and Articulation Policy) competency areas. This requires working with FIRC on modifying TAP to lead to bilateral alignment.
- Limit designated specific courses or directed elective choices to compelling accreditation directive or programmatic need.

A General Education course will:

- Ask students to demonstrate knowledge of the fundamental concepts, theories, primary works, skills, or ideas within the specific category discipline area.
- Ask students to interpret and apply introductory methods of inquiry and analysis in the discipline category
- Have as its main objective, and 2/3 of its focus, the category content and/or skills
- Be vetted in only one General Education category
- Be vetted and approved by an appropriate discipline group

Appendix: Previous Proposal circulated for public comment (9/14/18)

Eng. 101 Composition	3 credits
Math 100 or higher (college level)	3- 4 credits
Science AST, BIO, CHE, EAS, ENV, GLG, MTR, OCEN, PHY, SCI courses that meet TAP Scientific Reasoning or Scientific Knowledge and Understanding outcomes*	3-4 credits (lab optional)
Social / Behavioral Science ANT, ECN, GEO, POL, PSY, SOC courses that meet TAP Social Phenomena outcomes*	3 credits
Student Success: College and Career Planning Newly designed course – see description (final course title to be determined)	3 credits
Choose one from: <ul style="list-style-type: none"> • Fine Arts – ART, DGA, GRA, MUS, THR (excluding Art History, Film History, Music History) • Oral Communication – COM 173 • Written Communication – ENG courses that meet TAP Written Communication outcomes* 	3 credits
Choose one from: <ul style="list-style-type: none"> • History – HIS courses that meet TAP Historical Knowledge outcomes* • Humanities – ART (Art History, Film History), ENG (Literature), ESL (two top levels), World Languages, HUM, MUS (Music History), PHL, THR 	3 credits
Total:	21-23 credits

FACULTY ADVISORY COMMITTEE BYLAWS
PROPOSED REVISION
DRAFT OF JANUARY 16, 2019

ARTICLE I – NAME, AUTHORITY AND DEFINITIONS

A. The name of this group is the **Faculty Advisory Committee to the Board of Regents (BOR) for Higher Education**. The FAC is established in accordance with Connecticut General Statutes § 10a-3a of the Connecticut General Statutes approved May 2, 2012 and shall be deemed a public agency within the scope of the Connecticut Freedom of Information Act as define in sections 1-200. Faculty refers to tenured or non-tenured full-time teaching faculty and administrative faculty who provide direct student services, except in the cases of representatives from Charter Oak State College, which does not employ full-time faculty.

B. The term “administrative faculty” is used in this document for employees of the system who are professionals but not in positions of management, and whose job involves direct service to students. Other names sometimes used are “professional staff” or “non-teaching faculty”. In the case of the community colleges, the union uses the term “community college professionals” to refer to the professional staff members included in the bargaining unit.

c. The abbreviation “CSU” refers to the Connecticut State University system.

d. For the community colleges, “faculty senate” refers to a shared governance body elected by the non-management employees of the college. The current shared governance bodies at the community colleges have a variety of names.

ARTICLE II – FACULTY ADVISORY COMMITTEE FUNCTIONS

The FAC Shall:

- A. Assist the Board in performing its statutory functions
- B. Advise the BOR, the management of the Connecticut State College and University System (CSCU) and the General Assembly on matters of policy and faculty concerns regarding higher education
- C. Expect the BOR and system management shall provide in a timely manner the information, materials and resources necessary for the FAC to carry out its assisting and advisory functions.
- D. Provide a mechanism to discuss issues of importance to faculty across the seventeen (17) institutions within the CSCU system and to provide specific recommendations and, as necessary and appropriate, proposals on system academic policies, including approval of new proposals or changes to existing strategies, plans policies and procedures. With respect to recommendations or proposals, the FAC will seek comment at its meetings or through e-mail from campus governance leadership and faculty. Any dissenting or “minority opinion” of the FAC with rationale shall be included in any recommendations forwarded.
- E. Operate and be guided by the principles and standards stated in the American Association of University Professors 1966 Statement on Government of Colleges and Universities <http://www.aaup.org/file/statement-on-government.pdf>
- F. Meet at least biannually with the BOR. Agendas shall be prepared for such meetings and shall be distributed by the board prior thereto and shall consist of matters recommended for inclusion by the BOR chair and the FAC. The BOR chair shall preside over such meetings and FAC members shall have the right to participate in all discussions and deliberations but shall not have the right to

vote at such meetings in accordance with the provisions of *Connecticut General Statutes § 10a-3a* (Sect. 1 (d))

- G. Report annually in January to the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations, regarding the performance of its statutory functions and its biannual meetings with the BOR in accordance with the provisions of *Connecticut General Statutes § 10a-3a* (Sect. 1 (e))

ARTICLE III -- OFFICERS - Officers of the FAC shall be the chair, vice-chair, and recording secretary. Officers shall be elected by the members annually in January and February of even-numbered years.

A. The election of officers shall be conducted as follows: Officers of the Committee shall be the Chair, Vice Chair, and Recording Secretary. Officers shall be elected annually in January by the members, by secret ballot. The election of officers shall be completed no later than February.

B. The term of office is two years. During the first of those two years (even-numbered years), the office of chair shall be held by the CSUs and the community college representative shall serve as vice-chair. In February of the second year (odd-numbered years) they shall trade positions.

C. All officers shall serve at the pleasure of the committee. The FAC may at any time elect to replace an officer with another voting member or alternate. Such actions shall require a 2/3 vote of the members.

D. The duties of officers shall be as follows:

1. The chair:

a. To prepare agendas in collaboration with the vice chair and FAC, and to provide an opportunity for members to review proposed agendas before meetings for the purpose of suggesting additions or changes

b. To convene FAC meetings, and in the event of unexpected developments related to weather or other emergencies, to cancel or postpone meetings through notification to the secretary of the BOR for proper public notice.

c. To conduct all meetings of the FAC guided by Robert's Rules of Order 11th Edition. In the event of any inconsistency between Robert's Rules and these by-laws, the by-laws shall take precedence.

d. To work with the officers of the CSCU system to facilitate a meaningful assisting and advisement role for the FAC

e. To represent the positions of the FAC to the BOR, management of the CSCU system and the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations

f. To notify the FAC when there are committees or meetings where it might be useful to send representatives from the FAC, and arrange elections of such representatives by the FAC.

g. To assure through the secretary of the BOR that meeting agendas, minutes and materials relevant to current FAC activity are posted on a timely basis on the BOR's public website in accordance with Connecticut Freedom of Information Act requirements.

h. To maintain the FAC membership list and contact information on file with the BOR secretary or designee and post this information on the BOR website provided members and alternates agree to have this information posted on the website.

i. To access the FAC's system e-mail account with approval from the FAC for the purpose of broadside communications to inform CSCU employees about issues of interest and solicit suggestions and/or comments on matters of importance

10. To report at each FAC meeting on the activities undertaken as part of the duties of the chair

2. The vice-chair:

a. To assume the duties of the chair in his or her absence

b. To assist the chair in the fulfillment of his or her duties

c. To report at each FAC meeting on the activities undertaken as part of the duties of the vice-chair

d. To represent the positions of the FAC to the BOR, management of the CSCU system and the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations

3. The recording secretary:

a. To maintain attendance records

b. To record votes and minutes, and post votes and minutes of each meeting in accordance with Connecticut General Statutes § 1-225 (see appendix)

ARTICLE IV – DUTIES OF MEMBERS AND ALTERNATES OF THE FAC

A. Alternates may speak at meetings, make motions, be named by the FAC to represent it on other committees or boards, or serve as FAC officers or chairs of task forces. Duties of the members and alternates of the FAC shall include:

1. Attend and participate in meetings of the FAC

2. Maintain understanding of the concerns of their campus constituents and represent their interests, while prioritizing the academic functioning of the entire system

3. Assist with the work of the FAC

4. Communicate regularly with the relevant campus senate and campus community about FAC activities

5. Communicate regularly to the FAC about the situation on the campus represented, and bring to the FAC any communication requested by the campus senate.

B. Attendance

1. FAC members or alternates shall notify the chair, the vice-chair, and their designated alternate if they are unable to attend a meeting. The designated alternate shall assume the member's voting powers. In the event a member does not report for the meeting and/or does not make notification, the presiding meeting officer (chair or vice-chair) may designate the alternate to vote in place of the missing member. If the designated alternate is not present at the start of the meeting, the presiding officer for the meeting (chair or vice-chair) may appoint another teaching faculty or administrative staff alternate to serve in the member's place.

2. An FAC member or alternate who does not report for three consecutive regular meetings without making prior notification of the absences, with reasons, to the chair, vice-chair and alternate may be

eligible for removal by a two-thirds vote of the FAC at the discretion of the chair in consultation with campus governance leaders.

3. An FAC member or alternate may resign by sending a written letter to the FAC chair, the vice-chair, and the senate chair at the campus he or she represents.

C. Vacancies

In the event of a vacancy in the position of an FAC member or alternate, the senate at the campus represented by that person shall be asked to replace them. Until such time as the campus senate has made the replacement, the FAC members may appoint an interim member or alternate.

ARTICLE V -- COMMITTEES

The FAC may establish any other committees or task forces that are necessary to carry out FAC responsibilities. Each committee may be chaired by an FAC member or alternate. Faculty not on the FAC may serve as members of such committees or task forces

ARTICLE VI – ELECTIONS AND MEMBERSHIP

Members shall serve terms of two (2) years provided full-time employment is maintained. New members shall take office in January of even-numbered years following elections conducted by campus governance bodies every two years in the spring semester of the immediately previous odd-numbered year. Newly-elected members may attend meetings in the fall semester to help assure continuity between the outgoing and incoming FAC members but the newly-elected members shall not have voting power until they take office in January.

A. The FAC shall be composed of *ten* (10) voting faculty members and eight (8) alternates who shall be elected by their peers in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (a))

1. There shall be three (3) teaching faculty voting members and one (1) primary alternate representing the four (4) Connecticut State Universities (CSU) elected by full-time faculty. The position of primary alternate will rotate among the four universities on an annual basis (calendar year) in the following order: SCSU (2019), WCSU (2020), CCSU (2021), ECSU (2022).
2. There shall be four (4) secondary alternates elected by the full-time teaching faculty at the CSUs.
3. There shall be one (1) voting member and one alternate elected by administrative faculty at the CSUs.
4. There shall be three (3) voting members elected by the full-time teaching faculty at the community colleges.
5. There shall be three (3) primary alternates elected by the teaching faculty at the community colleges.
6. There shall be four (4) secondary alternates elected by the teaching faculty at the community colleges.
7. There shall be one (1) voting member and one (1) alternate elected by the administrative faculty at the community colleges.
8. There shall be one (1) voting member and one (1) alternate elected by the (part-time) teaching faculty and one voting member and one (1) alternate elected by the administrative faculty at Charter Oak.

B. ELECTIONS: All campus elections for the FAC shall involve universal participation by the people to be represented (either all teaching faculty or all administrative faculty). In no case should the

management of an institution of higher education play a role in the selection or removal of a member of the FAC.

1. General Procedures - There shall be:

- a. a reasonable period of time for nominations or self-nominations, with all members of the group eligible to run
- b. an opportunity for candidates to write a statement with biographical information and an explanation of how they intend to fulfill the role of FAC representative
- c. a secret paper ballot with adequate time for all members of the group to vote
- d. a way of counting the ballots that includes an opportunity for all candidates to observe and, if necessary, conduct a recount

2. Detailed Procedures

- a. CSU teaching faculty – Faculty Senates will conduct the elections. The candidate with the highest vote count will be the voting member of the FAC or the primary alternate. The person with the second highest vote count will be the secondary alternate to the FAC.
- b. Community college teaching faculty – There shall be a first round of voting at each college to select a nominee. Then there will be three separate elections within the small, medium, and large community colleges (based on FTE student enrollment). The two highest vote-getters within each of these groups will be the teaching faculty representative and primary alternate. The other nominees will become secondary alternates, except in the case of the campuses where the administrative faculty representative and alternate become the representatives.
- c. Community college administrative faculty representative - There shall be a first round of voting at each college to select a nominee. Then there shall be a twelve-college vote among the campus nominees. The administrative faculty voting representative and primary alternate shall be the two nominees who have the highest number of votes at campuses that will not be represented by the teaching faculty voting or primary representative.
- d. Charter Oak representatives and primary alternates – The teaching faculty representative and primary alternate shall be selected by a vote of the part-time teaching faculty.

ARTICLE VII-- MEETINGS

A. Regularly scheduled public meetings shall be conducted. The frequency (monthly is recommended), location and timing of regular meetings shall be determined by the FAC and posted on the BOR website and filed with the Secretary of State's Office no later than January 31 with updates provided as necessary in between for special meetings or schedule changes. Such interim public notice shall be made at least 24 hours before the scheduled meeting time on the BOR website and filed with the Secretary of State's Office. in accordance with Connecticut General Statutes § 1-225 (see appendix)

B. A quorum for a meeting shall consist of six voting members or alternates serving in place of a member. Any action of a majority of a quorum shall be an act of the FAC. However, in absence of a quorum, those present may take action on provisional basis, which measures may be raised for consideration by any member at the next meeting of the FAC.

C. Only members or their alternates acting in their place who are present in person or by telephone shall be permitted to vote. There will be no provision for absentee or proxy voting.

D. The agenda will be drafted by the chair. The proposed agenda shall be distributed to members for comment one week prior to the date of the meeting. The final agenda shall be posted on the BOR website and filed with the Secretary of State's Office 24 hours before the meeting in accordance with Connecticut General Statutes § 1-225 (see appendix) .

E. Minutes shall be kept of all FAC meetings and distributed to members and posted on the BOR website.

ARTICLE VIII – Parliamentary Authority

Robert's Rules of Order shall govern meeting proceedings where they are not in conflict with these by-laws, the FAC's statutory authority and rules of society

ARTICLE IX -- AMENDMENTS

The bylaws may be amended by a majority of the membership. Any proposed amendment to the bylaws shall be voted on for adoption at a regular meeting subsequent to the one where it was introduced. The bylaws will be automatically amended to reflect changes in institutional names.

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The bylaws were ratified at the Sept. 20, 2013 meeting of the FAC by a 8-0 vote. Attending: Stephen Adair, Peter Bachiochi, Christine Barnett, Ilene Crawford, Tom Failla, Nick Lefakis, Patty O'Neill, Mary Jean Thornton. Special thanks to Barbara Richards for her contributions on behalf of alternate members of the FAC.

Bylaws modified on April 15, 2016.

Bylaws modified on _____

Appendix

C.G.S. Sec. 1-225. (Formerly Sec. 1-21). Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions.

(<http://www.cga.ct.gov/current/pub/chap014.htm#Sec1-225.htm>)

I. Agendas of Regular Meetings

The agenda of the regular meetings of every public agency, except for the General Assembly, shall be available to the public and shall be filed, not less than twenty-four hours before the meetings to which they refer, (1) in such agencies regular office or place of business, and (2) in the office of the Secretary of the State for any such public agency of the state, in the office of the clerk of such subdivision for any public agency of a political subdivision of the state or in the office of the clerk of each municipal member of any multitywn district or agency. For any such public agency of the state, such agenda shall be posted on the public agencies and the Secretary of the States web sites.....

Secretary of the State requirements for regular meeting agendas

1. Agenda to be submitted to this office in a pdf format.
2. Agenda should be sent as soon as it is available. Note requirements of the statute above.
3. Send agenda to the following email address and indicate that it is an agenda and the name of the agency and committee if applicable.

Email address: lead@ct.gov

II. Regular Meeting Notices

Each such public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agencies Internet web site, if available...

Secretary of the State requirements for regular meeting notices

1. Send notice in a pdf format
2. Note the requirements of the statute above for when the notices are due.
3. Send notice to the following email address and indicate that it is a "notice of regular meetings," name of the agency and committee if applicable.

Email address: lead@ct.gov

III. Special Meeting Notices

(d) Notice of each special meeting of every public agency, except for the General Assembly, either house thereof or any committee thereof, shall be posted not less than twenty-four hours before the meeting to which such

notice refers on the public agency's Internet web site, if available, and given not less than twenty-four hours prior to the time of such meeting by filing a notice of the time and place thereof in the office of the Secretary of the State for any such public agency of the state

Secretary of the State requirements for special meeting notices

1. Send notice in pdf format
2. Note the requirements of the statute above
3. Send notice to the following email address and indicate that it is a "special meeting notice" name of agency and committee if applicable.

IV. Minutes

The meetings of all public agencies, except executive sessions, as defined in subdivision (6) of section 1-200, shall be open to the public. The votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available, except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet web site. Each public agency shall make, keep and maintain a record of the proceedings of its meetings.

No requirement to notify the Secretary of the State related to the minutes of regular meetings. Exception to this requirement can be found in C.G.S. § 1-210. (<http://www.cga.ct.gov/current/pub/chap014.htm#Sec1-210.htm>)

If you have specific questions regarding your agency's Freedom of Information requirements contact the Freedom of Information Commission at 860-566-5682 or foi@ct.gov

Sources:

CGS - Public Act 12-7

<http://www.cga.ct.gov/2012/act/pa/2012PA-00007-R00SB-00042-PA.htm>

Roberts Rules of Order - Bylaws Chapter 20

http://westsidetoastmasters.com/resources/roberts_rules/chap20.html

University of South Florida System Faculty Advisory Council Bylaws

http://www.usfsm.edu/faculty/facultysenate/fac_minutes/bylaws_revised_24may11.pdf

Maryland Higher Education Commission Faculty Advisory Council

<http://www.fac-mhec.csmd.edu/bylaws.htm>

University of Texas System FAC

<http://www.utsystem.edu/utfac/guidelines.html>

University of North Carolina Board of Governors FAC Formation Letter and Roster and Functions

http://faccoun.unc.edu/wp-content/uploads/2012/10/Ross-RigsbyLetter_08Oct2012.pdf

http://faccoun.unc.edu/wp-content/uploads/2012/10/FACULTY-ADVISORY-COUNCIL_Roster-and-Functions_2012Oct11.pdf

Faculty Advisory Committee (FAC) to the Board of Regents By Laws - from the agenda for the FAC meeting of April 15, 2016 - Approved as reported in the minutes of the FAC meeting of April 15, 2016

1

ARTICLE I – NAME, AUTHORITY AND DEFINITIONS

The name of this group is the **Faculty Advisory Committee to the Board of Regents (BOR) for Higher Education**. The Committee is established in accordance with Connecticut General Statutes § 10a-3a of the Connecticut General Statutes approved May 2, 2012 and shall be deemed a public agency within the scope of the Connecticut Freedom of Information Act as define in sections 1-200. Faculty refers to tenured or non-tenured full-time teaching faculty and administrative faculty who provide direct student services, except in the cases of representatives from Charter Oak State College, which does not employ full-time faculty.

ARTICLE II –FACULTY ADVISORY COMMITTEE FUNCTIONS

The Committee Shall:

- A. Assist the Board in performing its statutory functions
- B. Advise the BOR, the management of the Connecticut State College and University System (CSCU) and the General Assembly on matters of policy and faculty concerns regarding higher education
- C. Expect the BOR and system management shall provide in a timely manner the information, materials and resources necessary for the Committee to carry out its assisting and advisory functions.
- D. Provide a mechanism to discuss issues of importance to faculty across the seventeen (17) institutions within the CSCU system and to provide specific recommendations and, as necessary and appropriate, proposals on system academic policies, including approval of new proposals or changes to existing strategies, plans policies and procedures. With respect to recommendations or proposals, the Committee will seek comment at its meetings or through e-mail from campus governance leadership and faculty. Any dissenting or “minority opinion” of the Committee with rationale shall be included in any recommendations forwarded.
- E. Operate and be guided by the principles and standards stated in the American Association of University Professors 1966 Statement on Government of Colleges and Universities <http://www.aaup.org/file/statement-on-government.pdf>
- F. Meet at least biannually with the BOR. Agendas shall be prepared for such meetings and shall be distributed by the board prior thereto and shall consist of matters recommended for inclusion by the BOR chair and the Committee. The BOR chair shall preside over such meetings and Committee members shall have the right to participate in all discussions and deliberations but shall not have the right to vote at such meetings in accordance with the provisions of *Connecticut General Statutes § 10a-3a* (Sect. 1 (d))
- G. Report annually in January to the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations, regarding the performance of its statutory functions and its biannual meetings with the BOR in accordance with the provisions of *Connecticut General Statutes § 10a-3a* (Sect. 1 (e))

ARTICLE III -- OFFICERS

Officers of the Committee shall be the Chair, Vice Chair, and Recording Secretary. Officers shall be elected annually in January by the members. The election of officers should be completed no later than February. The term of office for officers is one year. For each two year election cycle, the chair and vice chair shall rotate between a member or alternate representative from the Connecticut State Universities

Faculty Advisory Committee (FAC) to the Board of Regents By Laws

2

(CSU) in even number years and the Connecticut Community Technical Colleges (CTC) in odd number years.

Their duties shall be as follows:

A. The Chair:

1. To prepare agendas in collaboration with the vice chair and FAC. To provide an opportunity for members to review proposed agendas before meetings for the purpose of suggesting additions or changes
2. To convene Committee meetings and in the event of unexpected developments related to weather or other emergencies cancel or postpone meetings through notification to the secretary of the BOR for proper public notice.
3. To conduct all meetings of the Committee guided by Robert's Rules of Order 11th Edition. In the event of any inconsistency between Robert's Rules and these by-laws, the by-laws shall take precedence.
4. To work with the President and Vice Presidents of the CSCU system to facilitate a meaningful assisting and advisement role for the Committee
5. To represent the positions of the Committee to the BOR, management of the CSCU system and the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations
6. To designate Committee representatives to attend meetings of the Board and its committees and other meetings deemed by the committee to be important to faculty interests.
7. To assure through the secretary of the BOR that:
 - a. Meeting agendas, minutes and materials relevant to current Committee activity are posted on a timely basis on the BOR's public website in accordance with Connecticut Freedom of Information Act requirements.
 - b. Committee membership list and contact information are on file with the BOR secretary or designee and posted on the BOR website provided members and alternates agree to have this information posted on the website.
8. To access the Committee's system e-mail account with approval from the Committee for the purpose of broadside communications to solicit suggestions and/or comments on matters of importance

B. The Vice Chair:

1. To assume the duties of the Chair in his or her absence
2. To assist the Chair in the fulfillment of his or her duties

C. The Recording Secretary:

1. Maintain attendance records

Faculty Advisory Committee (FAC) to the Board of Regents By Laws

3

2. Record votes and minutes post votes and minutes of each meeting in accordance with Connecticut General Statutes § 1-225 (see appendix)

ARTICLE IV -- OTHER COMMITTEES

The Committee may establish any other committees or task forces that are necessary to carry out Committee responsibilities. Each committee may be chaired by a Committee member. Faculty not on the Committee may serve as members of such committees or task forces.

ARTICLE V – ELECTIONS AND MEMBERSHIP

Members shall serve terms of two (2) years provided full-time employment is maintained. New members shall take office in January of even number years following elections conducted by campus governance bodies every two years in the spring semester of the immediately previous odd-number year. Newly elected members may attend meetings in the fall semester to help assure continuity between the outgoing and incoming Committee members but the newly elected members will not have voting power until they take office in January. Details of the election process, the Committee's role, explanations and rationale are recorded in the May 16, 2013 Special Meeting Minutes on the BOR website and shall provide guidance to future Committees on the conduct of uniform, fair, open elections in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (b)).

- A. The Committee shall be composed of *ten* (10) voting faculty members and eight (8) alternates who shall be elected by their peers in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (a))
 1. There shall be three (3) faculty voting members and one (1) alternate representing the four (4) Connecticut State Universities (CSU) elected by full-time faculty. The alternate will rotate among the four universities on an annual basis in the following order WCSU (2012) CCSU (2013) ECSU (2014) SCSU (2015). By January 2016, the CSU representatives on the FAC shall determine a four-year cycle for rotating the alternate member among the representative campuses. The selection of a Chair or Vice-Chair may be considered in this determination.
 2. There shall be one (1) at-large voting representative and one (1) alternate from among all of the CSUs' administrative faculty who provide direct student services elected by full-time administrative faculty.
 3. There shall be three (3) faculty voting members and three (3) alternates from among the 12 (12) Connecticut Community Technical Colleges (CTC). One representative and alternate each will be elected from among the four (4) large, four (4) medium and four (4) small schools as determined by full-time faculty headcount by full-time faculty within each of the three (3) groupings. The alternates are the runners up in each of the three elections.
 4. There shall be one (1) at-large voting representative and one (1) alternate from among all of the CTCs' administrative faculty who provide direct student services elected by full-time administrative faculty from all twelve (12) colleges. The alternate is the runner up in voting across the twelve (12) campuses.
 5. There shall be one (1) faculty voting member and one (1) alternate elected by a majority vote of the Academic Council of Charter Oak State College (COSC).
 6. There shall be one (1) administrative faculty voting member and one (1) alternate elected by a majority vote of the COSC Academic Council.

Faculty Advisory Committee (FAC) to the Board of Regents By Laws

4

- B. Alternates may speak at meetings, make motions, be named by the FAC to represent it on other committees or boards, or serve as FAC officers or chairs of task forces.
- C. In the event of a vacancy among the teaching faculty at the CSUs, then the chair shall request that the campus governance body or bodies involved in conducting the biennial elections for that seat hold a special election within 30 days during the fall-spring academic year for the remainder of the unfulfilled term.
- D. In the event of a vacancy from COSC, the community colleges, or the CSU administrative faculty position, then the alternate becomes the full voting member and the next highest vote getter from the previous election becomes the alternate. In the event of a vacancy and there are no previous vote getters are available to serve, then the chair shall request that the campus governance body or bodies involved in conducting the biennial elections for that seat hold a special election within 30 days during the fall-spring academic year for the remainder of the unfulfilled term.
- E. A Committee member may resign by sending a written letter to the Chair, Vice Chair, Alternate and the Campus Governance Leaders at the institution or institutions he or she represents. The member's designated alternate shall become the voting member upon acceptance of the resignation at a regular meeting of the Committee. The Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- F. Committee members shall notify the Chair, Vice Chair and their designated Alternate if they are unable to attend a meeting. The designated Alternate shall assume the member's voting powers in the member's place. In the event a member does not report for the meeting and/or does not make notification, the presiding meeting officer (chair or vice chair) may designate the Alternate to vote in place of the missing member. In the case of the CTCs, if the designated Alternate is not present at the start of the meeting, the presiding officer for the meeting (chair or vice chair) may designate another faculty or administrative Alternate present from the CTCs to serve in the member's place on a rotating basis carried over from the previous meeting in alphabetical order by last name. In the case of CSUs and COSC, if the designated Alternate is not present at the start of the meeting, the presiding meeting office (chair or vice chair) may designate either a faculty or administrative alternate to fill a missing member's place on a rotating basis carried over from the previous meeting in alphabetical order by last name.
- G. A Committee member who does not report for three consecutive regular meetings without making prior notification of the absences with reasons to the Chair, Vice Chair and Alternate may be eligible for removal by a two-thirds vote of the Committee at the discretion of the Chair in consultation with campus governance leaders he or she represents. In the event of such removal, the Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- H. Duties of the members shall include at a minimum:
 - 1. Attend and participate in meetings of the Committee, or ensure that an alternate will attend
 - 2. Maintain understanding of the concerns of their campus constituents and represent their interests, while prioritizing the academic functioning of the entire system

Faculty Advisory Committee (FAC) to the Board of Regents By Laws

5

3. Maintain communication between the Committee and the campus governance bodies they represent

ARTICLE VI -- MEETINGS

- A. Regularly scheduled public meetings shall be conducted. The frequency (monthly is recommended), location and timing of regular meetings shall be determined by the Committee and posted on the BOR website and filed with the Secretary of State's Office no later than January 31 with updates provided as necessary in between for special meetings or schedule changes. Such interim public notice shall be made at least 24 hours before the scheduled meeting time on the BOR website and filed with the Secretary of State's Office. in accordance with Connecticut General Statutes § 1-225 (see appendix)
- B. A quorum for a meeting shall consist of six members or alternates serving in place of a member. Any action of a majority of a quorum shall be an act of the Committee. However, in absence of a quorum, those present may take action on provisional basis, which measures may be raised for consideration by any member at the next meeting of the Committee.
- C. Only members or their alternates acting in their place who are present shall be permitted to vote. There will be no provision for absentee or proxy voting.
- D. The agenda will be drafted by the Chair. The proposed agenda shall be distributed to members for comment one week prior to the date of the meeting. The final agenda shall be posted on the BOR website and filed with the Secretary of State's Office 24 hours before the meeting in accordance with Connecticut General Statutes § 1-225 (see appendix) .
- E. Minutes shall be kept of all Committee meetings and distributed to members and posted in draft form on BOR website within one week after the meeting. The committee will review the minutes and make any necessary revisions at the next meeting and the minutes with any revisions will then replace the draft minutes on the BOR website. If there are no revisions, the draft minutes will stand and the word draft removed.

ARTICLE VII – Parliamentary Authority

Roberts Rules of Order shall govern meeting proceedings where they are not in conflict with these by-laws, the Committee's statutory authority and rules of society

ARTICLE VIII -- AMENDMENTS

The by-laws may be amended by a majority of the membership. Any proposed amendment to the by-laws must be voted on for adoption at a regular meeting subsequent to the one where it was introduced. The by-laws will be automatically amended to reflect changes in institutional names.

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The by-laws were ratified at the Sept. 20, 2013 meeting of the FAC by a 8-0 vote. Attending: Stephen Adair, Peter Bachiochi, Christine Barnett, Ilene Crawford, Tom Failla, Nick Lefakis, Patty O'Neill, Mary Jean Thornton. Special thanks to Barbara Richards for her contributions on behalf of alternate members of the FAC.

By-laws modified on April 15, 2016.

Faculty Advisory Committee (FAC) to the Board of Regents By Laws

6

Appendix

C.G.S. Sec. 1-225. (Formerly Sec. 1-21). Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions.

(<http://www.cga.ct.gov/current/pub/chap014.htm#Sec1-225.htm>)

I. Agendas of Regular Meetings

The agenda of the regular meetings of every public agency, except for the General Assembly, shall be available to the public and shall be filed, not less than twenty-four hours before the meetings to which they refer, (1) in such agencies regular office or place of business, and (2) in the office of the Secretary of the State for any such public agency of the state, in the office of the clerk of such subdivision for any public agency of a political subdivision of the state or in the office of the clerk of each municipal member of any multitown district or agency. For any such public agency of the state, such agenda shall be posted on the public agencies and the Secretary of the States web sites.....

Secretary of the State requirements for regular meeting agendas

1. Agenda to be submitted to this office in a pdf format.
2. Agenda should be sent as soon as it is available. Note requirements of the statute above.
3. Send agenda to the following email address and indicate that it is an agenda and the name of the agency and committee if applicable.

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Each such public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agencies Internet web site, if available...

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(d) Notice of each special meeting of every public agency, except for the General Assembly, either house thereof or any committee thereof, shall be posted not less than twenty-four hours before the meeting to which such notice refers on the public agencies Internet web site, if available, and given not less than twenty-four hours prior to the time of such meeting by filing a notice of the time and place thereof in the office of the Secretary of the State for any such public agency of the state

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Faculty Advisory Committee (FAC) to the Board of Regents By Laws

7

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IV. Minutes

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