

COLLEGE COUNCIL BYLAWS  
COLLEGE OF HEALTH and HUMAN SERVICES  
The University of Toledo

*Approved by unanimous vote on March 28, 2016 by College Council*

*Revisions to Article II, Section 2: Officer terms; Article III, Section 1: College Council meeting start time; and, Article V, Sections 3 and 4: Committees. Approved by unanimous vote on April 22, 2019 by College Council*

### **Article I. College Council Membership**

Section 1. Eligibility: All College Faculty with voting rights (as defined in Article II, Section 2 of the HEALTH and HUMAN SERVICES College Constitution) are eligible to serve as a voting member of College Council *except* the following:

- A) The Dean of HEALTH and HUMAN SERVICES
- B) Any College Faculty Member or College Administrator who is currently serving on the Dean's Cabinet.

Section 2. Election: Each School shall elect two members of its faculty to serve as its representative. In the event that one of the two elected representatives become unable to serve for any reason, the School shall elect a replacement representative to serve out the remainder of the departed representative's term.

Section 3. Voting: Each Representative is eligible to vote on all matters appearing before College Council.

Section 4. Term of Office is for two years. Each School will elect representatives in April for the following academic year.

Section 5. Term Limits: A Faculty Member may only serve a maximum of 4 consecutive years on College Council. A Faculty Member is ineligible to serve as a representative or an alternate for 1 year following the completion of that Faculty Member's fourth year on College Council.

Section 6. *Ex Officio* Members of College Council

- A) *Ex Officio* Voting Members: One College Staff Member and one Academic Advisor Member elected annually in April from among the Classified and Unclassified College Staff recognized in Article II, Section 3 of the *Constitution of the College of Health and Human Services* and CHHS Academic Advisors. These individuals shall be voting members of College Council, *except* for matters of curriculum and academic programs:

- B) *Ex Officio* Non-Voting Members: The following members of College Council serving in an *ex officio* capacity shall be non-voting members of College Council:
- i. One Faculty Senator from the College
  - ii. One Graduate Council Representative from the College

Section 7. Election Timeline: College Council elections shall be conducted by April 15 within each school.

Section 8. Votes of Confidence: The following procedures apply to votes of confidence in College Council Representatives.

- A) A School Chairperson may be petitioned by a faculty member of that Chairperson's school requesting a vote of confidence in either of its College Council Representatives.
- B) Upon receiving the petition, the School Chairperson shall organize a vote consistent with School procedures. If more than 50% of the school faculty members vote no confidence in their Representative's leadership that Representative is removed from Council Membership;
- C) In the event of a vote of no confidence in a School Representative, the School Chairperson shall inform the College Council Chairperson of the vote, and the affected School shall then elect a new Representative in a manner consistent with its procedures. The newly elected Representative must be eligible consistent with Article 1, Section 1 (above);
- D) The College Council Chairperson shall seat the replacement on Council and the Council Secretary shall record the change in the Council roster;
- E) Such petitions shall be limited to one per academic year per Representative.

## **Article II. College Council Officers**

Section 1. Executive Committee: The Executive Committee shall consist of three officers (Chairperson, Chairperson Elect, and Secretary) of College Council elected from among its membership at the first Council meeting each academic year. Additionally, the Executive Committee may have an Immediate Past Chairperson who is an *ex officio* non-voting member of the Executive Committee (the Immediate Past Chairperson may be a voting member of the College Council if he or she is an elected school representative).

Section 2. The term of office for a College Council Officer shall be a minimum of 1 and maximum of 2 consecutive years.

Section 3. Officers of Executive Committee: The Executive Committee shall consist of three officers and an *ex officio*, non-voting, Immediate Past Chairperson:

- A) College Council Chairperson – shall serve as a voting member of the Council during his/her term of office. The responsibilities of the Chairperson include:
  - i. Preside over all regular meetings and special meetings of the Council;
  - ii. Receive standing committee reports;

- iii. Disseminate College Council actions and recommendations to any appropriate university constituency, body, or administrator;
  - iv. Keep a file of all letters and documents pertaining to the operation of the Council and at the end of the term of office transfer them to the new Chairperson of the Council.
- B) College Council Chairperson Elect - shall serve as a voting member of the College Council during his/her term of office. The Council Chairperson Elect assumes the position of Council Chairperson when the term of the current Council Chairperson expires, or when he/she is unable to complete his/her term. The responsibilities of the Chairperson Elect include:
- i. Act and the Council Chairperson *pro tem* in the current Council Chairperson's absence;
  - ii. Convene the initial meeting of all Council Committees by the end of September.
- C) College Council Immediate Past Chairperson –shall assume the position of Immediate Past Chairperson when his or her term as Current Chairperson expires. The office of Immediate Past Chairperson may be filled in the initial year by the election of a member of the Council to this office. An Immediate Past Chairperson is always a non-voting, *ex officio* member of the Executive Committee of College Council, but may be a voting member of Council if he or she is an elected school representative. A Chairperson of Council whose term expires at the end of his/her year as Chairperson serves as Immediate Past Chairperson in an *ex officio*, non-voting capacity for the year immediately following his/her term on Council. Serving as an *ex officio* Immediate Past Chairperson is not affected by term limits. The Immediate Past Chairperson shall assist the Council Chairperson in matters pertaining to the College Council.
- D) College Council Secretary – shall serve as a voting member of the College Council during his/her term of office. The responsibilities of the Council Secretary include:
- i. Prepare minutes, and agendas for Council meetings;
  - ii. Electronically distribute minutes and agendas of regular and special meetings of Council to Council membership and Faculty;
  - iii. Act as custodian of Council minutes and agendas;
  - iv. Maintain an updated list of contact information of Council members and alternates.
- E) Votes of Confidence in College Council Officers
- i. Any Member of College Council may call for a vote of confidence in a Council Officer.
  - ii. The Council Officer is removed from office, but remains on Council, if more than 50% of the Council members vote no confidence in officer's leadership.
  - iii. Such petitions shall be limited to one per academic year per Officer.

### **Article III. College Council Meetings**

Section 1. College Council Meetings will be held minimally once monthly on the second Monday of each month. Meetings are typically held in the morning at a time most convenient for all members and will last approximately 60 to 90 minutes. Should an additional meeting be required to complete Council business, it will be held on the fourth Monday of each month at the same identified time.

Section 2. The College Council Secretary will take attendance at all Council Meetings. A Representative shall be removed from Council with the third unexcused absence during each academic year. The Council Secretary shall notify the School Chairperson of the removal of its Representative.

Section 3. Faculty who are not elected members of College Council shall have the right to attend Council Meetings and to be recognized by the College Council Chairperson to address the Council, but they shall have no right to vote on any matters before Council.

Section 4. Faculty of the College have a right to call for additional meetings of the College Council a maximum of twice each semester during the academic year, should ten faculty members desire to call such a meeting.

Section 5. College Council Meetings shall be conducted in accordance with the current version of *Robert's Rule of Order*.

Section 6. No member or officer of College Council shall be precluded or prohibited from meeting with others outside of Council Meetings.

### **Article IV. College Council Meeting Order of Business, Agenda, and Quorum**

Section 1. Order of Business: The order of business at regular meetings of the College Council, unless amended by a majority vote of those present and eligible to vote, shall be as follows:

- A. Approval of Minutes of the previous meeting;
- B. Report from the Council Chairperson
- C. Report from Dean and/or Associate Deans
- D. Information and Discussion Items;
- E. Standing Committee Reports;
- F. Discussion with Guests
- G. Old Business;
- H. New Business;
- I. Adjournment

Section 2. Agenda: The Chairperson of College Council shall prepare an agenda in accordance with the Order of Business. The Chairperson of Council shall distribute the agenda at least one day prior to the meeting. The Chairperson may move to amend the Order of Business to maintain an efficient flow of the meeting. Upon the Chairperson's motion, and when seconded, the order of business is amended by a simple majority of College Council members.

Section 3. Quorum: A quorum shall consist of a simple majority of Members of the College Council eligible to vote and present at a College Council Meeting.

## **Article V. College Council Standing Committees**

### Section 1 College Council Executive Committee

- A) Membership: The membership of the College Council Executive Committee is specified in Article II – Sections 1-3, above.
- B) Election: The College Council shall elect officers yearly at its first meeting in September. The Chairperson from the previous year becomes the Immediate Past Chairperson, and the Chairperson Elect from the previous year becomes the new Chairperson.
- C) The College Council Executive Committee Responsibilities:
  - i. Assist the College Council Chairperson in preparing the agenda for Council meetings
  - ii. Oversee the organization of College Council activities
  - iii. Facilitate the efficient conducting of College Council meetings.

### Section 2. Academic Affairs Committee

- A) Membership: The Academic Affairs Committee (AAC) will consist of one full-time Faculty who is either tenured, tenure eligible, or who has an open-ended, continuing contract from each school that provides undergraduate and/or graduate classes. Two students, one undergraduate and one graduate, nominated by College Council Members and confirmed by a simple majority vote of College Council shall serve as nonvoting members. The Dean or a designee that holds an academic administrative position and the Director of Student Services will be nonvoting, *ex officio* members of this committee.
  - i. Each School Chairperson is responsible for organizing the elections for the selection of a school representative to this committee.
  - ii. The name of the school representative that will serve for the next academic year should be forwarded to the College Council Chairperson by April 15.
  - iii. Members shall serve a term of two years.
  - iv. Members shall serve no more than two consecutive terms.
  - v. Student members will serve for a one year term.
- B) The Academic Affairs Committee shall have the following responsibilities:
  - i. Elect a chairperson and determine procedures for committee operations;
  - ii. Make recommendations regarding College-wide policies for undergraduate and graduate students, programs, and administrative

- tracking;
  - iii. Develop recommendations for and review undergraduate and graduate student policies for admission, retention, and for graduate student's time-extension and other appeal procedures and practices;
  - iv. Review all proposals for courses and other matters related to undergraduate and graduate programs of the College and generally oversee all curriculum matters in the College;
  - v. Assist in developing College-wide recruitment tools for undergraduate and graduate study;
  - vi. Evaluate the functions of the Academic Affairs Committee and recommend revisions when appropriate.
  - vii. Facilitate the function of the Honors Subcommittee.
- C) The recommendations of the Academic Affairs Committee will be posted to the College Council website for review by Faculty of the College. An e-mail notification to this effect will be sent to the College Faculty informing them of the website posting. After a period of three business days, the material will be sent electronically to the College Council for discussion and action at the next meeting. Upon review and acceptance, the recommendations will be certified by the College Council and immediately forwarded to the Dean. Should a Faculty Member have a concern regarding the posted proposed change, the concern should be directed to the Chairperson of the Academic Affairs Committee for review and consideration with the three-day posting period.

### Section 3. Honors Subcommittee

- A) The Honor Subcommittee will consist of one Faculty Representative from each school that provides undergraduate classes and a non- voting *ex officio* Director of the College Honors Program.
- B) The Director of the College Honors Program will serve as Chairperson of the Honors Subcommittee.
  - i. The Honors Subcommittee shall have the following responsibilities:
  - ii. Review, and if acceptable, propose approval of honors classes proposed by the schools;
  - iii. Review, and if acceptable, approve school honors policies and procedures;

### Section 4. Administrative Review Committee

- A) Membership: The Administrative Review Committee (ARC) will consist of the members of College Council. This committee will carry out reviews of administrators serving either entirely or in part within the College of Health and Human Services.
- B) The ARC shall have the following responsibilities:
  - i. Elect a chairperson and determine procedures for committee operations.
  - ii. Develop and recommend an anonymous survey and procedures that ensure confidential reporting of the results, which can be used by

members of the respective schools to evaluate School Chairpersons. The purposes of this survey are to: (1) provide qualitative feedback to School Chairpersons to facilitate growth, and (2) to provide quantitative feedback to School Chairpersons which would be also copied to the Dean and other administrative personnel as required by the Faculty Senate. Recommended surveys and procedures will be forwarded to the College Council for approval.

- iii. Develop and recommend an anonymous survey and procedures that ensure confidential reporting of the results, which can be used for Chairpersons to evaluate the Associate/Assistant Dean(s) of the College. The purposes of this survey are to: (1) provide qualitative feedback to the Associate/Assistant Dean(s) to facilitate growth and (2) provide quantitative feedback (similar to student evaluations of teaching) to the Associate/Assistant Dean(s) which would be also copied to the Dean and other administrative personnel as required by the Faculty Senate. Recommended surveys and procedures will be forwarded to College Council for approval.
- iv. School Chairpersons surveys are conducted after the first and third year of the chair's five-year term. Associate/Assistant Dean surveys are conducted every 3 years.
- iv. Completed surveys are to be submitted to the Dean.

#### Section 5. Assessment Committee

- A) The Assessment Committee (AC) will consist of one full-time Faculty who is either tenure eligible or who has an open-ended, continuing contract from each school, elected by each school. The Dean or a designee that holds an academic administrative position will be a non-voting, ex-officio member of this committee.
  - i. Each School Chairperson is responsible for organizing the elections for the selection of the school representative to this committee. The name of the school representative that will serve for the next academic year should be forwarded to the College Council Chairperson by April 15.
  - ii. Members shall serve a term of two years with half the members rotating off the Committee each year.
  - iii. Members shall serve no more than two consecutive terms.
  - iv. Student members will serve for a one year term.
- B) The AC shall have the following responsibilities:
  - i. Elect a Chairperson and determine procedures for Committee operations.
  - ii. Assist Administrators responsible for assessment tools as appropriate to develop College-wide assessment tools to ensure continuous improvement process for all aspects of the College
  - iii. Assist Administrators responsible for assessment tools as appropriate to develop assessment tools to help meet common accreditation standards across programs of study.
  - iv. Make recommendations based on College-wide assessment data to improve the College and ensure student centeredness.

Section 6. Diversity Committee

- A) The Diversity Committee (DC) will consist of one–full-time faculty member from each school, elected by the school; two staff members, elected by the staff of the College, and two students nominated by and appointed by the Diversity Committee by majority vote. The Dean or a designee that holds an academic administrative position will be a non-voting, ex-officio member of this committee.
- i. Each School Chairperson is responsible for organizing the elections for the selection of a school representative to this committee.
  - ii. The name of the school representative that will serve for the next academic year should be forwarded to the College Council Chairperson by April 15.
- B) The DC shall have the following responsibilities:
- i. Elect a Chairperson and determine procedures for committee operations.
  - ii. Develop and promote mechanisms to increase diversity that are consistent with the University and College Diversity Plans.
  - iii. Collaborate and negotiate with committees within the University and the community in an effort to achieve goals.
  - iv. Review and make recommendations for revisions to the College Diversity Plan.
  - v. Support the development of school-wide diversity plans that reflect the mission and principles of the college-wide plan and provide consultation when requested.
  - vi. Perform other functions as assigned by the College Council and/or the Dean.
  - vii. Evaluate the functions of the DC and recommend revisions when appropriate.

Section 7. General Responsibilities:

- A) Each committee will, at the invitation of the Chairperson Elect, schedule an initial meeting by September 30 each academic year for the purposes of electing its committee Chairperson and setting its regular meeting schedule.
- B) The Chairperson of each College Council Committee (except Executive Committee), Sub-Committee, or Council ad hoc Committee shall provide a monthly written report of his/her committee’s activities to the College Council Secretary (Fall and Spring) during the academic year. A Chairperson will be asked to attend a College Council meeting to answer questions about the report and the Committee’s activities as deemed necessary by the College Council Chairperson.

Section 8. Deadline for convening initial committee meetings: When convened by the Chairperson Elect, each College Council Committee will elect a committee Chairperson and set the schedule for its regular meetings at its first meeting



each academic year. If the committee requires additional officers, such as a committee Secretary, the elections for these positions shall occur at this meeting as well. The newly elected Chairperson shall notify the College Council Chairperson by September 30 of the election result(s) and the committee's meeting schedule.

## **Article VI. Amendment of College Council Bylaws**

Section 1. Any proposed amendments to these Bylaws shall be presented to a regular or special meeting of College Council in the form of a motion. At that time, the proposed amendment may be discussed and modified by amendment to the original motion. At the end of the discussion the proposed amendment will be automatically tabled for consideration at a future meeting of College Council.

Section 2. At any subsequent meeting of College Council, the proposed amendment may be removed from the table by motion of a member and further discussed or amended. The motion may then be tabled again or voted on. Approval shall be by majority of Council members eligible to vote.

## **Article VII. Authority and Jurisdiction**

Section 1. The authority and power of the College of Health and Human Services to take the actions set forth herein has been delegated and, in the ordinary course of events, will continue to be delegated from the Board of Trustees through the President and Officers of the University to the College of Health and Human Services. With regard to curricular matters, such delegation has been further delegated from the Faculty Senate and Graduate Council to the College Council of the College of Health and Human Services.