

The Chip and Shannon Wilson School of Design BYLAWS

Ratified December 6, 2013 by The Chip and Shannon Wilson School of Design Faculty,
Approved by Senate February 24, 2020

1 POWERS AND DUTIES OF THE FACULTY

The powers and duties of The Chip and Shannon Wilson School of Design (hereafter referred to as the Wilson School of Design) are established in part by the *University Act*, which currently describes the Faculty as having the power and duty:

- a. To make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business.
- b. To provide for student representation in the meetings and proceedings of the Faculty.
- c. Subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business.
- d. To determine, subject to the approval of the Senate, the courses of instruction in the Faculty.
- e. Subject to an order of the President to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited.
- f. Subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results.
- g. To deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties.
- h. Generally, to deal with all matters assigned to it by the Board or the Senate, and
- i. to form committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.

A general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

2 MEMBERSHIP OF THE FACULTY

The Membership of the Wilson School of Design shall consist of:

- a. The Dean of the Faculty.
- b. The Associate Dean(s) of the Faculty.
- c. All those employed within the Wilson School of Design as an instructor, lecturer, assistant professor, associate professor, professor or in an equivalent position designated by the Senate.
- d. The President of the University.
- e. The Registrar or designate who is non-voting.

The Wilson School of Design endorses the principle of student and staff participation in Faculty decision making and will reflect this in the constitution of its Faculty Council and Standing Committees.

3 CHAIR OF THE FACULTY

a. **Chair**

In accordance with the University Act, the Dean is the Chair of the Faculty.

b. **Vice-Chair**

The Chair of Faculty Council will be the Vice-Chair of the Wilson School of Design. Vice-Chairs may serve a maximum of three (3) consecutive terms.

4 MEETINGS OF THE FACULTY

a. **General Rules**

Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures shall be excepted from the foregoing.

b. **Frequency**

The Faculty shall have at least two regular meetings per academic year.

c. **Notice of Meetings**

Notice of a meeting of the Faculty shall be sent to the members of the Faculty at least seven (7) days in advance of a meeting.

d. **Extraordinary Meetings**

In special circumstances, extraordinary meetings may be called by the Chair, or a petition to Council from five percent (5%) of the eligible faculty as defined by Senate, or a petition to Council from a combination of at least three (3) Program¹ areas through their Program Coordinators.

e. **The Process of Business**

The agenda at regular meetings of the Faculty shall be set by the Chair.

f. **Quorum**

The quorum for meetings of the Faculty shall be twenty-five percent (25%) of the members entitled to vote.

g. **Majority**

The majority required to pass a resolution shall be fifty percent plus one (50% plus 1) of the members present and voting, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be two-thirds (2/3) of the members present and voting.

h. **Open Meetings**

Meetings of the Faculty shall normally be open to observers. The Chair may recognize non-members on any matter of business.

i. **In Camera Meetings**

The Faculty may decide at any time, by majority vote of those present and voting, that a whole meeting or any part of a meeting be held *in camera*.

j. **Minutes**

Except for meetings, or part of a meeting, held in camera, minutes of meetings of the Wilson School of Design shall be made available to the University.

¹ Program is a defined area of study that results in a terminal credential, such as a certificate, diploma, degree, or post-baccalaureate.

k. **Documents**

Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty shall be made available to the University. Notwithstanding this bylaw, the Chair may declare a document confidential, as per the following guidelines:

- i. Items which are subject to solicitor/client privilege.
- ii. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
- iii. Items where disclosure could harm KPU's financial or economic interests.
- iv. Items relating to management of personnel or the administration of KPU and that have not yet been implemented or made public.
- v. Items concerning negotiations carried on, by or for KPU.
- vi. Items where disclosure could be harmful to individual or public safety.
- vii. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
- viii. Items where protection of a third party's personal information and privacy is involved, and
- ix. any other item that in the opinion of the Chair is not appropriate to discuss in an open session.

In this case the document shall only be presented and made available to members of the Faculty and, if appropriate, the Senate.

l. **Participation**

Regular (part and full time) faculty members shall be expected to serve on at least one from a variety of institutional and/or educational committee/working groups.

5. POWERS AND DUTIES OF THE FACULTY COUNCIL

The powers and duties of the Faculty Council are delegated by the Wilson School of Design. Unless otherwise addressed in these bylaws, the Faculty Council shall have all the powers and duties ascribed to the Faculty by the *University Act*, and by Board of Governors and Senate of the University.

a. **Responsibilities.**

The Faculty Council shall be responsible for the following:

- i. Academic Programs.
 - ii. Development, delivery and evaluation of Academic Programs.
 - iii. Academic procedures.
 - iv. Academic awards to students.
 - v. Calendar entries.
 - vi. Relations with professional organizations.
 - vii. Fiscally informed decision making, including Budget review.
 - viii. Academic planning.
 - ix. Appointment of committee members to Faculty Council and its committees.
 - x. Nomination of members to serve on committees and other bodies on behalf of the Wilson School of Design.
- b. Any proposed changes to these Bylaws must be approved by the Faculty by a two-thirds (2/3) vote of members present and voting.
- c. Faculty Council may, by a two-thirds (2/3) vote, send any other matter to the Faculty for decision or advice.
- d. Faculty Council may, by a two-thirds (2/3) vote, recommend to the Chair of the Faculty that an extraordinary meeting be called to address a matter forwarded by the

Faculty Council to the Faculty for decision or advice. Without a recommendation from Faculty Council, the Chair of the Faculty will determine whether the matter warrants an extraordinary meeting or whether it shall be added to the agenda of the next regular meeting of the Faculty.

6 MEMBERSHIP OF THE FACULTY COUNCIL

The Membership of the Faculty Council shall consist of:

Voting

- a. The Dean or designate.
- b. One representative elected from each of the program areas in the Wilson School of Design. Each of these representatives shall be a faculty member as defined by the University Act. Programs with fewer than three (3) Regular or Non-Regular Type 2 FTE faculty members may share meeting attendance responsibilities and carry each other's proxy vote (seven votes total). The term of faculty members shall normally begin on September 1st and typically be two (2) years.
- c. The two Faculty Senators, ex officio voting, as elected to Senate by the Faculty.
- d. One BCGEU representative (voting) and one alternate (voting when the BCGEU representative is not in attendance) One (1) student representative (voting) and one (1) alternate student (voting when the student representative is not in attendance) as elected by Faculty Council. for a maximum of three (3) one-year terms.

Quorum is reached at 50%: 6 voting members

Non-Voting

- a. The Associate Dean or designate.
- b. One representative from each of the Standing Committees (who may already be Faculty Council members).
- c. Divisional Business Manager (non voting)
- d. The Registrar or designate.

Members of the Wilson School of Design, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they are drawn, rather as members, all must endeavor to serve the interest of the entire Faculty to the best of their ability.

Senate Bylaw No. 3, *Conflict of Interest*, applies.

7 CHAIR AND VICE-CHAIR OF THE FACULTY COUNCIL

a. Chair of Faculty Council

The Chair of the Faculty Council shall be elected biennially by the Faculty from among those members who have voting rights defined as recognized by the University Act. The Chair shall hold the position for a maximum of three (3) consecutive terms, and the term shall be two (2) years. Elections will normally occur at the beginning of June.

Duties of the Chair:

The Chair is a voting member of the Faculty Council. In the event of a tie, it is at the discretion of the Chair to determine how to bring the resolution to the issue.

- I. The Chair keeps the work of the Council directed toward its purpose and functions.
- II. The Chair conducts Council meetings and carries out such activities as voted upon by members of Council.

- III. The Chair calls extraordinary meetings when requested by the Senate or when requested by a two-thirds (2/3) vote of the members of Faculty Council.
- IV. The Chair communicates with the faculty and professional support staff as appropriate.
- V. The chair may be removed by a majority vote of councilors present and voting at any duly called meeting of the Faculty Council.

b. Vice-Chair of Faculty Council

A Vice-Chair of the Faculty Council shall be elected biennially by the Faculty from among those members who have voting rights. They shall hold the position for a maximum of three (3) consecutive terms.

Duties of the Vice-Chair:

The Vice-Chair is a voting member of the Faculty Council and will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.

- I. Shall serve as Chair pro-tem.
- II. Voting members of the Faculty Council will elect one Vice-Chair from within the Faculty Council's voting membership defined as recognized by the University Act. The election will normally occur in June, and the normal term will be a least two (2) years.
- III. The Vice-Chair will support the work of the Standing committees.
- IV. When necessary, due to vacancy or absence of the Chair and Vice-Chair, the Dean shall assume the Chair for that meeting.

8 MEETINGS OF THE FACULTY COUNCIL

a. General Rules

Robert's Rules of Order shall govern the conduct of all Faculty Council meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures shall be excepted from the foregoing.

b. Frequency

The Faculty Council shall normally have at least six (6) regular meetings per academic year.

c. Notice of Meetings

Notice of a meeting shall be sent to the members of the Faculty Council at least five (5) business days in advance of a meeting.

Any member who will be absent from a meeting will notify the Chair prior to the meeting. The use of alternates for voting members is permitted.

d. Extraordinary Meetings

In special circumstances, extraordinary meetings may be called by the Chair of Faculty or the Chair of Faculty Council.

e. The Process of Business

The agenda at regular meetings of the Faculty Council shall be set by the Chair. Faculty Council may by a two-thirds (2/3) vote of members present and voting to send any matter to the Faculty for a decision or advice.

f. Quorum

The quorum for meetings of the Faculty Council shall be fifty percent (50%) of the members entitled to vote. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting when a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.

g. Majority

The majority required to pass a resolution shall be fifty percent plus one (50% plus 1) of the members present and voting, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be two-thirds (2/3) of the members present and voting.

h. Open Meetings

Meetings of the Faculty Council shall normally be open to observers. The Chair may recognize non-members on any matter of business.

From time to time the Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.

i. In Camera Meetings

The Faculty Council may decide at any time, by majority vote of those members present and voting, that a whole meeting or any part of a meeting be held *in camera*.

9 REPORTING REQUIREMENT

Minutes of open meetings of the Faculty Council shall be recorded and distributed to the University.

10 CONFIDENTIAL DOCUMENTS

All documents presented to the Faculty Council shall normally be regarded as public. Nevertheless, the Faculty Council may declare a document confidential, in which case the document shall be made available in advance only to members of the Faculty Council and, if appropriate, to the Senate. All documents deemed confidential are subject to Freedom of Information requests.

11 STANDING COMMITTEES and AD HOC COMMITTEES of FACULTY COUNCIL

- a. The Faculty may make recommendations to Faculty Council for consideration regarding the delegation of business to Standing Committees and Ad Hoc Committees.
- b. The Faculty Council may empower such committees to report directly to the appropriate committee(s) of Senate.
- c. The Faculty Council will determine the mandate for Standing Committees and Ad Hoc Committees.
- d. Standing Committees and Ad Hoc Committees will report to the Faculty Council and will consist of members approved by the Faculty Council. Committee members need not be members of the Faculty.
- e. Each Standing Committee and Ad Hoc Committee is to establish operating principles to be approved by Faculty Council.
- f. The Dean or designate may be a member of each Standing Committee and Ad Hoc Committee.

12 STANDING COMMITTEES for FACULTY COUNCIL:

- Curriculum

- **Research and Graduate Studies**

Conduct of Business for Standing and Sub-committees of Faculty Council:

- Faculty Council shall establish such committees as the Faculty Council from time to time may think fit and may specify the duties to be performed by such committees.
- The Dean (or designate) and the Chair of Faculty Council are recognized as voting members of committees, as designated.
- Committees of the Faculty Council are restricted to making recommendations to the Faculty Council, and may not assume any of the powers of the Council unless they are expressly delegated within these Bylaws. Only Standing Committees will be delegated Faculty Council authority.
- Terms of office for Standing Committee members shall normally be two years for Faculty Councilors who do not sit on the Standing Committee *ex-officio*.
- Terms of office for student representatives, and for Standing Committee members who are not Faculty Councilors shall normally be one year.
- Members are eligible for re-election or reappointment.
- Quorum for each committee shall be fifty percent (50%) of the total number of voting members.
- Each committee is chaired by a member of Faculty elected by the committee for a term specified by the committee. Until such time as a Chair is elected, the Dean or designate shall chair the committee.
- The Chair of each committee shall be responsible for establishing the agenda, and for distributing it at least two (2) days prior to any meeting to the members of the committee.

- **The Standing Committee on Curriculum**

The Standing Committee on Curriculum shall report directly to the Senate Standing Committee on Curriculum (SSCC) and its appropriate subcommittees.

The voting members of the Standing Committee on Curriculum shall consist of:

- The Dean or designate (*ex officio*).
- Associate Dean (*ex officio*).
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- One (1) faculty member or designate from each Program within the Wilson School of Design.
- The representative(s) from the Wilson School of Design to the Senate Standing Committee on Curriculum (SSCC).
- The Chair of Curriculum Committee (1 vote, unless occupying another position on the Design Standing committee on Curriculum as designated above).
- One (1) student representative as elected by Faculty Council. .
- One (1) Central Academic Advisor (*ex officio*, non-voting).
- One (1) Faculty academic advisor (non-voting)
- One (1) representative from the Office of the Registrar (*ex officio*, non-voting).

The Standing Committee on Curriculum shall:

- Exercise the delegated authority of the Wilson School of Design's Council to receive, review and approve all course curriculum offered for credit by the Programs within the Faculty, and to recommend course curriculum to Senate and its appropriate Standing Committees for approval.

- b. Receive and review Program Concepts and Full Program Proposals (or such equivalent submissions as come to stand in their place) for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations), and report with recommendations to Faculty Council.
- c. Address issues relating to Admissions, Articulation, Transfer Credit, Bridging Courses, and PLA.
- d. Provide input relating to Continuing Education and Professional Studies.
- e. Review periodically curricular and program components including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models and prior learning assessment processes.
- f. Ensure that all curriculum developed within the Wilson School of Design conforms to University policies and procedures and meets appropriate academic standards.
- g. Review the implementation of new degree and non-degree programs as required by Senate or its appropriate Standing Committee(s).
- h. Receive and review program revisions for degree and non-degree programs.
- i. Ensure that all curriculum materials are properly documented for approval and for use by other University departments (Registrar's Office, Admissions, Counseling, etc.).
- j. Provide detailed minutes including a list of curriculum approved at each meeting of the Standing Committee on Curriculum, for information, by the next scheduled meeting of the Faculty Council.
- k. Post approved detailed minutes of each meeting of the Standing Committee on Curriculum, for information, on the Wilson School of Design SharePoint site.
- l. Ensure, where appropriate, that any external requirements for licensing, certification, and accreditation arising from degree and non-degree Programs within the Wilson School of Design are met.
- m. Review periodically the committee's mandate, composition, processes, and approval criteria and make such recommendations to Faculty Council as may be appropriate.
- n. Perform other duties as assigned by Faculty Council.

• **The Standing Committee on Research and Graduate Studies**

The Standing Committee on Research and Graduate Studies shall report directly to Faculty Council.

The voting members of the Standing Committee on Research and Graduate Studies shall consist of:

- a. 3-5 faculty members with representation from a variety of programs
- b. 1 student representative as elected by Faculty Council
- c. The Wilson School of Design representative on the Senate Standing Committee on Research and Graduate Studies
- d. Dean or designate

Non-voting member:

- a. 1 representative from the Office of Research and Research Services

The chair will be elected from within the existing membership.

The chair may serve a maximum of 2 consecutive terms of 2 years each.

The terms of members are to be staggered to ensure continuity in the work of the Committee.

Meetings: Minimum 6 meetings per year

The Standing Committee on Research and Graduate Studies serves to support, promote and coordinate research in all Wilson School of Design programs and activities and shall:

- a. Provide guidance for faculty, staff and students to develop a research career plan.
- b. Provide notification of conferences, research opportunities, funding possibilities and publishing opportunities.
- c. Develop and maintain a database of research activities.
- d. Encourage the dissemination of research activities and outcomes within the Wilson School of Design community.
- e. Foster interdisciplinary research inside Wilson School of Design and outside.
- f. Promote student engagement in research activities.
- g. Ensure alignment between institutional and Wilson School of Design research and graduate studies goals.
- h. Provide strategic guidance on research and graduate studies programming.
- i. Provide guidance for KPU's grants and Research Ethics Board applications, as well as external funding applications.
- j. Advocate for access to professional grant writers.
- k. Provide internal peer review to support application development.
- l. Provide an annual written report to Faculty Council on the work, operations and decisions of the committee.

Definitions:

- a. Research: Research is an undertaking intended to discover, create or extend knowledge through a disciplined inquiry or systematic investigation.
- b. Researcher: A person who carries out academic or scientific research that involves discovering or verifying information from multiple sources (written previous studies, experimental, interviews, etc).

13. MISCELLANEOUS

Annual Report

The Chair of Faculty Council will provide a report of the activities of the Faculty Council annually to the Faculty.

Amendment

These Bylaws may be adopted and amended by a two-thirds (2/3) majority of members present and voting at any meeting of the Faculty, upon one (1) month's prior written or email notice to all members of Faculty.