

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 October 27, 2014

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 a 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 a 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 a least one of the Wilson School of Design's Standing and/or Subcommittees, with no more than a three (3) year absence from committee membership.

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.
- b. Any recommendation to discontinue/suspend a program shall be sent, with a recommendation from the Faculty Council, to the Faculty, which will provide advice to the Senate, the Board, or other bodies within the University as required.
 - c. Any proposed changes to these Bylaws must be approved by the Faculty by a two-thirds (2/3) vote of members present and voting.
 - d. Faculty Council may, by a two-thirds (2/3) vote, send any other matter to the Faculty for decision or advice.
 - e. 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:

- a. The Dean (voting member).
- b. Associate Dean (non-voting).
- c. Program Coordinators and/or Chairs. The term of each Program Coordinator or Chair on Faculty Council shall normally begin on September 1st and shall be typically three (3) years. (In the case of Co-coordinator or Co-chair, each program has one [1] vote.)
- d. Two elected members of faculty. The term of faculty members shall normally begin on September 1st and typically be three (3) years.
- e. System's Support Supervisor of the Faculty (non-voting).
- f. Coordinator of Communications, Events, and Professional Studies (non-voting).
- g. Divisional Business Manager (non-voting).
- h. One (1) student representative (voting) and one (1) alternate student (voting when the student representative is not in attendance) elected by the Student Experience Committee for a maximum of three (3) one (1) year terms.
- i. The two Faculty Senators, as elected to Senate by the Faculty (non-voting).
- j. One representative from each of the Standing Sub-committees (non-voting) who may already be a Faculty Council member.
- k. Registrar or designate (non-voting).

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 forty percent (40%) of the members of Faculty Council.
- IV. The Chair communicates with the faculty and professional support staff as appropriate.
- V. The Chair will be a member of the Standing Committee of Academic Priorities and Planning/Budget.
- VI. 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. The Vice-Chair will be a member of the Standing Committee on Nominations.
- V. 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

Members of Faculty shall commit to serving on a minimum number of Faculty Council committees, as set from time to time by Faculty.

- 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:

- **Academic Planning and Priorities/Budget**
- **Nominations**
- **Curriculum**
- **Research and Scholarship** (under development)

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

- a. 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.
- b. The Dean (or designate) and the Chair of Faculty Council are recognized as voting members of committees, as designated.
- c. 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.
- d. 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*.
- e. Terms of office for student representatives, and for Standing Committee members who are not Faculty Councilors shall normally be one year.
- f. Members are eligible for re-election or reappointment.
- g. Quorum for each committee shall be fifty percent (50%) of the total number of voting members.
- h. 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.
- i. 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 Faculty Council Standing Committees shall consist of:

- **The Standing Committee on Academic Planning and Priorities/Budget**

The voting members of the committee shall consist of:

- a. The Dean or designate.
- b. Chair, Faculty Council.
- c. One faculty representative from each Program.
- d. Divisional Business Manager.

The Standing Committee on Academic Planning and Priorities/Budget shall in accordance with Vision 2018 and the KPU Academic Plan:

- a. Report directly to Faculty Council.
- b. Advise Faculty Council on the mission, educational goals, objectives, strategies and priorities of the Faculty.
- c. Advise Faculty Council on whether the establishment, revision or discontinuance of educational programs and other curricular changes support the mission, educational goals, objectives, strategies and priorities of the Faculty.
- d. Advise Faculty Council on the priorities for implementation of new programs leading to certificates, diplomas, degrees and post baccalaureates.
- e. Advise Faculty Council on the establishment or discontinuance of Programs of the Faculty.
- f. Advise Faculty Council on whether the terms of affiliation, articulation and other contractual agreements with other post-secondary institutions support the mission, educational goals, objectives, strategies and priorities of the Faculty.
- g. Advise Faculty Council on processes for the development, review, implementation and communication of educational plans that support the priorities of the Faculty.
- h. Advise the Faculty Council on whether the Faculty budget proposal supports the academic priorities of the Faculty.

- i. Make recommendations to Faculty Council on program reviews and action plans.
- j. Make recommendations to Faculty Council on how research and scholarship within the Faculty may be facilitated, in support of the Faculty's mission, educational goals, objectives, strategies and priorities.
- k. Advise Faculty Council on the establishment, revision or discontinuance of research centers, institutes, and research chairs and professorships, and other matters related to scholarship and research requiring Faculty Council approval.
- l. Establish such sub-committees as needed to fulfill the committee's responsibilities.
- m. Review submissions from each Program regarding Capital Budget, Operational Budget and Special requests.
- n. Review Budget submissions to VP Academic.
- o. Promote reciprocal learning opportunities that foster the growth of the global community.
- p. Support, promote and guide the globalization (international knowledge and scholarship integration) of curriculum.
- q. Establish guidelines to examine, prioritize, and ensure appropriate resources for international travel and placement requests.
- r. Promote experiences to share expertise and knowledge.
- s. Explore funding opportunities related to international/global learning opportunities.

- **The Standing Committee on Nominations**

The voting members of the committee shall consist of:

- a. Vice-Chair, Faculty Council
- b. The representative from the Wilson School of Design on the Senate Nominating Committee (if position held)
- c. One (1) member of Faculty Council
- d. Three (3) faculty members, from different Programs in the Wilson School of Design

The Standing Committee on Nominations shall:

- a. Advise Faculty Council on matters related to elections, including timelines, procedures, and appointments as required to meet the needs of the Faculty, Faculty Council, and committees of Faculty Council.
- b. Ensure that nominations are made for all elections for the Faculty and for Faculty Council.
- c. Where requested by Faculty Council, conduct and oversee elections for designated positions on Faculty, Faculty Council, and committees of Faculty Council.
- d. Appoint or recommend members to serve on Faculty Council and committees as outlined in these Bylaws.
- e. Advise Faculty Council on procedures for the solicitation, recommendation, and selection of Faculty representatives for University committees, and oversee these processes as requested by Faculty Council.
- f. Advise Faculty Council on all matters related to the conduct of its business, its meetings and its proceedings.
- g. Establish subcommittees as required to fulfill the Committee's responsibilities; perform other duties as assigned by Faculty Council.

- **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:

- a. The Dean or designate (*ex officio*).
- b. Associate Dean (*ex officio*).
- c. The Chair of Faculty Council or Vice-Chair or designate (*ex officio*).
- d. One (1) faculty member or designate from each Program within the Wilson School of Design.
- e. The representative(s) from the Wilson School of Design to the Senate Standing Committee on Curriculum (SSCC).
- f. The representative(s) from the Wilson School of Design Senate Subcommittee on Course Curriculum (SCC).
- g. The Chair of Curriculum Committee (1 vote, unless occupying another position on the Design Standing committee on Curriculum as designated above).
- h. One (1) student representative as elected by the Student Experience Committee. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Wilson School of Design.
- i. One (1) Education Advisor (*ex officio*, non-voting).
- j. One (1) representative from the Office of the Registrar (*ex officio*, non-voting).

The Standing Committee on Curriculum shall:

- a. 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), consult with the Standing Committee on Academic Planning and Priorities/Budget, 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, prior learning assessment processes, and may make such recommendations to Faculty Council as may be appropriate.
- 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). Report with recommendations to Faculty Council.
- h. Receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council.
- 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 Scholarship**
(Under development)

- **The Standing Committee on Student Experience**

The Standing Committee on Student Experience shall report directly to Faculty Council.

The voting members of the committee shall consist of:

- a. The Dean or designate.
- b. Chair, Faculty Council.
- c. The student representatives from Faculty Council.
- d. One student representative from each program.

The Standing Committee on Student Experience shall:

- a. Develop opportunities for interaction between students in the Wilson School of Design.
- b. Provide recommendations that will enhance student retention and success.
- c. Provide recommendations regarding the registration and admission experience.
- d. Develop and coordinate opportunities to enhance the student experience and campus life for the Wilson School of Design.

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.