

Governance Structure



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Preface

Bloomsburg University values collaboration, community, and critical thinking. Consequently, the governance structure at Bloomsburg University is founded on the principle that academics, guided by a curriculum developed by the faculty, are the basis of our institution and that the student is the focus of the resulting educational program. This governance structure acknowledges our strengths and traditions and our collective bargaining agreements. The University Community recognizes the interests, rights, and responsibilities of the diverse university constituencies. Foremost, we are sensitive to the value of open communication in our university community.

The governance structure meets the needs of our university community. The decision-making process is streamlined; interests of various constituencies are represented in the committee structure; constituencies on campus are given representation. The governance structure is intended to function for the benefit of the entire university. Participants in the structure should place the larger interests of the university foremost in their deliberations.

Roles in the Governance Structure

Administration

The president of the university is the chief executive officer of the institution. In the absence of the President, the Provost and Senior Vice President for Academic Affairs serves in the President's place. The Planning and Budget Committee reports to the president; other committees report their recommendations directly to the appropriate vice-presidents. Specific concerns of the president relating to committee business should be directed to the committee through the appropriate vice president.

Vice presidents, deans or other administrative officers have the right to form committees for specific purposes or to call meetings of various constituent groups on campus. Committees formed by vice presidents or other administrators should function within the governance structure. Vice presidents, deans, and other administrative officers should be sensitive to issues, policies, and procedures which cut across committee responsibilities and take appropriate action to keep all affected groups informed and aware of recommendations being made in proposed policies and procedures.

Collective Bargaining Agreements

The structure on governance will not contradict or interfere with agreements reached between the Commonwealth of Pennsylvania, the State System of Higher Education, and all recognized collective bargaining units. Committees required by those collective bargaining agreements, such as committees on tenure, promotion, and sabbatical leave, will function as required in those agreements.

Other Existing Committees

The governance structure supersedes all current committees dealing with campus governance. Existing committees not specifically addressed in this document should be reformulated when necessary to function within the governance structure. Faculty representation on all standing committees is determined by university-wide elections held at the beginning of

each academic year. The by-laws of all standing committees are written to ensure that the broadest possible faculty representation is attained within the constraints of each committee's overall size. Committee members representing other constituencies on campus are either elected or appointed based on the specific committee's by-laws.

When the need exists for an election to governance committees the Chair of the University Forum/Secretariat should request the election to be held by the appropriate electing body, i.e., CGA (Community Government Association), AFSCME (American Federation of State, County, and Municipal Employees), APSCUF/BU (Association of Pennsylvania State College and University Faculty/Bloomsburg University), or the Graduate Council. The Chair should forward appropriate election information, such as the date of elections and procedures followed, to the head of the appropriate body at the time the election request is made.

Updates and Reviews

The Forum Administrative Assistant (who is appointed by the President's Office), working with the Forum Chair, will update the Governance Document at the end of every academic year. Elements of the document that should be updated when changed include names of departments, names of committees, titles of administrators, and committee bylaws when those bylaws have been changed by the respective committee.

Announcement of updates will be made on the Forum website at the beginning of each academic year and disseminated to the campus. Updates will also be recorded in the appendix of this document. Updates will occur without notice to or approval by Secretariat or Forum.

Updates to committee bylaws will consist of placing new bylaws into this document. No changes in content or formatting will be made.

The Forum Chair, with the assistance of Secretariat and Forum, will review the Governance Document every year. Reviews should be correlated with the Middle States accreditation process or other quality improvement processes.

Key Governance Committees

Overviews of the functions of the key governance committees included in this document and an organizational chart depicting the relationship between these committees and the administration follow. Bylaws for the key governance committees follow in separate sections.

Forum and Secretariat

The Forum is composed of 68 voting members representing academic departments, administrative units, student constituencies, and non-instructional collective bargaining units. The Secretariat of the Forum sets the Forum's agenda.

The Forum provides a venue for the University Community to review and discuss present and proposed university policies, procedures, and issues, raise concerns, facilitate communications and disseminate information. The primary task of Forum is endorsing or commenting on PRPs (Policies, Rules, and Procedures for everything from curriculum to business practices) and endorsing nonbinding resolutions. A nonbinding resolution can make a recommendation about current university policy, highlight areas of concern that could be addressed in long-term planning, or comment on pressing social issues.

Bloomsburg University Curriculum Committee -- BUCC

The BUCC is composed of 14 voting members, 10 faculty members chosen via faculty election, and 1 faculty representative from each of the four college curriculum committees. In addition, there are 2 undergraduate students, 1 graduate student, the Provost and Vice President for Academic Affairs, and the president's designee, all of whom serve as ex-officio members.

The BUCC is responsible for acting upon curricular proposals at the institution-wide level. It also serves as a coordinating committee for curricular proposals emanating from all components of the academic community, and serves as a faculty advisory committee to the Provost and Vice President for Academic Affairs on recommendations for improving the curriculum at the University. The committee's formal recommendations are forwarded to the Provost and Vice President for Academic Affairs for review and implementation. Curricular proposals that involve establishment of new programs and/or degrees must ultimately be approved by the Bloomsburg University Council of Trustees and the PASSHE Board of Governors.

All BUCC meetings are open to the entire campus community. Each semester, the committee also schedules a special meeting devoted strictly to the discussion of curricular concerns that are initiated by members of the University community.

General Education Council is the body recommending to the Bloomsburg University Curriculum Committee (BUCC) on all matters concerning the General Education (MyCore) program at Bloomsburg University.

Planning and Budget

The Planning and Budget Committee is composed of 19 members representing faculty, staff, students, the various collective bargaining units, and administrators. The committee is co-chaired by the Provost and Vice President for Academic Affairs and the APSCUF president.

The committee operates with the philosophy that the academic priorities of the University shall determine facilities planning, financial planning, and other administrative processes. Accordingly, the committee places its emphasis on the strategic elements of planning and budgeting, focusing primarily on the basic mission of the University, the clientele to be served by the University, the major goals and objectives to be pursued, specific programmatic priorities of the University, and the means by which the University seeks to differentiate itself from other institutions.

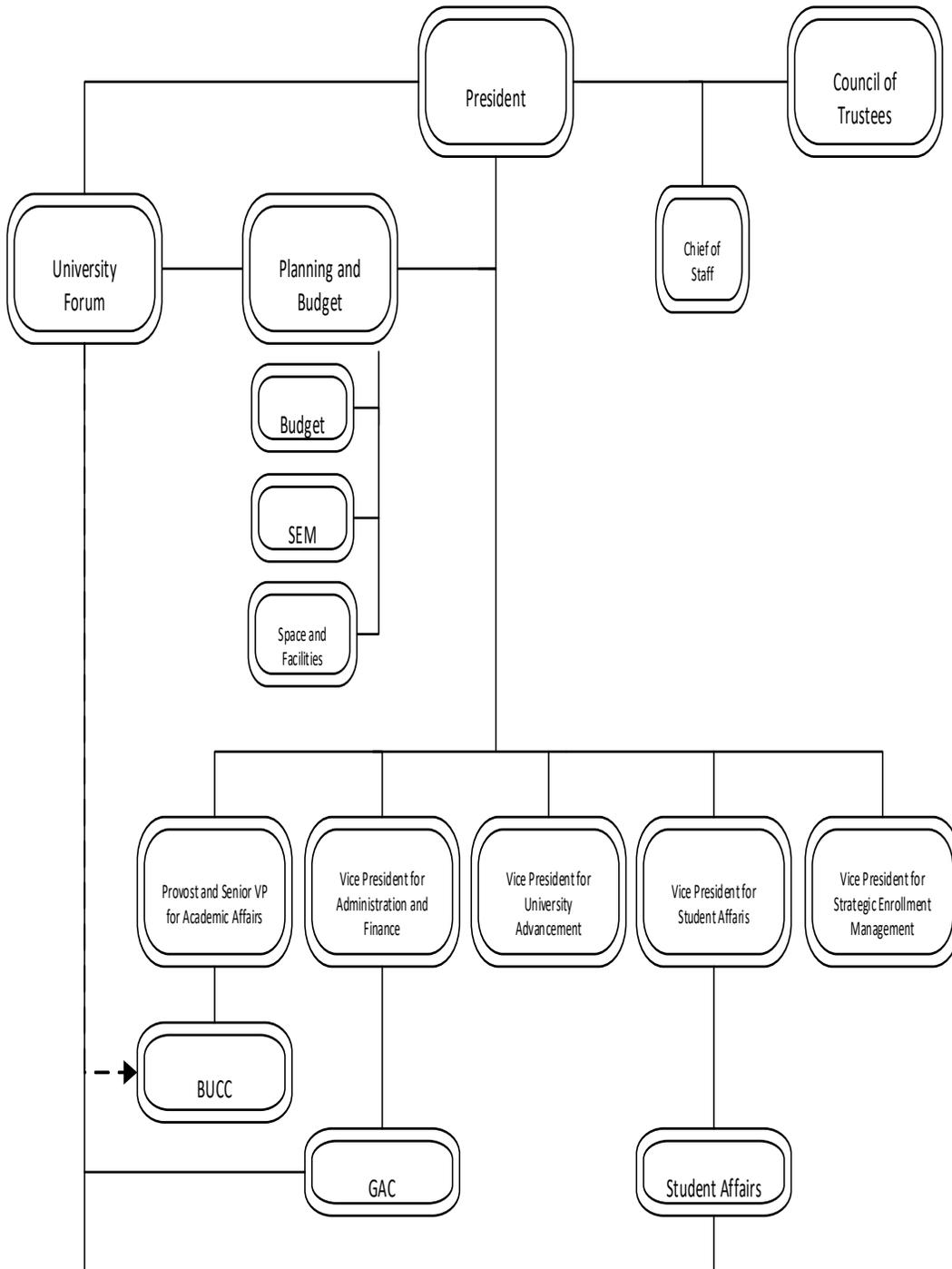
The Planning and Budget Committee has three standing sub-committees; the Budget Subcommittee, the Enrollment Management Steering Committee, and the Space and Facilities Subcommittee.

Student Life Committee

The Student Life Committee is composed of 18 voting members and the Vice President for University and Student Affairs, who serves as an ex-officio non-voting member. The committee is made up of 7 student members, 4 faculty members, and 7 student life professionals. The purpose of the committee is to develop and review policies and advise the Vice President for University and Student Affairs on student life issues.

General Administration Committee -- GAC

The General Administration Committee is composed of 12 voting members and the Vice President for Administration and Finance, who serves as an ex-officio non-voting member. The committee is composed of 5 faculty members, 2 undergraduate students, 2 staff members, and 3 administrators. The purpose of the committee is to initiate, review, and recommend administrative policies and procedures derived from all components of the University and/or referred by the Vice President for Administration and Finance.



Bloomsburg University
 Governance Structure
 September 2018

University Forum and Secretariat

Secretariat

The Secretariat of the University Forum is an appointed body designed to set the agenda for Forum.

I. Functions:

1. Review and discuss present and proposed university policies, procedures, and issues
2. Raise concerns
3. Facilitate communications and disseminate information
4. Provide a preliminary forum for discussion for the University Forum
5. Set agenda for meetings of the University Forum
6. Review Nonbinding Resolutions

II. Membership:

The Secretariat of the University Forum will consist of the following members, with terms corresponding with their respective offices. All members of the Secretariat may vote in Secretariat meetings. The chair of the University Forum shall also serve as chair of the Secretariat.

1. University President (nonvoting)
2. Chief of Staff (nonvoting)
3. Vice Presidents
4. Chair and Co-Chairs of the University Forum and Secretariat
5. President or their designee of the following Collective Bargaining Units
 - a. AFSCME (American Federation of State, County, and Municipal Employees)
 - b. APSCUF (Association of Pennsylvania State College and University Faculty)
 - c. SCUPA (State College and University Professionals Organization)
 - d. OPEIU (Office and Professional Employees International Union)
 - e. SPFPA (Security, Police, and Fire Professionals of America)
6. Chair of the BUCC
7. Chair of the General Administration Committee
8. Chair of the Student Life Committee
9. CGA President
10. Faculty Co-Chair of Meet and Discuss

Forum

A. Functions:

1. Review and discuss present and proposed university policies, procedures, and issues
2. Raise concerns
3. Indicate degrees of consensus or otherwise
4. Facilitate communications and disseminate information

5. Make recommendations to the President or the appropriate Vice-President

B. Membership:

1. The University Forum shall be composed of faculty, students, staff, and administrative delegates. Members of the Secretariat are also Forum delegates. Secretariat members are also permitted to vote in all Forum deliberations, except for the University President, an ex-officio, non-voting member of the Secretariat. Faculty delegates will be elected by a majority of their department members, with all faculty members, both full and part-time, eligible to vote. Any regular, tenure or non-tenure track, faculty member in the Department is eligible to be a Forum Delegate. At the time of the delegate election each department should also elect an alternative delegate. Each department is responsible for notifying the University Forum chair of their representation. Student, staff, and administrative delegates will be appointed or elected by their constituencies in a method of their own choosing.
2. The Chairperson of the Forum will be elected from among the faculty delegates of the Forum and will also serve as chairperson of the Secretariat. All Forum delegates and Secretariat members (except for the University President) are eligible to vote in the chair election. The Chairperson of the Forum and the Secretariat shall be elected/reelected for two years at the first meeting of the fall semester. The academic department represented by the Chair shall elect a new delegate to maintain their representation. In the absence of the Forum and Secretariat Chair, a Forum Co-Chair shall chair all meetings and guide deliberations.
3. The Chairperson of the Forum and Secretariat will be assisted by two Co-Chairs who will be appointed before the first Forum meeting of the academic year. One Co-Chair will be a student. One Co-Chair will be a member of one of the non-instructional collective bargaining units. The student Co-Chair will be appointed by the CGA Executive Board and serve for one year. Working in rotation, the leadership of each non-instructional collective bargaining units will appoint a non-instructional Co-Chair who will serve for one year. If a non-instructional collective bargaining unit declines to appoint a Co-Chair, the next non-instructional collective bargaining unit in the rotation will have an opportunity to appoint a co-chair. The order of rotation is AFSCME, SCUPA, OPEIU, SPFPA.
4. Delegates are to represent their constituencies but also should strive to promote the mission and goals of the university. Each academic delegate shall be elected for a staggered two-year term.
5. The University Forum is comprised of 72 members representing the faculty, students, staff, and administration. There are 68 regular voting delegates. The University Forum Chair and co-chairs are members but vote only as “tie-breakers.” The University President is a non-voting member of the University Forum. Each delegate should represent only one constituency. The delegate distribution is detailed below:
 - a. Academic Departments –one delegate each (32 delegates total)

Elected to two-year terms in even-numbered years:

- Academic Enrichment
- Academic Support and Advisement
- Accounting
- Art and Art History
- Chemistry and Biochemistry
- Communication Sciences and Disorders

Economics
English
Instructional Technology
Languages and Cultures
Management and International Business
Music, Theatre, and Dance
Physics and Engineering Technology
Political Science
Sociology, Social Work, and Criminal Justice
Teaching and Learning

Elected to two-year terms in odd-numbered years:

Anthropology
Biological and Allied Health Sciences
Communication Studies
Environmental, Geographical, and Geological Sciences
Exceptionality Programs
Exercise Science
Finance
History
Innovation, Technology, and Supply Chain Management
Library
Marketing and Professional Sales
Mass Communications
Mathematical and Digital Sciences
Nursing
Philosophy
Psychology

b. Academic Affairs – one delegate (1 total) selected from among:

Assistant Vice President of Planning and Assessment
Dean, College Liberal Arts
Dean, College of Science and Technology
Dean, College of Business
Dean, College of Education
Dean, College of Graduate Studies and Research
Vice Provost and Dean of Undergraduate Education
Assistant VP of Technology and Library Services

c. Student Life - one delegate (1 total) selected from among:

Assistant VP of Student Life
Director of Residence Life
Director of Admissions
Director of Athletics

d. General Administration – one delegate (1 total) selected from among:

Executive Assistant to the VPAF
Director of Budget

Director of Purchasing

Director of Finance and Business Services

Director of Human Resources and Labor Relations

e. Strategic Enrollment Management – One delegate (1 total) selected from among:

Director of Admissions

Director of Financial Aid

Director of Corporate and Continuing Education

Registrar

f. University Advancement – One delegate (1 total) selected from among:

Assistant VP Marketing and Communications

Assistant VP Alumni and Professional Engagement

Director of Annual Giving

Director of Alumni Affairs

Director of Communications

Director of Career Development

g. President's Office – One delegate (1 total) selected from among:

Chief of Staff

Director of Social Equity and Accommodative Services

Director of External and Government Relations

h. Student Delegates - nine delegates total

1 graduate student (selected from Graduate Council student members)

8 undergraduate students (selected from CGA Senators) to represent the Colleges of Liberal Arts, Science and Technology, Education, and Zeigler College of Business). Each college shall have at least one representative.

i. SCUPA – three delegates total

j. AFSCME – three delegates total

k. OPEIU – represented by Secretariat member.

l. SPFPA – represented by Secretariat member.

m. Secretariat Members (15 regular voting delegates; the University President and the University Forum Chair and Co-Chairs are not counted in this total)

5.Roles of Alternates: Delegates may be represented by an alternate. The alternate should register their presence with the Forum Chair. The alternate should come from the same constituency and is entitled to all rights enjoyed by the permanent delegate, including the right to participate in all Forum discussions and votes.

C. Meetings:

1. The Forum will not be an amending body but may recommend policy changes before implementation.

2. The Forum will meet at least twice a semester, with additional meetings called by the Secretariat should timeliness or number of issues warrant.

3. Agenda and meetings minutes from the past two academic years will be placed on the University Webpage. Other agenda and minutes will be preserved in the Forum Archive.

4. All faculty members, staff members, managers, and students are encouraged to attend Forum meetings, speak during open forum, and participate in straw votes.

5. Robert's Rules of Order, newly revised, will be followed to conduct the University Forum and the Secretariat meetings.

6. Meetings of the Forum are open to the University Community.

D. Policies, Rules, and Procedures:

1. No new policy shall go into effect without a formal review by the Forum except for academic policies passed by the BUCC (see rule D2), policies passed by Planning and Budget (see rule D3), or interim policies (see rule D4).

i. The following actions shall be taken after review of proposed or existing policies:

a. Endorsement

b. Non-endorsement

c. Send back to the originator for reconsideration with explanation.

ii. A vote to send back to originator may occur only one time per policy. A policy sent back to originator must come back to the Forum by the end of the next subsequent regular (fall/spring) semester. If no action is taken by the originator within the stated timeframe, the Secretariat will bring back the most recent version of the policy to the Forum for endorsement or non-endorsement.

iii. The actions of the Forum will be recorded in the final policy statement.

2. The Forum will receive as information items the Academic policies passed by the BUCC. Comments following discussion will be sent to the Provost and Vice-President for Academic Affairs

3. The Forum will receive as information items the policies passed by Planning and Budget. Comments following discussion will be sent to the President.

4. Interim Policies.

i. Definition: Interim policies are policies issued by the President and/ or a Vice President of the university due to a time-sensitive situation such as the health and welfare of the university community; court, legislative, regulatory or Board of Governors mandates; advice of legal counsel; university liability; or contractual issues.

ii. Term: An interim Policy is in effect immediately upon issuance and will remain in effect for a period of six months until it is acted upon by the Forum and/or it is made permanent by the President (see rule C12)

iii. Issuance:

a. The President/Vice President prepares a draft interim policy and submits the policy to the Secretariat.

b. The Secretariat reviews the interim policy within ten (10) days of submittal. The Secretariat Chair will call an additional meeting if this time frame does not coincide with a regularly scheduled meeting. Secretariat meetings that review interim policies must have a simple-majority quorum.

c. The President/Vice President issues the interim policy after Secretariat consultation and review.

iv. Review of Interim Policies:

a. An interim policy must be reviewed and acted upon by the Forum before the end of the next regular semester. Interim policies issued during the summer will be reviewed by the Forum during the Fall semester. Interim policies issued during winter break will be reviewed by the Forum during the Spring semester.

b. The President/Vice President submits the interim policy to the appropriate standing committee.

- c. The appropriate standing committee reviews and/or revises and sends the interim policy to the Secretariat indicating approval and/or disapproval. The Secretariat places the interim policy on the Forum agenda.
 - d. Placement of the interim policy for consideration by the Secretariat for placement on the Forum agenda must take place within 30 days of the issuance of the interim policy (during the regular academic year).
5. A proposed policy for endorsement/non endorsement by the Forum must be introduced for discussion in one meeting and voted on in its regularly scheduled meeting.
 6. A policy for review and endorsement by the Forum must be received by the Forum in the final form (i.e., after having inputs from all appropriate constituencies).
 7. In order for a motion to be acted upon, it must receive 50% + 1 votes of the members present, or 14 votes, whichever is larger.
 8. If the President/Vice President does not accept the endorsement/non-endorsement of the Forum then he/she shall report on the reasons for his/her response at the next regularly scheduled Forum meeting.
 9. When it is necessary to obtain a “sense of the Forum” and a consensus cannot be ascertained, formal votes may be taken. Only Secretariat members (except for the University President) and Forum Delegates may vote. The University Forum Chair and Co-Chairs vote only as a “tie - breaker.”
 10. Policies and procedures returned to committees for further consideration must be acted upon by the committee and reported back to the Forum in a timely fashion.

E. Nonbinding Resolutions

1. A nonbinding resolution can make a recommendation about current university policy, highlight areas of concern that could be addressed in long-term planning, or comment on pressing social issues.
2. Nonbinding resolutions should not duplicate processes accommodated by collective bargaining.
3. Nonbinding resolutions are structured in a format that has been adapted from Robert’s Rules of Order. The resolution itself begins “*Resolved, That,*” the word “*Resolved*” being printed in italics and followed by a comma, and the word “*That*” beginning with a capital “T.” Reasons for the resolution are stated in a *preamble*, each clause of which constitutes a paragraph beginning with “Whereas.”
4. Members of the campus community can submit a nonbinding resolution to a Forum co-chair. That co-chair, in consultation with the other co-chairs, review nonbinding resolutions to see if the concerns they express could be better addressed by BUCC, Planning and Budget, Student Life, GAC, Meet and Discuss, or another campus committee or office.
5. If the co-chairs determine that the resolution could be better addressed elsewhere, they will redirect the campus community member to the appropriate committee or individual.
6. The Forum Chair will report redirected nonbinding resolutions at the next scheduled meeting of Secretariat.
7. Nonbinding resolutions that co-chairs believe cannot be addressed elsewhere are submitted to Secretariat by a Forum co-chair for review.
8. By a simple majority vote of the members present, Secretariat may recommend that a nonbinding resolution be redirected to a more appropriate committee or individual.

9. Members of Secretariat may propose editorial changes to the nonbinding resolution in collaboration with the individual who proposed the nonbinding resolution. The individual who proposed the nonbinding resolution or a designee must be present at Secretariat for editorial review to take place. Nonbinding resolutions can be withdrawn by their sponsors after editorial review.

10. A nonbinding resolution will not be placed on a Forum agenda until that nonbinding resolution has gone through editorial review and has been approved at Secretariat by a simple majority vote of the members present.

11. Nonbinding resolutions that have been reviewed and approved by Secretariat for endorsement/non endorsement by the Forum must be introduced for discussion in one Forum meeting and voted on in the next regularly scheduled Forum meeting.

12. In order for a nonbinding resolution to be endorsed, it must receive a simple majority of the forum delegate votes cast after a second reading.

13. Unendorsed nonbinding resolutions will be preserved in the Forum minutes. Unendorsed nonbinding resolutions may be reintroduced to the Forum after a review by Secretariat.

14. Endorsed nonbinding resolutions will be forwarded to the University President. The University President or her/his designee may:

- i. Respond to the resolution at the next regularly scheduled Forum meeting.
- ii. Request an extension until a specified Forum meeting.
- iii. Take no action.

15. All forwarded nonbinding resolutions and any actions (items i, ii, and iii above) will be placed on the Forum Website and remain for a period of 12 months of the date of the action. After 12 months, resolutions and actions will be placed in the Forum Archive.

F. Strategic Plan

1. University Strategic Plans will be reviewed by the Forum

i. The following actions shall be taken after review:

- a. Endorsement
- b. Non-endorsement

ii. If the Strategic Plan is not endorsed, an explanation of the Forum's concerns will be forwarded to the University President.

2. A Strategic Plan must be introduced for discussion in one meeting and voted on in the next regularly scheduled meeting.

3. A Strategic Plan must be received by the Forum in the final form (i.e., after having inputs from all appropriate constituencies).

4. In order for a Strategic Plan to be endorsed, it must receive 50% + 1 votes of the members present, or 14 votes, whichever is larger.

G. Archive

The Forum Administrative Assistant shall maintain an archive of agenda, minutes, and forwarded nonbinding resolutions as directed above on the S drive or similar storage space on the University's server.

Bloomsburg University Curriculum Committee

Article I - Name

The name of this organization shall be called the Bloomsburg University Curriculum Committee, also known as the BUCC.

Article II - Purpose

The BUCC shall serve as the faculty recommending body to the Provost and Vice President for Academic Affairs on all matters that affect the development, modification, change, adoption, and implementation of the curriculum. Furthermore, the BUCC shall provide procedures and mechanisms for the systematic review, evaluation, and change of the curriculum at the institution-wide level. In addition, all such procedures and mechanisms shall be in compliance with the Collective Bargaining Agreement (CBA) between Bloomsburg University/State System of Higher Education and APSCUF.

Article III - Functions

The BUCC will be responsible for acting upon curricular proposals at the institution-wide level, will serve as a coordinating committee of the curricular proposals emanating from all components of the academic community, will serve as a faculty advisory committee to the Provost and Vice President for Academic Affairs recommendations for improving the curriculum at Bloomsburg University.

- A. In acting upon curriculum proposals from each of the colleges of Bloomsburg University and other academic units, the BUCC will review and make recommendations on:
 - 1. The additions or deletions of courses.
 - 2. Change in title, number, prerequisites, or other protocol for a course.
 - 3. The addition or deletions of degree programs.
 - 4. Changes in requirements for degrees, majors, minors, and career concentrations.
 - 5. The designation of a sequence or group of courses such as general education, honors programs, or programs within or among departments.

- B. In order to improve the academic curriculum, the BUCC shall formally recommend to the Provost and Vice President for Academic Affairs changes in academic policies and practices emanating from all components of the university academic community and/or when such changes are referred to the committee by the Provost and Vice President for Academic Affairs.

- C. The BUCC shall call at least one advisory meeting per semester with the Provost and Vice President for Academic Affairs and act in the role of an advisory committee to discuss issues in addition to the functions listed in Article III A. The Provost and Vice President for Academic Affairs and the chairperson of the BUCC will jointly develop the agenda and establish the dates for such meetings of the BUCC.

Article IV – Composition

The BUCC shall have 14 voting faculty members. In addition, there shall be nonvoting,

ex-officio members: two undergraduate students (selected by the CGA from two different colleges), and one ex-officio graduate student (selected by the Graduate Council), the Provost and Vice President for Academic Affairs, and one ex-officio administrator (the president's designee). Ten of the faculty shall be chosen by a faculty election to serve for a two-year term. No more than one faculty member from any single department or work group will be eligible to serve on the BUCC at the same time. The ten elected faculty members shall include at least one member from each of five academic areas: Business, Professional Studies, Humanities, Natural Sciences and Mathematics, and Social Sciences. With the exception of the first election, all elected faculty shall serve a two-year term.

In addition to the elected faculty, one faculty representative will be chosen by each of the following College Curriculum Committees: Business, Liberal Arts, Professional Studies, and Science and Technology. Members from the curriculum committees shall be chosen each year after the election by their respective curriculum committees with the understanding that in order to achieve as broadly based representation as possible, each member should be chosen from an academic department not represented by the elected faculty.

Article V - Faculty Election Procedures

Except for the first election, faculty membership shall be elected on a staggered basis with five members being elected each year for a two-year term. With the exception of the first election, the period of service shall begin immediately after the annual fall elections. At each election, the eligible candidates with the highest vote tally from each of the five academic areas, which have no representation, shall fill the open positions first. The remaining positions shall be filled on the basis of the vote plurality.

During the first election, the three candidates with the highest vote tally from the five academic areas shall be elected for two-year terms. The candidates with the highest vote tally from the remaining two academic areas shall be elected for a one-year term. If no candidate from each of the five academic areas runs for election, that position shall be considered vacant and shall be filled according to the procedure outlined below. The remaining two two-year term positions are to be filled on the basis of vote plurality and upon the eligibility requirements set in Article IV. The remaining elected positions are to be filled on the basis of election plurality and the eligibility set forth in Article IV.

The BUCC chairperson shall appoint new members to fill any vacant positions. Vacancies shall be filled on the basis of the vote-count in the last election with the understanding that faculty from the five academic areas should fill vacancies in those areas. The appointed academic members shall serve for one year. Such appointments may be made only with the advice and consent of the BUCC and in accordance with Article IV.

Article VI - Amendments to the BUCC bylaws

Amendments to these bylaws are made based upon recommendations from the BUCC (by majority vote), approved by the majority of faculty, according to the faculty governance structure, and then by the university's "Meet and Discuss" Committee. Changes shall take effect immediately after an agreement is reached with management on the proposed amendments.

General Education Council

The General Education Council (GEC) is the recommending body to the Bloomsburg University Curriculum Committee (BUCC) on all matters concerning the General Education (MyCore) program at Bloomsburg University.

Purpose

The GEC, in consultation with departments, programs, and units, makes recommendations to the BUCC on the ongoing development, implementation, and assessment of the General Education program. GE assessment data, including General Education Summary Assessment Reports (GESARs), collected by the Office of Planning and Assessment and data from other University resources will be analyzed in connection with the 10 GE Goals and student learning outcomes.

The GEC reviews all course and co-curricular learning experiences, and other proposals and activities concerning General Education and makes recommendations to the BUCC. The GEC is responsible for ensuring that the role of General Education at the University is understood by members of the University and interested stakeholders. The GEC receives assessment data concerning all aspects of General Education and works with Programs, Departments, and Colleges to use that data to improve General Education. When appropriate, the GEC makes recommendations to the BUCC to modify General Education.

The GEC schedules meetings so that proposals are acted upon in a timely manner and that assessment data can be analyzed effectively. Meetings are scheduled so that recommended proposals can be forwarded to the BUCC normally within one month during the academic year. When deemed necessary, special meetings are held to address proposals and activities that are sensitive to the continued and improved delivery of the General Education program. Meetings are open to the University community.

Membership

The voting members of the GEC include:

Elected:

- Twelve faculty members including: at least two members from each of the colleges, one member from the Department of Academic Enrichment, and one member from the library.
(No more than one faculty member from any single department will be eligible to serve on the GEC at the same time).

Appointed:

- One professional staff member from Academic Affairs or Strategic Enrollment Management appointed by the Vice-President of Academic Affairs,

- One member from Student Affairs appointed by the Vice-President of Student Affairs,
- Assistant Vice-President of Planning and Assessment, and
- One undergraduate student representative vetted and appointed by the Vice-President for Student Affairs and the Dean of Undergraduate Education.

Terms are staggered, with GEC members serving two-year terms from the time of election or appointment. In addition, the Dean of Undergraduate Education is a nonvoting GEC member.

A quorum consists of at least nine voting members. When a quorum is present, a simple majority of the quorum shall suffice to approve any action. The chair of the Council is elected from the elected faculty members, is a voting member, and serves for one year.

When a Council member is unable to attend a meeting, he or she may designate an appropriate representative for that meeting. The designee is expected to be briefed and prepared for the materials and activities to be addressed. This representative has the privileges of the member for that meeting.

The GEC chairperson, with the approval of the GEC, appoints new members to fill any vacant position for no more than one semester, in line with the membership requirements set above. A vacancy beyond one semester will be filled through special election or appointment, in line with the membership process outlined above.

Operating Procedures

The Council shall maintain and follow operating procedures which ensure the effective review of the General Education program.

Changes to the Bylaws

Changes to these bylaws become effective when approved by the BUCC and Provost following consideration by the Meet and Discuss Committee.

Planning and Budget Committee

Article I - Membership

A. Size

The committee will have 19 voting members.

B. Composition

1. The Provost and the university vice presidents or their designees.
2. APSCUF/BU president.
3. Eight faculty members (minimum six APSCUF/BU members).
4. Three students (two undergraduates and one graduate).
5. One AFSCME eligible staff member.
6. One SCUPA eligible member.
7. One PNA, SPFPA, or other recognized collective bargaining group eligible member.
8. The Director of Institutional Research, the Director of Admissions, and the Director of Budget, or their designees, shall serve as ex-officio, non-voting members.

C. Selection

1. Faculty members shall be elected at large. There shall be at least one representative from each college and at least one representative of the non-aligned faculty. No more than one faculty representative from any one department may be elected.
2. The undergraduate student members shall be selected through a process coordinated by the CGA; the graduate student member will be selected through a process coordinated by the Graduate Student Council.
3. The AFSCME eligible staff member shall be elected at large in an election coordinated by AFSCME.
4. The SCUPA eligible member shall be elected at large in an election coordinated by the SCUPA leadership.
5. The PNA/SPFPA/"other" eligible member shall be elected at large in an election coordinated by the PNA/SPFPA leadership.

D. Length of Term

The term of office for the student members shall be one year. Elected faculty members shall serve staggered two-year terms. The term of office for the AFSCME and SCUPA/PNA/SPFPA/"other" eligible staff persons shall be two years.

E. Participation

1. The provost and APSCUF/BU president shall serve as co-chairs of the committee and shall set the agenda with the Executive Secretary.
2. Meetings shall be open to all members of the university community.
3. Ten voting members shall constitute a quorum for official committee business.

Article II - Jurisdiction and Responsibility

A. The Planning and Budget Committee shall place its emphasis on the strategic elements of planning and budget, focusing primarily on the basic mission of the university; the clientele to be served by the university, the major goals and objectives to be pursued, specific programmatic priorities of the university, and the means by which the university seeks to differentiate itself from the other institutions.

B. The committee shall also consider coordinative decisions required to implement strategic goals and objectives such as enrollment and facilities plans, the operating and capital budgets, and the development of new degree programs.

C. The Planning and Budget Committee shall operate with the philosophy that the academic priorities of the university shall determine facilities planning, financial planning, and other administrative processes.

D. The committee shall make recommendations to the president.

E. The Planning and Budget Committee shall have two standing sub-committees: the Budget Subcommittee and the Space and Facilities Subcommittee.

Article III – Bylaws

The committee may establish, by two-thirds vote of its members, bylaws governing the operation of the committee and its standing subcommittees.

Article IV - Amendments to the Membership (I), Jurisdiction and Responsibilities (II,) and bylaws (III)

Amendments to the Membership, Jurisdiction and Responsibilities, and bylaws of the committee shall be adopted by two-thirds vote of its members, the consent of the provost, a simple majority of the University Forum, and the consent of the President.

Student Life Committee

Article I – Membership

A. Size

The committee shall have 18 voting members and one ex-officio non-voting member.

B. Composition

The Vice President for Student Life as an ex-officio non-voting member.

- Seven Student Life professionals, one from each of the main divisions of Student Life; Admissions, Athletics, Career Development, Counseling Center, Financial Aid, Residence Life, and Student Activities
- Four faculty
- Seven students

C. Selection

Each of the seven divisions in Student Life shall select a professional to represent it

Faculty members shall be elected at-large

Student members shall be selected by the CGA

D Length of Term

1. Faculty and student life professionals shall have staggered two-year terms

Student representatives shall serve one-year terms

Article II - Jurisdiction and Responsibility

A. The committee shall serve in an advisory capacity to the Vice President for Student Life. The jurisdiction and responsibilities of the committee shall coincide with those of the Vice President for Student Life.

B. The committee shall initiate, review, and recommend policies and procedures to the Vice President for Student Life.

C. The committee shall establish sub-committees as are deemed appropriate.

Article III - Amendments to Operating Procedures

The committee shall establish, by two-thirds vote of its members, bylaws governing the operation of the committee.

Article IV - Amendments to the Structure or Responsibility of the Committee

Amendments to the structure, or responsibility of the committee shall be adopted by two-thirds vote of its members, the consent of the Vice President for Student Life, and a simple majority of the University Forum.

General Administration Committee

Article I – Membership

A. Size

The committee shall have twelve voting members and one ex-officio non-voting member.

B. Composition

1. The Vice President for Administration and Finance (or designee) as an ex-officio non-voting member.
2. Five faculty members (one each from Liberal Arts, Science and Technology, Business, Professional Studies, and one faculty member who is not a member of the four colleges).
3. Two undergraduate students.
4. Two AFSCME eligible staff members.
5. Three administrators (or their designees) selected by the Vice President for Administration and Finance

C. Selection

1. Faculty shall be elected at-large.
2. Student members shall be selected by the CGA.
3. AFSCME shall conduct the election of the AFSCME eligible staff members.

D. Length of Term

1. Faculty members shall be elected to staggered two-year terms.
2. Student representatives shall serve one-year terms.
3. Support staff members shall serve staggered two-year terms.

Article II - Jurisdiction and Responsibility

A. The committee shall serve in an advisory capacity to the Vice President for Administration and Finance. The jurisdiction and responsibilities of the committee shall coincide with those of the Vice President for Administration and Finance.

B. The committee shall initiate, review, and recommend administrative policies and procedures derived from all components of the university and/or when such policies and procedures are referred to the committee by the Vice President for Administration and Finance.

C. Procedures pertaining to billing, personnel, mail and duplicating will be recommended directly to the Vice President for Administration and Finance for approval and implementation

and will be received as information items in the Forum. Recommendations following discussion will be sent to the Vice President for Administration and Finance.

D. The committee shall establish sub-committees as are deemed appropriate.

Article III - Amendments to Operating Procedures

The committee shall establish, by two-thirds vote of its members, bylaws governing the operation of the committee.

Article IV - Amendments to the Structure or Responsibility of the Committee

Amendments to the structure, or responsibility of the committee shall be adopted by two-thirds vote of its members, the consent of the Vice President for Administration and Finance, and a simple majority of the University Forum

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