

Memo

To: Andrew Lawson, Provost and Vice President for Academic Affairs

From: James Hussar, Interim Dean, CAHSS 

Date: September 27, 2024

Subject: Approval of Permanent CAHSS Bylaws

A vote for permanent CAHSS Bylaws was conducted by anonymous Qualtrics ballot September 4—September 27, 2024. Eligible voters included CAHSS tenure-track faculty, lecturers with three-year appointments, FERP participants, and administrative and technical support staff.

Per the CAHSS Interim Governance Document, approval of a permanent bylaws document requires a successful two-thirds vote of a basic majority quorum (50% + 1) of eligible voters.

There were 118 eligible voters. The basic majority quorum was 60 votes, with 40 “yes” votes required for approval.

Results were as follows: 73 votes cast; 69 “approve”; 1 “do not approve”; 3 no selection. Therefore, the CAHSS Bylaws passed.

Please indicate your approval of the CAHSS Bylaws. Thank you for your consideration.

I approve the CAHSS Bylaws.



Andrew Lawson, Provost and Vice
President for Academic Affairs

10/02/2024

Date

BYLAWS

I. Preamble

These bylaws establish the framework for meaningful shared governance within the College of Arts, Humanities, and Social Sciences, California State University, Monterey Bay, hereinafter referred to as the College. These bylaws shall operate as a complement to department-level governance within the College. No policy in these bylaws shall supersede university or system policy nor come into conflict with any concurrent collective bargaining agreements.

II. Development of College Policy

The governance of the College is shared between the College's officers, departments, and committees.

A. Officers

1. Dean

The Dean is the chief administrative officer of the College and is administratively responsible to the Provost and Vice President for Academic Affairs. The Dean shall serve in accordance with university policies. The Dean serves as the final level of approval of all College-level policy recommendations.

2. Associate Dean

The Associate Dean serves at the pleasure of the Dean. The Associate Dean carries out such duties as are assigned by the Dean, including representing the Dean on College committees and ensuring the timely implementation of policy.

3. Department Chairs

Each department shall be represented by a Department Chair who is administratively responsible to the Dean and the department's faculty on departmental affairs. The Department Chair is selected and serves in accordance with university and department policies. Department Chairs carry out such duties as outlined in the university's [Department Chair Appointment and Evaluation Policy](#).

B. Departments

1. The departments of the College are:

- Department of Cinematic Arts and Technology
- Department of Humanities and Communication
- Department of Performing and Visual Arts
- Department of Psychology
- Department of Social Sciences and Global Studies
- Department of World Languages and Cultures

2. Each department in the College shall determine their own governance bylaws and share these bylaws with the Dean's office for review and approval. Department-level governance shall not supersede university- or system-level governance and policy and shall not come into conflict with any concurrent collective bargaining agreements. While department-level governance is developed by the department, bylaws shall include, at minimum, provisions for calling meetings, populating College and non-College committees, setting agendas, and determining timeframes and processes for decision-making within the department. Bylaws shall also consider instances in which formal votes and elections are needed, including for nominating elections for Department Chair or committee assignments inside and outside of the College. For such votes, bylaws must address timeframes, enfranchisement (e.g., if temporary faculty and staff are eligible to vote as well as the relative weight of their votes), the method of balloting, corresponding decision-making/electoral rules such as minimum thresholds for votes to pass, and methods of reporting results to the Dean's office and/or relevant university committee leadership.

C. College Committees

1. College committees shall be either standing or ad hoc. Standing committees shall be maintained to meet ongoing needs. Ad hoc committees shall be created and populated to achieve specific tasks and dissolved following completion of those tasks.

2. [Democratic Rules of Order](#) shall be followed as the parliamentary authority for all College committee meetings.

3. There are five standing committees in the College: Chairs Council, Policy Advisory, Operations, Curriculum, and Diversity, Equity, and Inclusion.

4. The term of office of standing committee members shall be three (3) years on a staggered basis, with the length of initial terms to be determined at the first meeting of newly formed standing committees. Ordinarily, standing committee members serve no more than two (2) consecutive full terms on the same committee. If a standing committee member goes on leave or otherwise becomes ineligible, a replacement member shall be selected to serve the duration of the departing member's absence. A quorum of a College committee consists of a simple majority of its voting membership (> 50%).

5. Standing committees, excepting the Chairs Council and the Operations Committee, shall annually elect a chair prior to the conclusion of their last meeting of the spring semester.

The chair is chosen by a simple majority of the committee's voting membership (> 50%) in a secret ballot. In the case of ad hoc committees, the Dean may appoint the chair in consultation with the committee membership or defer to the committee to elect their chair by a simple majority of the committee's voting membership (> 50%) in a secret ballot. Chairs shall serve one-year terms and may be reelected to subsequent terms.

6. All College committees shall meet at least once each fall and spring semester. For committees with a chair, the committee chair is responsible for convening a committee meeting within the first three (3) weeks of each semester. For committees without a chair, the Dean or Associate Dean is responsible for convening a committee meeting within the first three (3) weeks of each semester. In the case of ad hoc committees created and populated after the first three (3) weeks of the fall or spring semester, the committee chair, Dean, or Associate Dean shall convene a meeting within the three (3) weeks following the committee's creation and population. Additional meetings may be called by the committee chair, the Dean, the Associate Dean, or by a petition signed by any three voting members. Calls for additional meetings must provide at least three (3) business days' notice to the membership of the committee.

7. Agendas for regular and additional meetings must be distributed to the College faculty and staff at least three (3) business days prior to convening. Minutes shall be taken by a designated member of the committee and approved at the next meeting. Minutes shall be made available in a format accessible to the College faculty and staff no more than one (1) week following approval.

8. Decision-making within all College committees shall be by a simple majority of the committee's quorum (> 50%), excepting decisions specified as requiring a simple majority of the voting membership. Voting shall be conducted by secret ballot if any member requests it.

9. Non-College committees, such as department- and university-level committees, shall meet and conduct business according to their prescribed practices. This governance document does not pertain to their function.

D. Chairs Council

1. The Chairs Council shall include the Department Chairs of each of the College's departments, the Dean (non-voting, ex officio), and the Associate Dean (non-voting, ex officio).

2. The Chairs Council's charge includes advising and consulting with the Dean on matters of concern to faculty within the College and reviewing policy and protocols brought to their attention by the Policy Advisory Committee (Section II.E). Formal recommendations coming from the Chairs Council to the Dean shall be announced to the College by way of an oral report at the College meeting each semester.

3. The Chairs Council shall convene at least once each fall and spring semester. Additional meetings may be called by the Dean or by a petition signed by any three Department Chairs. Calls for additional meetings must provide at least three (3) business days' notice to the membership of the Chairs Council.

4. Agendas for regular and additional meetings must be distributed by the Dean's Office to the membership of the Chairs Council at least three (3) business days prior to convening. Minutes shall be taken by a designated member of the Chairs Council and approved at the next meeting. Minutes shall be made available in a format accessible to the College faculty and staff no more than one (1) week following approval.

E. Policy Advisory Committee

1. The Policy Advisory Committee shall be comprised of sitting academic senators, ensuring representation of each academic program in the College. In the event that a sitting senator is also a member of the Chairs Council or is otherwise unable to serve on this committee, an alternate will be selected by the department. The committee membership will also include the Associate Dean and the Faculty Associate for Assessment as non-voting, ex-officio members. The role of the Associate Dean will be to provide policy context where needed and to help facilitate the inclusion of critical stakeholder feedback from sources outside of the College when appropriate and/or when requested by the committee. The Faculty Associate for Assessment will facilitate feedback on issues that involve assessment.

2. The Policy Advisory Committee's charge includes the discussion, drafting, revision, and recommendation of College-level policy to be considered by the Chairs Council.

3. The Policy Advisory Committee shall meet at least once each fall and spring semester. Additional meetings may be called by the committee chair, the Dean, the Associate Dean, by formal request of the Chairs Council, or by a petition signed by any three members of the Policy Advisory Committee. Calls for additional meetings must provide at least three (3) business days' notice to the membership of the Policy Advisory Committee.

4. Agendas for regular and additional meetings must be distributed to the membership of the Policy Advisory Committee, the Dean, and the Chairs Council at least three (3) business days prior to convening. Minutes shall be taken by a designated member of the Policy Advisory Committee and approved at the next meeting. Minutes shall be made available in a format accessible to the College faculty and staff no more than one (1) week following approval.

5. Policy drafts coming from the Policy Advisory Committee to the Chairs Council shall be announced electronically to the College and the Dean and formally submitted to the Chairs Council at least 10 business days prior to any Chairs Council meeting in which the policy draft is to be discussed.

F. Operations Committee

1. The standing membership of the Operations Committee shall include all staff in the College appointed to the positions of ASA I, ASA II, ASC I, ASC II, Analyst I, and Analyst II, along with the Associate Dean, who chairs the committee as a non-voting member. The Associate Dean is responsible for communicating feedback from the committee to the Dean. Membership of the committee may be expanded when matters before the body

relate to implementation and impact of policy on work done across other College staff positions (e.g., inclusion of technical staff positions on technology matters).

2. The Operations Committee's charge includes the evaluation of impact and discussion of implementation plans related to College-level policy approved by the Dean through the Chairs Council and Policy Advisory Committee.

3. The Operations Committee shall meet at least three times each calendar year. Additional meetings, when necessary, may be called by the Dean, the Associate Dean, or a petition signed by any three voting members of the Operations Committee. Calls for additional meetings must provide at least three (3) business days' notice to the membership of the committee.

4. Agendas for regular and additional meetings will include considerations for impact and implementation of newly approved College policies and must be distributed to the membership of the committee at least three (3) business days prior to convening. Minutes shall be taken by Dean's office staff and approved at the next meeting. Minutes shall be made available in a format accessible to the College faculty and staff no more than one (1) week following approval.

5. Impact statements and implementation plans endorsed through a simple majority vote (> 50%) of the committee's quorum will be communicated to the Dean by the Associate Dean. In the event that the Operations Committee votes to communicate fundamental concerns over implementation or impact, those concerns will be brought to the Dean, who will render a decision either to move forward with implementation or to remand the policy back to the Policy Advisory Committee with instructions.

G. College Curriculum Committee

1. The College Curriculum Committee shall include one voting faculty member from each department and the Associate Dean (non-voting, ex officio). Voting members are chosen by their respective departments per departmental procedure. Department Chairs may serve on the committee. Departments with more than one degree program may choose a voting faculty member for each program.

2. The College Curriculum Committee's charge includes evaluating proposals for course revisions, new courses, program revisions, and new programs from the College, taking into consideration College and university policies, pedagogy, and impact on students, faculty, and departments; reviewing and making recommendations on assessment of student learning outcomes for academic programs and general education courses within the College; and consulting with departments and making recommendations to the Dean when conflicts concerning course offerings arise between departments of the College.

3. The College Curriculum Committee shall meet at least once each fall and spring semester. Additional meetings may be called by the committee chair, the Dean, the Associate Dean, by formal request of the Chairs Council, or by a petition signed by any three members of the College Curriculum Committee. Calls for additional meetings must provide at least three (3) business days' notice to the membership of the College Curriculum Committee.

4. Agendas for regular and additional meetings must be distributed to the membership of the College Curriculum Committee at least three (3) business days prior to convening. Minutes shall be taken by a designated member of the College Curriculum Committee and approved at the next meeting. Minutes shall be made available in a format accessible to the College faculty and staff no more than one (1) week following approval.

H. Diversity, Equity, and Inclusion Committee

1. The Diversity, Equity, and Inclusion Committee's voting membership shall include one faculty member from each department, one administrative staff representative, and one technical staff representative. The Associate Dean serves in a non-voting, ex officio role. Voting members are chosen by their respective departments per departmental procedure. If more than one administrative staff or technical staff is nominated, the Dean will select from the nominees.

2. The Diversity, Equity, and Inclusion Committee's charge includes implementing the College's Inclusive Excellence Plan, coordinating and communicating progress reports on the implementation of the Inclusive Excellence Plan to the College community, and participating in College strategic planning initiatives.

3. The Diversity, Equity, and Inclusion Committee shall meet at least once each fall and spring semester. Additional meetings may be called by the committee chair, the Dean, the Associate Dean, by formal request of the Chairs Council, or by a petition signed by any three members of the Diversity, Equity, and Inclusion Committee. Calls for additional meetings must provide at least three (3) business days' notice to the membership of the Diversity, Equity, and Inclusion Committee.

4. Agendas for regular and additional meetings must be distributed to the membership of the Diversity, Equity, and Inclusion Committee at least three (3) business days prior to convening. Minutes shall be taken by a designated member of the Diversity, Equity, and Inclusion Committee and approved at the next meeting. Minutes shall be made available in a format accessible to the College faculty and staff no more than one (1) week following approval.

III. Approval of College Policy

A. Formal College-level policy recommendations approved by a simple majority of the voting membership (> 50%) of the Chairs Council shall be sent forward to the Dean.

B. Within 10 business days, the Dean shall approve, deny, or send back for additional comment or revision any formal College-level policy recommendations sent forward by the Chairs Council. The Dean shall provide a written rationale to the Chairs Council for any policy recommendation denied or sent back for revisions.

C. Approved College-level policies shall be put into force once a plan for implementation is determined by the Operations Committee. It is the responsibility of the Associate Dean to ensure the timely implementation of College-level policy. Ordinarily, this should occur no later than by

the end of the semester following the policy approval. Any significant delays in implementation shall be brought in writing to the attention of the Dean, the Chairs Council, and the Policy Advisory Committee by the Associate Dean.

IV. Amendment Procedures

- A. Amendments to these bylaws may be initiated by a simple majority of the voting membership (> 50%) of any standing College committee or by request of the Dean.
- B. Any proposed amendment must be delivered to and accepted by the Chairs Council and voted on within 30 instructional days from the time the proposed amendment is received by the Chairs Council.
- C. Proposed amendments go into effect after they have been approved by 1) a majority of the voting membership (> 50%) of the Chairs Council, 2) the Dean, and 3) the Provost and VP for Academic Affairs.