

OPERATING PROCEDURES

FOR ASSEMBLY COMMITTEES

(adopted Spring 1995; updated as noted)

[Academic Appeals Committee](#)

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ACADEMIC APPEALS COMMITTEE

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

Six faculty member and three students. No two faculty member may be from the same department, and no two student may be from the same department.

FUNCTION:

This committee is responsible for hearing student appeals in the areas of admissions, academic probation, suspension, and other academic matters. It shall also hear appeals of grades if mediation of such matters cannot be resolved through the Office of Academic Affairs.

OPERATING PROCEDURES:

Students failing to meet minimum academic standards are placed on probation and students who fail to meet these minimum academic requirements during the probationary semester will be suspended from the University. These standards are defined in the Academic Standing section of the catalog and the notification will be by the office of the Vice Chancellor for Academic Affairs. The notice of suspension will inform the student of the right to appeal the suspension to the Academic Appeals Committee. This appeal should be filed with the Chair of the Committee at least one week before registration for the next semester.

The Committee Chair will notify students of the time and place of the Committee meeting and of the student's right to appear before the Committee to provide pertinent information. Those students personally appearing before the Committee will be informed of the Committee's recommendation after the hearing. Others will be contacted by the Committee Chair. The Chair will inform in writing the student, the advisor of the student, and the Vice Chancellor for Academic Affairs of the Committee's recommendation. If an appeal is denied then the student will be informed of his/her right to appeal the recommendation to the Assembly. The Chair provides the student with the name and location of the Assembly Chair.

The Committee is also charged with hearing student appeals in the areas of admissions, grade disputes, and other academic matters. Students under academic suspension by another college or university are not granted admission to UAM during the suspension periods unless the Committee finds truly exceptional circumstances which justify admission. These circumstances will be very rare. Also the Committee will not hear cases involving grade disputes unless mediation of the issue cannot be resolved by the Office of Academic Affairs.

Students suspended for one or three years must appeal to the Committee for re-admission. These appeals are normally granted if the student appears to have addressed the problems which caused the suspension. The committee may prescribe a course of action for such students and may impose probationary conditions.

A summary of all Committee actions is given to the Chair of the Assembly and a report is provided at Assembly meetings.

PHILOSOPHY

The Committee attempts to act as a positive force to enable student to salvage an academic career. The Committee will normally deny appeals when it appears that the student is unwilling or unable to

depart from those actions which created the academic problem. These would include excessive work, course, or activity schedules and unrealistic academic aspirations. The Committee will usually approve the appeals of those students willing to adopt strategies which will enhance their probability for academic success. When the Committee recommends approval of an appeal of a suspension the Committee will normally impose restrictions such as: completion of specified courses and limits on course load and extracurricular activity. The committee may also impose conditions such as minimum grade points and attendance policies.

ATHLETIC COMMITTEE

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

Athletic Director, AIC representative, five faculty members, and two students.

FUNCTION:

This committee is responsible for enforcement of the athletic rules and regulations of the Arkansas Intercollegiate Conference and the National Association of Intercollegiate Athletics. The committee shall also provide input regarding the addition or replacement of coaching personnel. This committee shall review and provide guidance to the University on the overall athletic program.

OPERATING PROCEDURES:

Meetings shall be called by the chairman. Requests for a meeting may be made by any committee member. A quorum for conducting business shall be 51%. Periodic reports will be made to the UAM Assembly as required by the Constitution.

Meeting agendas shall be distributed three days prior to a meeting. Items for the agenda must be submitted in writing to the chair four days prior to the meeting. Only items on the agenda may be voted on. The committee may, however, declare an emergency by two thirds vote and consider an item for immediate action.

Athletic coaches shall be invited to attend all meetings. They shall have the right of voice, but not vote. The committee from time to time shall request reports from the head coaches. Athletic program reviews will be made at the discretion of the committee.

COMMITTEE ON COMMITTEES

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

UAM Assembly Chairperson, President of the Student Government Association, one faculty member elected by members of each academic department, one faculty member elected by members of the Library, and one staff member elected by staff members of the Assembly. The Chairperson of the Assembly shall call for the election of the Committee on Committees by September 15. Members shall serve a one-year-term, but may be re-elected.

On or before April 15, the SGA President shall submit the Chairperson of the Assembly a list of students who expect to be enrolled for the subsequent Fall and Spring Semester, and who are eligible for appointment to Assembly Committees.

FUNCTION:

Appoint the membership to Assembly Committees. On or before May 1, the Committee on Committees will notify the Assembly Chairperson of all committee appointments. The Assembly Chairperson will notify individuals of their committee assignment and the entire Assembly of committee appointments. All committee appointments will be effective May 15. Appointments may be made at other times to serve the unexpired terms. Upon notification, the Committee on Committees will replace individuals who miss three (3) consecutive meetings of their committees.

OPERATING PROCEDURES:

On or before April 15 the committee chairperson will send a committee preference questionnaire to all full-time faculty members. The committee will receive input from the SGA President on suggested student appointments. On or before May 1, the Committee on Committees will meet to select all committee appointments and will notify the Assembly Chairperson of all appointments. Appointments may be made at other times as necessary by nomination to the committee chairperson and campus mail balloting of the committee. Upon notification, the Committee on Committees will replace individuals who miss three consecutive meetings on their committees.

CURRICULUM AND STANDARDS COMMITTEE

(Text in bold approved Fall 2003)

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

One faculty member from each academic department (excluding **Academic Unit** Heads), four students, and a non-voting **Academic Unit** Head representative elected by the Academic Council. The member from the Department of Education shall provide liaison with the Teacher Education Committee. No two student members may be from the same department.

FUNCTION:

This is an institution-wide committee whose primary responsibility is the supervision of University academic standards and Departmental curriculum development at the undergraduate level. The committee makes recommendations to the Assembly on new major and minor programs, changes in existing programs, general changes in academic policy, matters pertaining to the General Education program, general and specific degree requirements, and course modifications, additions and deletions. The committee also makes recommendations to the Assembly on admissions standards for satisfactory progress and granting of honors, and academic thresholds for probation and dismissal. This committee is also charged with planning and implementing UAM's schedule, and with editorial responsibility for the academic sections of the UAM catalog.

In general, **Academic Unit** heads are responsible for presenting proposed program changes to this committee. However, others may make recommendations for program changes or general changes in academic policy provided the head of the **unit** involved receives advance notice and has the opportunity to be present whenever matters concerning his or her department are to be discussed. All matters appearing before this committee that have a potentially significant impact on the Teacher Education program shall be accompanied by a recommendation as to the feasibility of the proposed changes by the Chairperson of the Teacher Education Committee.

Agenda and minutes shall be sent to the Chancellor, Vice Chancellor for Academic Affairs, and to all **Academic Unit** heads.

OPERATING PROCEDURES:

I. Jurisdiction:

The Curriculum and Standards Committee has jurisdiction over all undergraduate academic matters in

the college catalog. Academic matters include things such as: course changes (additions, deletions, modifications or course descriptions); major, minor and general education requirements; overall requirements for all undergraduate student; approval of new program; and reinstatement of former programs.

In general, **Academic Unit** heads are responsible for presenting proposed program changes to this committee. However, others may make recommendations for program changes or general changes in academic policy provided the head of the department involved receives advance notice and has the opportunity to be present whenever matter concerning his or her **Academic Unit** are to be discussed. **(Note: in the operating procedures that follow, the terms academic unit head and proposer are both used to refer to the party originating the proposal).**

II. Procedures:

A. Copies of all proposals must be sent to the Vice Chancellor for Academic Affairs and to all **Academic Unit** heads at least ten **working** days before they are submitted to the Curriculum and Standards Committee. **Academic units** and the Vice Chancellor for Academic Affairs should send their written comments **by campus mail or e-mail to the proposer** and to the **Chair** of the Curriculum and Standards Committee. **The Chair will share with the committee any comments received. At the end of the circulation period, the proposer will submit a sufficient number of hard copies** (as designated by the committee **chair**) of the formal proposal and the proper Approval Sheet to the Curriculum and Standards Committee.

B. After proposals have been properly submitted to the Curriculum and Standards Committee, and distributed to members, a date shall be set for a preliminary review of the proposal by the committee. The purpose of this preliminary review will be to determine if any additional information will be required from the **academic unit**. **The proposer** will have at least one week to obtain the requested information and may request an extension if necessary. During this meeting another date shall be set for formal consideration of the proposal (**second reading**). **On the second reading date, the Curriculum and Standards representative from the academic unit submitting the proposal will be available to explain the proposal, defend it, and answer any**

questions. **If deemed necessary by a majority of the Committee, other individuals (e.g., academic unit heads/the proposer) may be asked to provide additional insights and information.** During the second reading the committee may reject the proposal, approve the proposal, or revise the proposal in consultation with the **designated representative to the Committee** and then approve it. The committee always reserves the right to **seek** additional information from the **proposer**.

C. The Curriculum and Standards Committee will forward to the Assembly a recommendation for approval or disapproval of a new proposal. Recommendations for approval will include a copy of the approved or revised proposal. From the Assembly, the approved document will be sent to the Chancellor for final action. Copies of the final approved document will be sent to the following: Chancellor, Vice Chancellor for Academic Affairs, Assembly Chair person, Curriculum and Standard Committee Chair person, Head of **Academic Unit** proposing changes, and Registrar.

D. All proposals and program changes which are to appear in the next two-year academic catalog must be submitted to the Curriculum and Standards committee by **October 30** of the year prior to printing the new catalog. **Proposers are responsible for circulating proposals in time to meet this deadline. The Committee may consider** proposals received after this date for inclusion in the **forthcoming catalog if the proposals are editorial in nature or driven by proposals previously approved by the Assembly.**

E. **The Committee strongly recommends the following:**

- 1. Proposals involving significant changes in campus-wide policies (for example, revisions to the Admissions, Academic Regulations, and Graduation Requirements sections of the catalog) should be submitted to the Committee in a non-catalog year. The academic units will then be able to incorporate significant changes in these procedures into their proposed catalog revisions.**

- 2. Proposals involving significant changes to the major and minor curriculum programs should be submitted to the Committee in a non-**

catalog year.

III. Format Instructions:

A completed version of the current Curriculum and Standards proposal form must be attached to all proposals. The proposer may attach additional sheets to the proposal form.

The format for the catalog description of courses is as follows:

Catalog description: Course symbol and number, title, hours of credit; prerequisites, if any; hours of lecture and/or laboratory; and exact catalog description using standard catalog prose (omission of articles and unnecessary words) in approximately 25 words.

In addition to the completed proposal form, the following information should be included as part of the proposal, and/or the proposer should be prepared to address the following issues:

A. Course Addition.

- 1. A syllabus for the proposed course MUST be included with the proposal.**
- 2. The proposer should be prepared to answer questions during the Curriculum and Standards Committee meetings regarding the following:**
 - a. Support: a statement of the appropriate faculty, library support, and any laboratories or equipment required; and availability of funds (if required) for setting up and continuing the course.
 - b. Planned frequency of the course, and the term in which the course will be first offered.

- c. Explanation of any duplication of courses currently listed in the catalog.

B. Course Deletion.

If the course is part of the requirements for majors or minors in other academic units, the proposer should be prepared to address this issue if requested by the Committee.

C. Course Modification.

Any of the pertinent items listed under II, A and B above.

If the existing course is being modified to the extent that the proposer feels a syllabus should be part of the proposal, the appropriate action is to submit proposals to delete the current course and add a new course.

D. Curriculum Proposals. This applies to both existing and new curricula. The proposal must include the following:

1. Detailed statement of curriculum requirements
2. **Any of the pertinent items listed under II, A and B above.**

III. Changes Required by External Agencies

A. Introduction

1. When curriculum changes are required by agencies external to UA-Monticello (i.e., accrediting agencies, learned societies, national professional organizations, etc.) the changes must be accompanied by the external agency's pertinent guidelines.
2. The committee recognizes that professional guidelines and

requirements may not be specified precisely by the external agency. Consequently the outline below is intended only as a guide to the kinds of questions that may be asked. The extent to which the proposal refers to the Mandate of an external agency as its justification will determine the amount and kind of documentation required

B. The committee may review professional guidelines and requirements in regard to the following:

1. COURSE ADDITIONS

- a) Do the professional guidelines mandate the exact course or courses requested?
- b) Is it possible that other already existing courses will satisfy the requirements?
- c) Does the addition of the course or courses increase the number of credit hours required in the discipline involved to the extent that the University of Arkansas at Monticello is no longer competitive with other institutions of higher learning in the discipline?
- d) Does the expertise already exist on campus to offer the course or courses?

2. COURSE DELETIONS

See item II B above.

3. COURSE SUBSTITUTIONS

See item II B above.

APPROVAL

SHEET

CURRICULUM

CHANGE

NOTE: One copy of this approval sheet must accompany the original of each proposal during the entire approval process. Proposals should be prepared according to the Guide and Format for submitting Course/Curriculum Proposals.

Date:

Department:

Signature of Initiating Academic Unit Head:

Desired Effective Date of Change:

Nature of Change (Circle One):

ADD DELETE MODIFY

Current Listing in Catalog:

New Listing for Catalog:

Justification:

Approved:

Date:

**Chair, Curriculum and
Standards Committee**

Chair Assembly

Chancellor

FACULTY EQUITY AND GRIEVANCE COMMITTEE

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

Seven faculty members.

FUNCTION:

This committee is designed to conduct an inquiry into individual faculty grievances when requested by the Chancellor in accordance with Step 2 of the academic grievance procedure as listed in the faculty Handbook. A “grievance” means a dispute, concerning terms and conditions of the employment arising from any administrative decision which the academic employee claims is in violation of rights under, or a failure to apply, established University personnel regulations, policies, or practices, or which results from a misinterpretation or a misapplication thereof. Not included are matter of non-reappointment, dismissal, award of tenure, and promotions. Procedures to be followed are listed in the Faculty Handbook.

OPERATING PROCEDURES:

The incoming committee will meet in May to elect officers. The Faculty Equity and Grievance Committee may meet at other times if and when it is so requested by the Chancellor that the Committee investigate a grievance matter. The function of the Faculty Equity and Grievance Committee shall be the same as it is outlined in the Faculty Handbook.

FACULTY RESEARCH COMMITTEE

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

Five faculty members.

FUNCTION:

This committee shall be responsible for seeking and recommending to the Vice Chancellor for Academic Affairs, the Assembly and ultimately to the Chancellor, the distribution of available research funds. The committee is also directed to actively promote research on the UAM Campus and to cooperate with other University of Arkansas campuses in this regard.

OPERATING PROCEDURES:

According to the UAM Constitution, the role of the Faculty Research Committee is three fold, and includes:

- 1) making recommendations to the UAM administration for the distribution of research funds, when available from the UAM administration,
- 2) actively promoting research on the UAM Campus, and
- 3) cooperating with other System campuses to promote research.

After lengthy discussions among committee members in 1988, it was decided that the committee should expand the “meaning” of research to include ALL scholarly activity. As such, the committee tried to define scholarship and scholarly activity. Here is the committee’s working definition:

Scholarship is the systematic pursuit of a topic, an objective, rational inquiry that involves critical analysis. It requires the precise observation, organization, and synthesis of information in the search for truth and order. Scholarship results in a product that is shared with others and that is subject to criticism of individuals qualified to judge the product (i.e., an essential element in judging scholarship is peer review). Activities include under the umbrella of scholarship are: academic publications, grants, contracts, papers presented at professional meeting, public lectures, membership on editorial boards or professional manuscripts, fellowships, and development of instructional and related materials (e.g., textbooks, video tapes, lab manuals, computer programs, etc.) In fields where appropriate, performances, concerts, exhibitions, and other creative endeavors are considered scholarship.

Scholarship is considered as separate from teaching and service. The “Report of the Task Force on Faculty Evaluation and Tenure” of the University of Arkansas (page 6 of the 1/13/89 draft) discusses the differences between teaching, service and scholarly activity.

In light of the committee’s responsibilities, the following operating procedures are proposed:

I. Officer Election

A. In the spring, after new committee appointments are made, elect new officers (Chair and Secretary).

II. Scholarly Activity

A. Early in the Fall semester, make assignments for initiating contacts with Department Heads and for gathering the appropriate materials.

B. After annual evaluations have been completed in the spring, the Committee will compile the material and submit its Annual Report by April 1 to the Vice Chancellor for Academic Affairs and the UAM Library.

III. Research Funds

A. If funds for research are available from the UAM administration for distribution, the Committee will

1. Develop guidelines for dispersal of funds.
2. Evaluate proposals based on:
 - a. How objectives fit guidelines.
 - b. Can the objectives be accomplished using the stated procedures.
3. Report results of assessments to UAM administration.

B. Report results of these activities to the Assembly ASAP.

IV. Cooperation with other System campuses

A. The committee will maintain lines of communication among the System campuses.

V. Committee Reports

A. Committee reports will be submitted to the appropriate parties as described under headings II and III above, plus a final report will be submitted to the Assembly at the end of the Spring semester.

LIBRARY COMMITTEE **CONSTITUTIONAL DESCRIPTION**

COMPOSITION:

Head Librarian, one faculty member from each department, and two students.

FUNCTION:

The Committee shall recommend practices which will facilitate general library development. Important among these is the establishment of proper guidelines for the acquisition of library materials. Funds for this purpose will be equitably distributed among the various faculties.

OPERATING PROCEDURES:

1. The Library Committee will meet at least once in the fall and once in the spring of the academic year. The Committee will meet on call when the need arises. This may be done at the initiative of the chairperson or at the request of Committee members or member.

2. The Committee secretary will records and distribute minutes of meetings.

3. The primary role of the Committee is an advisory one. Recommendations concerning

library matters are to be transmitted to the University Administration.

4. Other Committee functions are as follows:

1. Receive information from the Head Librarian concerning the operation of the University Library.
2. Serve as a liaison agency linking faculty members with the work of the library.
3. Keeping the respective academic departments informed about library policies and procedures.
4. Assisting the library staff by interpreting and explaining library policies and regulations for students and faculty.
5. Serving as an advisory group to work with the Head Librarian to achieve a more effective role of the library in the UAM community.

STUDENT AFFAIRS COMMITTEE

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

Three faculty members, the Director of Student Activities, one professional staff member, and three students.

FUNCTION:

This committee recommends policy concerning all non-academic student activities and student organizations. Its duties are to recommend certification of campus organizations for official campus recognition, to identify or recognize sponsors or advisors for student organizations, to recommend standards of behavior for UAM students, and to otherwise promote the establishment of a University environment conducive to student welfare. The Committee deals with appeals of suspension or revocation of official campus recognition for student organizations after all other campus avenues have been explored. Ordinarily, the decisions of this committee are to be regarded as final and effective

immediately, however, the committee decisions may be appealed to the Assembly.

OPERATING PROCEDURES:

HEARINGS

1. Student organizations which are accused of violating the Student conduct Code have their accusations adjudicated by the Dean of Student.
2. The Student Affairs Committee is the appellate body for decisions made by the Dean of Students in cases involving student organizations.
3. An organization wishing to appeal a decision should send a request for an appeal hearing to the Chairman of the Student Affairs Committee.
4. The Chairman will convene the Committee as quickly as possible.
5. If the Dean of Students is serving on the Student Affairs Committee, he will be enjoined from sitting on the Committee while it is adjudicating the appeal.
6. The following order of events will be followed in the hearing:
 1. The chairman or secretary will call the hearing to order.
 2. Introductions are made.
 3. A representative of the organization states his rationale for believing that previous decision was unfair. This representative then answers questions from the committee and the Dean of Students.
 4. The Dean of Students presents the rationale for his decision in case. The Dean of Students then answers questions form the Committee and the representative of the organization.

5. Witnesses supporting the organization give their testimony and are questioned by the individuals participating in the hearing.
6. Witnesses supporting the Dean of Students give their testimony and are questioned by the individuals participating in the hearing.
7. The representative for the organization presents his final arguments.
8. The Dean of Students presents his final arguments.
9. All leave except the members of the Student Affairs Committee who stay for their deliberation and voting.
10. After a final vote is taken and a decision is made, the Committee communicates its decision to the organization in person or by letter.
11. The Student Affairs Committee may affirm, reverse, reduce, or modify the original decisions. The committee may not take any action which is an increase in the severity of the original action.

MEETINGS

1. At the beginning of each year each of the committee members is to be sent a blank schedule from to request that the committee members return a copy of their schedule, so that a meeting time can be selected which as many of the committee members as possible will be able to attend.
2. Upon receipt of the schedules from the committee members, a meeting time can be selected for the initial meeting of the year. This time and location can then be mailed out to the members of the committee.
3. First meeting of the year - The first meeting of the year is called to order.
 - 1) The first order of business of the meeting is to elect a chairman and a

secretary.

2) The second item of business is to review the function of the committee for new committee members.

3) The committee should review actions taken by the committee in the preceding year as a means of familiarizing new committee members with what in the past has been the regular business of the committee.

4) The committee should determine if there are additional issues or problems which should be considered within the purview of the committee.

5) The committee should review existing correspondence and docket items to determine if there is pending business.

6) If there is no pending business, the committee can adjourn until one of the members request that it meet again or until some item of business arises.

RECOGNITION OF STUDENT ORGANIZATIONS

1. The Director of Student Activities will contact the Student Affairs Committee to notify the committee that a group of students has approached him requesting recognition as an organization.

2. Groups wishing to receive recognition must submit three copies of their constitution to the Director of Student Activities and a list of five interested members to be considered for recognition. This information is passed on to the Student Affairs Committee.

3. The Student Affairs Committee review the constitution to determine

1) That the document contains all needed information to be a workable constitution.

2) That the function and purpose of the organization is compatible with university policies and philosophy

- 3) That the organization's policies and procedures are not in violation of local, state, federal law or university policies.
- 4) After viewing documents and information concerning the organization, the committee will have a hearing with representatives from the prospective group. These representatives should be given an opportunity to address any question or concerns which the committee has regarding the prospective organization or its constitution.
- 5) The Student Affairs committee votes to grant recognition or to deny recognition. If recognition is denied the committee will inform the organization of the rationale for the denial.
- 6) The Student Affairs Committee reports all of its actions to the UAM Assembly for approval.

TEACHER EDUCATION COMMITTEE

CONSTITUTIONAL DESCRIPTION

COMPOSITION:

Chairperson of the Department of Education (who shall serve as the Chairperson of this Committee); three faculty members from disciplines that prepare teachers; three faculty members from the Department of Education (one in elementary education, one in educational foundations, and the Director of Field Experiences); and two students (one majoring in Elementary Education and one working toward certification in Secondary Education, to be designated by the UAM Student National Education Association).

This committee shall formulate policy, review programs and provide institutionwide guidance within the purview of teacher education. The committee also makes recommendations to the Curriculum and Standards Committee on curriculum matters related to teacher education via the curriculum review process.

OPERATING PROCEDURES:

MEETINGS

The Teacher Education committee shall meet at least monthly during September, October, November, February, March, and April. The committee may meet more frequently and during other months as the need arises.

QUORUM

Five of the nine members comprising the committee shall constitute a quorum.

INITIATED ITEMS

Committee members may place pertinent items of the agenda by notifying the chair in writing at least five (5) days prior to a meeting. While items not on the agenda may be discussed during a meeting, only those items on the agenda may be considered for a vote.

REFERRED ITEMS

Agenda items may be referred to this committee from other committees. For consideration at a meeting, such items must be submitted to the chair at least five (5) days prior to a meeting. Subjects not on the agenda may be discussed but not voted upon at a meeting.

MINUTES

Minutes of all meetings and explanatory materials, related memoranda, committee-sponsored reports, etc. shall be maintained in bound volumes by the permanent chairperson for the committee who also serves as Head of the Department of Education. The secretary of the committee shall be responsible for recording and preparing the minutes of the committee.