

# CHANGES TO BYLAWS

## THE GRADUATE SCHOOL OF EDUCATION

### REPORT TO THE RIVERSIDE DIVISION

December xx, 2017

#### To be adopted:

Proposed Changes to GSOE Bylaws 1.1 to 5.1.1

#### **PRESENT:**

1.1 The Faculty of the Graduate School of Education, Riverside consists of (a) the president of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the Graduate School of Education; (e) all members of the Academic Senate who are members of the Graduate School of Education; (f) designated Senate members from other colleges and schools at Riverside, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case, such members are appointed by the Chair of the Faculty upon nomination of the Dean of the agency represented; (g) such other Senate members as may be specified by the bylaws of the Division.(Am May 2005)

1.2. Only voting members of the Academic Senate are eligible to vote in the Faculty of the Graduate School of Education. However, all persons with academic appointments in the Graduate School of Education may attend meetings of the Faculty and have the privilege of the floor. The Dean and Chair of the Faculty may invite guests to attend meetings and have the privilege of the floor.(Am May 2005)

2.1 The Officers of the Faculty consist of a Chair and a secretary.

2.1.1 The Chair of the Faculty is elected for a three-year term and is not eligible to succeed himself/herself immediately. The election is conducted in accordance with the procedure

#### **PROPOSED:**

1.1 The Faculty of the Graduate School of Education at the University of California, Riverside consists of (a) the president of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the Graduate School of Education; (e) all members of the Academic Senate who are members of the Graduate School of Education; (f) designated Senate members from other colleges and schools at Riverside, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case, such members are appointed by the Chair of the Faculty upon nomination of the Dean of the agency represented; (g) such other Senate members as may be specified by the bylaws of the Division.(Am May 2005)

1.2 (no change)

2.1 (no change)

2.1.1 (no change)

prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the secretary of the Faculty will serve as Chair. If a person so elected fills the vacancy for a period of not more than one year, the provision of this bylaw with regard to immediate reelection shall not apply and he/she shall be eligible for immediate reelection at the end of his/her term. (Am 25 Jan 72) (Am 22 May 03)

2.1.2 The secretary of the Faculty is chosen by the Executive Committee from among its membership at the first meeting of the academic year. The term of office is one year. (Am 25 Jan 72)(Am May 2005) 2.1.2 (no change)

2.1.3 The election of the Chair of the Faculty shall be conducted as provided in chapter 7 of the bylaws of the Division. 2.1.3 (no change)

2.1.4 The Chair assumes office on the first day of September following his/her election at a regular election or immediately upon completion of the ballot count at a special election. The secretary takes office immediately upon appointment (Am 25 Jan 72)(Am 30 May 06) 2.1.4 (no change)

3.1 Meetings may be called by the Chair of the Faculty or by the Dean of the school. At the written request of five voting members of the Faculty, the Chair must call a meeting. He/she must call at least one meeting each regular term in each year. (Am 25 Jan 72) 3.1 Meetings may be called by the Chair of the Faculty or by the Dean of the school. At the written (email) request of five voting members of the Faculty, the Chair must call a meeting. He/she must call at least one meeting each regular term in each year. (Am 25 Jan 72)

3.1.1 A quorum consists of twenty-five percent of the members of the Faculty. (Am 25 Jan 72) 3.1.1 (no change)

3.1.2 A motion to submit a measure to ~~mail~~ or e-mail ballot has precedence over a motion for a vote in a meeting.(Am May 2005) 3.1.2 A motion to submit a measure to e-mail ballot has precedence over a motion for a vote in a meeting.(Am May 2005)

3.1.3 The Chair must send, at least five days before each meeting, ~~copies of the call~~ for the 3.1.3 The Chair must send, at least five days before each meeting, a call for the meeting

meeting together with all pertinent documents ~~to each member of the Faculty~~. The Faculty shall not change curricular requirements of the school or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting. (Am 25 Jan 72)(Am may 2005)

together with all pertinent documents. The Faculty shall not change curricular requirements of the school or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting. (Am 25 Jan 72)(Am may 2005)

3.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by Robert's Rules of Order, Newly Revised.

3.1.4 (no change)

3.1.5 The minutes of every meeting of the Faculty shall be recorded by a staff member, reviewed and edited by the secretary of the Faculty and Faculty Chair, and sent ~~within ten days to every member of the Faculty~~. (Am May 2005)

3.1.5 The minutes of every meeting of the Faculty shall be recorded by a staff member, reviewed and edited by the secretary of the Faculty and Faculty Chair, and sent to every member of the Faculty one week prior to the following Faculty Meeting. (Am May 2005)

4.1 There shall be an Executive Committee consisting of the Chair of the Faculty, ex officio; the Dean of the school, ex officio; a Faculty member from each Area Group as provided in E4.1.1 and Director of Teacher Education, ex officio. No member is eligible for immediate reelection (except as an ex officio member), but he/she becomes eligible after one year of non-service. The Chair and secretary of the Faculty occupy corresponding offices in the Executive Committee. (Am 25 Jan 72)(Am 25 May 00)(Am May 2005) (Am 29 May 12)

4.1 (no change)

4.1.1 The elected faculty membership shall consist of one representative from each Area Group, elected at large from the Graduate School of Education who will represent each Area Group. (Am 25 Jan 72)(Am May 2005) (Am 29 May 12) (Am 2 Dec 14)

4.1.1 (no change)

4.1.1.1 The term of office of members of the Executive Committee is two years.

4.1.1.1 (no change)

4.1.1.2 The election of Faculty members is held by ~~mail~~ ballot as provided in chapter 7 of

4.1.1.2 The election of Faculty members is held by email ballot as provided in chapter 7 of

the bylaws of the Division. For purposes of these elections, members of the Executive Committee are considered Officers of the Faculty of the school. Members of the Executive Committee take office on the first day of September following their election at a regular election or immediately upon completion of the ballot count at a special election. (En 25 Jan 72)(Am 22 May 07)

the bylaws of the Division. For purposes of these elections, members of the Executive Committee are considered Officers of the Faculty of the school. Members of the Executive Committee take office on the first day of September following their election at a regular election or immediately upon completion of the ballot count at a special election. (En 25 Jan 72)(Am 22 May 07)

4.1.1.3 Whenever the Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Division conducts an election in accordance with the prescribed procedure, provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if he/she anticipates an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive Committee.(En 25 Jan 72)(Am May 2005)

4.1.1.3 (no change)

4.1.2 The Executive Committee has the following functions:

4.1.2 (no change)

4.1.2.1 The Executive Committee has the general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.

4.1.2.1 (no change)

4.1.2.2 The Executive Committee appoints and designates the Chairs of all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty. (Am 25 Jan 72)

4.1.2.2 (no change)

4.1.2.3 The Executive Committee acts finally (a) in the awarding of all degrees to students of the school in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.

4.1.2.3 (no change)

(Am 29 May 12)

4.1.2.4 The Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of school instructional programs, curricula, and credential programs. (Am 25 Jan 72)(Am May 2005)

4.1.2.4 (no change)

4.1.2.5 The Executive Committee makes recommendations to the Division regarding courses. (Am 29 May 12)

4.1.2.5 (no change)

4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the Graduate School of Education regarding proposals for the establishment of new program areas or modifications of existing program areas.(Am May 2005)

4.1.2.6 (no change)

4.1.2.7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.

4.1.2.7 (no change)

4.1.2.8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the Graduate School of Education.(Am May 2005)

4.1.2.8 (no change)

4.2 There shall be a standing teacher education committee ~~consisting of one representative from each Graduate School of Education~~ teacher credential program, including one representative from UCR Extension; the Director of Teacher Education, ex officio; the Dean of the Graduate School of Education, ex officio; and, when possible, one graduate student representative ~~selected by the Graduate Student Association of GSOE, without voting rights~~. The Chair shall have the right to ask for a closed meeting, excluding student member, under certain circumstances, including but not limited to discussions of personnel matters, and of students when student privacy is a concern. The duty of the committee is to advise on the operation of teaching credential programs.(En 25 Jan 72)(Am may 2005) (Am 29 May 12) (Am 2 Dec 14)

4.2 There shall be a standing teacher education committee, consisting of a Chair and two other ladder faculty members, along with the following: at least one member representing the teacher credential program; one representative from UCR Extension, ex officio, the Director of Teacher Education, ex officio; the Dean of the GSOE, ex officio; and one graduate student representative and one from the Student Representative Committee, both without voting rights. The Chair shall have the right to ask for a closed meeting, excluding student members, under certain circumstances, including but not limited to discussions of personnel matters, and of students when student privacy is a concern. The duty of the committee is to advise on the operation of teaching credential programs. This committee also works in conjunction with the GAC with regard to the M.Ed. degree, which is closely aligned with teacher

education. (En 25 Jan 72)(Am may 2005) (Am 29 May 12) (Am 2 Dec 14)

4.3 There shall be a standing graduate advisory committee consisting of Faculty members from each Area Group, the graduate advisor, ex officio, and the Dean of the Graduate School of Education ex officio; and, when possible, one graduate student representative ~~selected by the Graduate Student Association of GSOE~~, without voting rights. The Chair shall have the right to ask for a closed meeting, excluding student member, under certain circumstances, including but not limited to discussions of personnel matters, and of students when student privacy is a concern. The duty of this committee is to advise on the operation of graduate degree programs ~~except the M.Ed. program.~~ (En 25 Jan 72)(Am May 2005) (Am 29 May 12)

~~4.4 There shall be a standing M.Ed. and Education Minor advisory committee consisting of at least two Faculty members, the Director of Teacher Education who shall be the M.Ed. graduate advisor, ex officio, and the Dean of the Graduate School of Education, ex officio. The duty of this committee is to advise on the operation of the M.Ed graduate degree program and to have oversight over the Education Minor.(En 5 May 2005) (Am 2 Dec 14)~~

5.1 Elections are conducted as specified in E2.01.01, E2.01.03, E4.01.01, E4.01.01.01, E4.01.01.02, E4.01.01.03, and E4.01.01.04. (En 25 Jan 72)

5.1.1 ~~Mail~~ balloting on measures referred to the whole Faculty of the school by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Division following the provisions of chapter 7 of the Division bylaws. (En 25 Jan 72)

6 Amendments and Suspensions of Bylaws and Regulations

6.1 These bylaws can be amended or

4.3 There shall be a standing graduate advisory committee consisting of faculty members from each Area Group; the Graduate Advisor, ex officio; the Associate Dean of the Graduate School of Education, ex officio; and, when possible, one graduate student representative, without voting rights. The Chair shall have the right to ask for a closed meeting, excluding student member, under certain circumstances, including but not limited to discussions of personnel matters, and of students when student privacy is a concern.

The duty of this committee is to advise on the operation of graduate degree programs (M.Ed., M.A, and Ph.D.). (En 25 Jan 72)(Am May 2005) (Am 29 May 12)

4.4 There shall be a standing undergraduate education committee. The members of the committee will consist of a Chair and a minimum of four members of the GSOE; the Chair plus two members must be ladder faculty. The Associate Dean of Undergraduate Education shall be ex-officio. The duly of this committee is to advise on the operation of all program that pertain to undergraduate education in the school. (En 5 May 2005) (Am 2 Dec 14)

5.1 (no change)

5.1.1 Email balloting on measures referred to the whole Faculty of the school by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Division following the provisions of chapter 7 of the Division bylaws. (En 25 Jan 72)

6 (no change)

6.1 (no change)

suspended only as provided in chapter 6 of the bylaws of the Division and in E3.01.03. (En 25 Jan 72)

**Statement of Purpose and Effect:** The purpose of these changes in the GSOE Bylaws is to incorporate the new Undergraduate Education Major by establishing a standing committee in the GSOE, the Undergraduate Education Committee. Other minor changes included wording to bring the document up-to-date and the establish connections between the Teacher Education Committee and the Graduate Advisory Committee. We removed ex officio members from committees to streamline committee operations.

Approved by the GSOE Faculty on \_\_\_\_\_: [May 9, 2017](#)

Or

Submitted by Jan Blacher: [May 22, 2017](#)

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Section below is for Senate use only

(if applicable) Approved by the Committee on \_\_\_\_\_: [\(Insert date of committee approval\)](#)

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

[\(leave blank\)](#)

Received by Executive Council:

[\(leave blank\)](#)