OTIS COLLEGE OF ART AND DESIGN

From the 2019-20 Faculty Handbook (beginning on page 13)

ACADEMIC GOVERNANCE: ACADEMIC ASSEMBLY AND FACULTY SENATE

Mission
Faculty members participate in the academic governance of the College through discussion and consultation in the Academic Assembly and Faculty Senate.

The Academic Assembly and Faculty Senate are advisory bodies. Through the committees and actions of the Academic Assembly, the faculty exercise primary responsibility for academic leadership, including the structure, philosophy, content, and assessment of the curriculum.

ACADEMIC ASSEMBLY

Working Structure and Responsibilities
Academic Assembly meetings are scheduled regularly throughout the academic year. The Executive Committee may call special meetings. Emergency meetings may be called on three days' notice.

Communication of notice is through Otis College campus e-mail and will normally be provided at least five business days in advance.

The agenda focuses primarily on the work of the committees. Members of the Academic Assembly may also place items on the agenda by contacting the Executive Committee in advance. The administration may be called on to give status reports to the Academic Assembly.

Voting

The Executive Committee will determine which proposals require two readings by the Assembly. Assembly votes may be by verbal, written, or electronic ballot, but not by proxy. Motions must be passed by a majority of the quorum.

All Academic Assembly approved recommendations are forwarded to the Provost for review and recommendation to the President. Recommendations approved by the President will be incorporated into the Faculty Handbook or other appropriate document by the Human Resources department.

Minutes
Minutes of each Academic Assembly meeting shall be taken and submitted in a timely fashion to the

Provost for review. They will include all assembly members present and absent, and all actions taken. The minutes are presented to the Academic Assembly for review and ratification at the following meeting. Once reviewed and ratified, the minutes are posted on the LMS.

Membership
The Academic Assembly includes voting and ex officio members. Voting members of the Academic Assembly include Chairs, assistant Chairs, full-time, and adjunct faculty. Ex officio members of the Academic Assembly include the President, the Provost, the Associate Provost, and other nonvoting members of the Academic Assembly committees.

Leadership
The Academic Assembly is led by co-Chairs, who are elected from those who are and have been voting members for at least two years. One Department Chair or assistant Chair and one full-time faculty member are elected and serve as Co-Chairs for a period of two years. Co-Chairs are elected on alternate years.

FACULTY SENATE

Mission
The Otis College Faculty Senate is an independent body that participates with the College in shared governance through its commitment to academic integrity and academic freedom. Working in coordination with Academic Assembly, the Faculty Senate promotes faculty participation in institutional decision-making, encourages collegial cooperation among all members of the Otis College community, and advocates for their mutual wellbeing. The Faculty Senate provides a discrete democratic forum for discussion, consensus-building, proactive communication, and productive action.

Working Structure and Responsibilities
The Faculty Senate provides input and promotes faculty participation in a broad range of institutional issues and policy-making related to the interests and concerns of full-time and adjunct faculty members. The Faculty Senate discusses issues being deliberated by Academic Assembly committees to clarify faculty perspectives. It conducts independent research into and discusses issues—apart from Academic Assembly committee deliberations—including all policies governing faculty promotion, compensation, benefits, workload, contract renewal/non-renewal, distribution of College resources, program development, retrenchment, and redirection to present a unified perspective to the Academic Assembly and/or College Administration. A general meeting of the Faculty Senate will be held each semester.

Membership
Membership of the Faculty Senate consists of all full-time and adjunct faculty members. Faculty Senate
Steering Committee meetings are intended primarily for Steering Committee members, although the meetings are open to the entire Faculty Senate membership.

Leadership

The Faculty Senate Steering Committee is the leadership body for the Faculty Senate and consists of one full-time or adjunct faculty representative from each department. Representation on the Steering Committee is determined by the full time and adjunct faculty of each department. Members of the Faculty Senate Steering Committee serve a three-year term, which is recognized as Service to the College. The Steering Committee provides discernment, support, and liaison functions for the Faculty Senate. As representatives, they are expected to attend all meetings of the Faculty Senate, the Faculty Senate Steering Committee, and the Academic Assembly. They are responsible for actively communicating with full-time and adjunct faculty members in their department.

The Faculty Senate leadership consists of two co-Chairs who are appointed by the Faculty Senate Steering Committee and the Ex-Officio Chair. The junior co-Chair is selected from those on the committee for the first year and will become senior co-Chair in their second year of service. The co- Chairs of the Faculty Senate serve as the chief spokespersons and liaison to Otis College Administration. The senior co-Chair will move to Ex-Officio in the third year on the committee. The Faculty Senate shall select a Scribe to work with the Faculty Senate co-Chairs to set meeting agendas, record minutes, and distribute both to its membership.

OPERATION OF THE ACADEMIC ASSEMBLY AND ITS COMMITTEES

Quorum

A quorum shall consist of a simple majority (50% plus one) of the voting membership. For voting purposes a quorum is required and may be achieved electronically.

Majority

A majority will be defined as one-half plus one of those voting.

Proposals

Committee proposals requiring subsequent vote and approval by the Academic Assembly will be submitted to the Academic Assembly in writing. Committee proposals not requiring approval by the Academic Assembly will be submitted to the Provost in writing.

Readings

Committee Chairs will forward proposals requiring Assembly voting to the Executive Committee Chair
who will distribute them to the Assembly members. Proposals will be circulated via e-mail at least two weeks in advance of the vote and will constitute a first reading. Committees making proposals may hold an open forum after the first reading and prior to the vote. When second readings are required, discussion in the meeting at which the vote is taken may constitute the second reading.

Minutes

Committees shall take and approve minutes of their meetings and Committee Chairs shall post approved
minutes. The minutes shall include all committee members noted as present or absent and all actions taken.

Membership
All committees will include a balance of Chairs, full-time and adjunct faculty, and the appropriate ex officio members in its membership. The Provost is an ex officio member of all committees. Committee members are nominated by the Chair of each department, and their names are forwarded to the Executive Committee of the Academic Assembly for review to ensure an equitable distribution of membership representation from each program area, except programs too small to provide representation on all committees. In the event of an in-equitable distribution, the Executive Committee will ask Chairs to provide additional candidates. The Executive Committee will present their approved committee assignments to the Academic Assembly for final approval. Members of the committees will be appointed to terms of one, two, or three years, as outlined in the committee description. Student members of the appropriate committees will be designated by the Otis Student Union, as coordinated by the Dean of Student Affairs.

Leadership
Committees will elect their own Chair(s).

Resources and Support
The College will support the Academic Assembly, its committees, and the Faculty Senate with resources to succeed in their missions including, but not limited to, meeting facilities, technology, and clerical support.

ACADEMIC COMMITTEES Executive Committee *Mission*
The purpose of the Executive Committee is to facilitate the business of the Academic Assembly and serve as the liaison to the administration representing the recommendations and input from the Academic Assembly.

Working Structure and Responsibilities
The Executive Committee provides for the transition of the newly elected Chairs of the Academic Assembly through support and counsel, and maintains the ongoing records of the Academic Assembly and its committees.

The responsibilities of the Executive Committee include the following:
- Record and make available minutes of Academic Assembly meetings to the members of the Assembly;
- Administer all elections and votes of the Academic Assembly;
- Keep records of the Academic Assembly;
- Ensure appointments of members and Chairs to standing Academic Assembly committee positions; and

- Annually review and ensure that the number, nature, and structure of each committee are consistent with Handbook guidelines, and review the effectiveness of the committees
- The Executive Committee will meet as necessary.

Membership
The membership of the Executive Committee includes the current co-Chairs of the Academic Assembly, the immediate past co-Chair of the Academic Assembly, the Scribe of the Academic Assembly, and the Provost.

Leadership
The senior Academic Assembly co-Chair normally serves as Chair thereof.

Curriculum Committee

Mission
The Curriculum Committee participates in shared academic governance by overseeing the College's educational curricula.

Working Structure and Responsibilities
The Curriculum Committee receives proposals for changes to the College's curricula (which may regard new programs or degrees, new courses or course sequences, amendments to existing curriculum, and so on), whose submission is based on and formatted per the Curricular Review Criteria and Guidelines published in the *Faculty Handbook*. The Curriculum Committee reviews, approves, and submits recommended curricular changes to the Academic Assembly in writing. The Curriculum Committee oversees the Curricular Review Criteria and Guidelines.

Membership
The Curriculum Committee membership consists of one representative from each academic department and/or program, including at least six faculty members. Academic representatives serve on the Committee for two consecutive years. Ex officio committee members include the Dean of Enrollment Management, Senior Director of Information Technology, Director of Library, a representative from the Provost's office, the Registrar/Associate Registrar, and one officer of the Executive Board of the Students' Union (SU). Ex officio members serve annually.

Leadership
Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co-Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or Academic Assembly.

Personnel Committee

Mission

The Personnel Committee serves the College by reviewing, systematizing, and proposing revisions to the policies and procedures affecting the work of the faculty.

Working Structure and Responsibilities

The Personnel Committee deliberates on, generates, and reviews proposals for personnel and faculty policy and procedures it deems appropriate to its mission. To this end, the Committee also revises the Faculty Handbook to keep it in line with current practices, accreditation requirements, and the vision and mission of the College. New policies, as well as revisions or changes to existing policies, are subsequently recommended to Academic Assembly for discussion and approval. An exception would be changes, which are reserved by the College (see "Integration Clause and the Right to Revise"). The Committee may create subcommittees to facilitate the timely accomplishment of its goals. The senior Co-Chair writes a summary of the past year's actions and a synopsis of pending and possible actions for the following year that are archived in the Personnel Committee's online record. The Committee works closely with the Offices of the Provost and Human Resources.

Membership

The Personnel Committee includes one representative from each academic department. Members serve on the committee for two consecutive years. The Provost and Vice President of Human Resources serve as ex officio members.

Leadership

Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co-Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or Academic Assembly.

Rank and Promotion Committee

Mission

The Rank and Promotion Committee participates in the initial designation of rank for all new faculty members, evaluates all applications for promotion by full-time and adjunct faculty using established College criteria, and makes recommendations for advancement in rank to the Provost.

Working Structure and Responsibilities

The Rank and Promotion Committee will annually review and evaluate the Academic Rank and Promotion procedures and policies with input from the Provost, and submit any recommended changes to the Personnel Committee. Designation of initial rank for all faculty is proposed by the Department Chair and requires the review and approval of the Chair of the Rank and Promotion Committee (acting on the committee's behalf) and the Provost. Promotion of full-time and adjunct faculty is initiated by the faculty member in consultation with the Home Department Chair. The Rank and Promotion Committee shall recommend promotions only after careful

review of a candidate's qualifications and experience in relation to established College criteria. Change in status from Lecturer to Senior Lecturer is initiated by the Department Chair and requires the review and approval of the Chair of the Rank and Promotion Committee (acting on the committee's behalf) and the Provost.

Membership

The Rank and Promotion Committee will have nine (9) members representative of all the academic programs of the College. Conditions are as follows:

- The makeup will consist of no more than two Chairs or Assistant Chairs, at least three full-time faculty, and at least two adjunct faculty.
- Nominees for the Rank and Promotion Committee should represent a range of disciplines.
- The Rank and Promotion Committee will be selected from the academic body of department chairs, full- time faculty, and adjunct faculty.
- A portion of the committee will be selected annually. The terms of committee member service will be staggered so that the committee will not have all new members each year. Each committee member will serve for two years.

Leadership

Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co-Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or Academic Assembly. The outgoing senior Co-Chair is encouraged to serve for a third year in the capacity of neutral advisor at large to faculty members preparing applications for promotion of rank.

Assessment Committee

Mission

The Assessment Committee has the overall responsibility for developing the College assessment plan and is charged with planning, developing, and disseminating procedures for the assessment of institutional effectiveness, and assuring continuous improvement in educational programs and related services.

Working Structure and Responsibilities

The Assessment Committee works with programs to develop and maintain a framework for ongoing assessment and to promote a "culture of evidence." The Assessment Committee supports the institution in the process of collecting, organizing, evaluating, and validating existing and new evidence-gathering and assessment methodologies in programs at Otis College. The Committee supports a flexible assessment framework that allows for a diversity of evidence across programs in support of the improvement of student learning. The Committee oversees the development of vehicles to archive student learning outcomes at both a program and

College-wide level; coordinates and reviews the criteria for Program Review; reviews outcomes from College-wide annual assessment and periodic Program Review; and supports the WASC Accreditation Liaison Officer (ALO) in the preparing and writing of accreditation assessments.

Membership
The membership of the Assessment Committee reflects the institution-wide scope of assessment at Otis and consists of representatives from all programs.

Leadership
The Provost's Office provides the leadership for the Assessment Committee.

Academic Standing Committee

Mission
The Academic Standing Committee reviews cases where a student's academic performance has not met the academic standards and policies of the College. The College policies are published in *The Hoot* (Course Catalogue and Student Handbook*)* and state the following:

> The student must maintain a minimum semester and cumulative grade point average (GPA) of 2.0. If the student fails to meet the minimum requirement, the student will be put on probationary status for the period of one semester. If at the end of that semester the student is unable to meet the minimum requirement of 2.0 in either the semester or cumulative grade point average, the student will be dismissed from further study at the College. The College also reserves the right to dismiss a student after one semester, if the College feels that the student does not meet the minimum standards for academic and collegiate success.

Membership
Each academic department has a representative on the Academic Standing Committee. The Registrar and the Dean of Student Affairs (or designees) are ex officio members, and the committee is chaired by a representative from the Provost's Office. The Registrar identifies the cases for review and provides the committee with appropriate data, including the academic record and an analysis of the academic record.

Working Structure and Responsibilities
The committee reviews cases where a student's cumulative GPA falls below 2.0 for two consecutive semesters, as well as applications for readmission from students who were previously dismissed due to poor academic performance. The committee also reviews students who are applying for readmission whose last semester at the college was below 2.0.

Decisions of the Committee
The committee reviews these cases and takes appropriate action, which may include continued academic probation, dismissal, probationary readmission, or refusal of readmission. The

committee does not review placement of the student in a particular year or semester, nor in a particular department.

When necessary, a student is referred to the appropriate Department Chair, who will assess a portfolio of the student for appropriate placement.

Guidelines for Discussions/Decisions (for the Committee Members)
If decisions regarding academic performance were strictly objective, there would be no need for a committee. Thus committee members are asked to carefully weigh and assess the potential of each student brought before the committee to succeed in courses at Otis College, based on the following criteria.

> #### Has the student demonstrated the ability to succeed at Otis?
> There is an assumption with applications for readmission or appeals of a prior dismissal that there would be a recognized change in the student in terms of their maturity and ability to address and overcome issues that may have previously impeded success. Because the student's prior academic record at Otis College did not meet published standards, the student needs to demonstrate an ability to succeed.
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> This may include, but is not limited to, the following:
> - The student's acknowledgement and awareness of the issues that may have caused them to fail, and constructive ways of addressing those issues (either stated in written form or verbally during an interview);
> - Demonstrated "preparedness" and commitment to meet the demands of college;
> - Successful grades in course work outside of Otis College at an accredited institution in comparable courses; and
> - Demonstrated ability to follow the recommendations of the committee to meet deadlines and write a statement addressing appropriate concerns.

Leadership
The Provost's Office provides the leadership for the Academic Standing Committee.

Faculty Development Committee

Mission
The Faculty Development Committee acts as a central advisory group for faculty development activities and initiatives in the College. The committee is dedicated to supporting faculty in their pursuit of excellence in teaching effectiveness, professional achievement, research, and collegiality.

Working Structure and Responsibilities
The Faculty Development Committee initiates, reviews, and communicates faculty development opportunities and activities in coordination with various entities within the College, including the

Academic Assembly, academic departments, the Teaching/Learning Center (TLC), and the Provost's Office.

The committee reviews and prioritizes candidates for sabbatical leave for recommendation to the Provost and the President for final approval. The committee reviews Faculty Development Grant applications, makes recommendations to the Provost regarding grant awards, monitors and facilitates the distribution of grant funds, and monitors grant recipients' reporting to the College community.

Membership
The Faculty Development Committee consists of one representative from each academic department. Individuals serve on the committee for two years. The Provost's Office, Senior Director of the Library, Vice President of Human Resources, and selected representation from other academic programs serve as ex officio members.

Leadership
Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co-Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or Academic Assembly.

Faculty Posts

The Academic Assembly will elect a Faculty Representative for a two-year term to the Board of Trustees and the Board of Governors. The representative reports on the activities of the Academic Assembly and acts as a liaison to the Boards and its committees.