

## **Bylaws and Operating Procedures of the College of Education California State University, Dominguez Hills**

These bylaws are meant to guide the shared governance of the College of Education. They reflect our vision to prepare critical educators to co-create and enact transformative change and to create humanizing policies and processes as we do our shared work. They are the foundation of our mission to construct brave spaces that foster the holistic development of educators, allow us to challenge and dismantle systems of power and privilege in institutions of education (including our own), and re-imagine equitable, responsive, and just learning experiences for all learners, especially those from minoritized groups within our college and in our local schools.

They include a description of the College community membership (I); details of college-wide meetings (IV); a list of the eight standing committees of the College with their charges and membership (V); a discussion of policymaking in the COE (IV) and ratification information to explain how the bylaws can be edited or amended (VI).

### **I. Membership and voting**

The faculty and staff of the departments and programs of the College of Education (hereafter 'College' or 'COE') shall constitute the constituents of the College for the purposes of review and recommendations regarding policies and practices within its jurisdiction.

a. "Faculty" is defined as all tenured faculty, all probationary faculty, and all temporary faculty ("lecturers") regardless of time base who are currently employed by the College and not on unpaid leave. This includes those in the Faculty Early Retirement Program (FERP).

b. "Staff" is defined as all permanent staff, all probationary staff, and all temporary staff ("emergency hires") regardless of time base who are currently employed by the College and not on unpaid leave. This does not include Student Assistants.

c. All polling of constituents shall be by electronic ballot open for no less than five (5) working days.

d. Unless otherwise specified in committee charges below, elections for service on the Standing Committees of the College of Education shall take place in Departments each Spring or as vacancies arise.

### **II. General All-Faculty & Staff College Meetings**

General meetings of the faculty and staff shall be held at least once each semester, and by petition of the constituents. These will be organized and run by the Justice and Equity Collective (see below for details).

- a. A meeting shall be held at the beginning of each academic semester. The Dean may call additional meetings. Additional general meetings may also be called by a petition signed by at least ten percent (10%) of the constituents.
- b. Notice of the general meeting shall be distributed at least five (5) working days in advance and accompanied by an agenda. A call for agenda items shall precede the meeting by five (5) working days.
- c. Notice of additional meetings called by the Dean or by petition of the constituents shall be distributed three (3) working days in advance and shall be accompanied by an agenda.
- d. Once the meeting is convened, new business may only be introduced with the unanimous consent of the constituents in attendance. The business of the meetings shall typically consist of reports, review and discussion of strategic priorities, and similar business, including placing statements of opinion and bylaw changes on an electronic ballot for a vote of the constituents to be held at a later date.

### **III. Standing Committees**

The College shall have eight Standing Committees. Elections shall be held at the end of each Spring semester to fill vacancies as needed. Additional standing committees may be constituted by the adoption of policies in accordance with Section IV.

#### **1. College of Education College Council**

##### **Charge**

The College Council shall serve as a forum for discussion of matters relevant to the administration of academic departments and programs, and of issues and problems of general College concern, including the educational mission of the College and accreditation issues. In addition, it shall:

- a. Make recommendations in all areas of the operation of the College to the Dean (e.g., the annual technology plan, the annual budget, use of discretionary funds);
- b. Engage with accreditation bodies for all College programs, review and reflect on data collected by the College, work on University assessment, and align program and unit assessment efforts with the College Vision & Mission;
- c. Approve new governance proposals and revise existing policies in accordance with the COE bylaws, state law, CSU policies, the Collective Bargaining Agreement, and University policies;
- d. Serve as the main Strategic Planning body of the College;
- e. Establish and charge ad hoc committees responsible for the continuing study of and reporting on College policy as the College Council sees fit;
- f. Advise the Dean in response to their requests for counsel and upon its own initiative;
- g. Review annual reports from all Standing Committees of the College in May and June of each Academic Year (AY);

- h. Serve as the principal means of communication between the Dean and the academic departments of the college.

The Dean shall work closely with the College Council with regard to goals, priorities, policy guidelines, budget and the overall direction of the College. The Dean shall present to the College Council, in a timely fashion, any significant plans of the administration in the areas of educational policy, planning, priorities, personnel and budget for discussion and advice.

### **Membership and Voting**

- Voting ex-officio members: College Department and Division Chairs, Program Coordinators, College Assessment Coordinator, School Partnerships and Clinical Practice Coordinator, Staff Council Chair
- Non-voting ex-officio members: the Dean, Associate Dean, Director of Development
- Additional non-voting members for accreditation-focused meetings: College Assessment Analyst, COE Program Analyst, CSI3 representative, and other faculty and staff as needed

Additional voting members may be appointed only by approval of a majority of the College Council. Additional non-voting, ex-officio members may be appointed by the Dean or by approval by a majority of the College Council. A majority shall be defined as 50%+1 of the voting members. Each fall, the College Council shall elect a Chair from its members for the purposes of setting the agenda and running meetings. The agenda and minutes of the College Council shall be distributed two working days in advance of the meeting to members. A quorum shall consist of two-thirds of the voting members. The agenda and minutes of the College Council shall be posted on the College's website.

## **2. Staff Council**

### **Charge**

The Staff Council shall serve as the advisory body for staff matters to the Dean. It shall:

- a. Be concerned with the viewpoint and interests of staff on College issues not covered by collective bargaining;
- b. Provide advice on staff and academic-related matters when requested by the Associate Dean, Dean or College Council Chair;
- c. Maintain the flow of communication from Staff Council to the rest of the College community and vice versa;
- d. Elect staff to serve on College committees and other service as needed;
- e. The Chair submits a written report of activities to the College Council in May of each Academic Year.

### **Membership and Voting**

All CSUDH staff, including staff of CSUDH auxiliaries as well as managers (except those with academic retreat rights and MPPs) having roles and/or responsibilities housed within the College of Education are members of the Staff Council. The Council will meet monthly after

each regular college staff meeting. The agenda and minutes of the Staff Council shall be distributed two working days in advance of the meeting to the members. A quorum shall consist of two-thirds of the voting members. The agenda and minutes of the Staff Council shall be posted on the College's website.

- Voting ex-officio members: All staff members
- Non-voting ex-officio members: Dean, Academic Resources Manager
- The Staff Council Chair shall be a voting member of the College Council and shall receive at least \$500 in professional development funds annually for their service (additional amounts shall be negotiated with the Dean at the start of the Chair's term).
- The Staff Council Chair term is one year. The Chair shall be elected annually in the summer preceding the start of the new chair's term. An individual may serve no more than 2 consecutive one-year terms as Chair.

### **3. Reappointment, Tenure & Promotion (RTP) Committee**

#### **Charge**

- a. Members evaluate the retention, tenure, and promotion files of faculty in the College in accordance with the College RTP Guidelines.
- b. With the support of the Dean, RTP members host RTP Reviewers meetings each semester for all department and college RTP members to discuss RTP review processes; the COE's Faculty Personnel Committee representative and Department Chairs are also part of the Reviewer meetings.
- c. The Chair submits a written report of activities to the College Council in May of each Academic Year.

#### **Membership and Voting**

- The COE RTP Committee shall be comprised of three tenured faculty members. In the event that candidates are going up for promotion to Full Professor and the committee members are not three Full Professors, the College will hold a special election to ensure there are three Full Professors to serve in that year.
- Members shall be elected by tenure-track, tenured and FERPing faculty in an all-college election.
- The COE RTP Committee will elect a chair prior to the end of the academic year.
- Tenured Associate Professors may evaluate the files of candidates for Associate Professor; only Full Professors may evaluate the files of candidates for Full Professor.
- Members shall serve staggered two-year terms and may serve up to three consecutive terms.

### **4. Curriculum Committee**

#### **Charge**

- a. Review and recommend approval or disapproval of new, modified, or discontinued programs and courses to ensure that the academic standards of the university are met in accordance with the university strategic plan and system-wide and campus policies with an explicit focus and attention to curricular matters;
- b. Review and recommend approval or disapproval of new, modified, or discontinued programs and courses to ensure that curriculum reflects and embodies the COE Vision and Mission and [CSUDH curriculum processes](#);
- c. Review and recommend action on appeals of college curriculum related decisions;
- d. Review and recommend action on proposals returned to the originating unit for revisions or additional information by off-campus approval bodies;
- e. Identify curricular policy issues to be referred to the Educational Policies Committee of the Academic Senate;
- f. Align College curriculum, assessment plans and USLOAC requirements;
- g. Undertake other curriculum-related duties as assigned/requested by the College Council;
- h. The Chair submits a written report of activities to the College Council in May of each Academic Year.

### **Membership and Voting**

- Six full-time tenured, tenure-track, or lecturer faculty members, one elected from and by each department plus one “at large” member elected by constituents in an all-college election.
- THE COECC will elect a chair for a two-year term prior to the end of the academic year in which the current chair term ends.
- The Associate Dean of the College shall serve as an ex officio non-voting member of the COECC.
- THE COECC will have a monthly standing meeting time, decided on by the committee, and announced at the start of the fall semester.
  - The COECC chair will distribute the agenda to the faculty of the College five days in advance, and requests by faculty to present to the COECC shall normally be granted.
  - The minutes of the COECC shall be made available to the faculty of the College through a shared online repository.
  - The Chair shall communicate with Academic Affairs / UCC to submit necessary paperwork after the committee has voted.
- A quorum of the Committee is three members and shall be required to conduct business.
- Committee decisions shall be determined by voting; a vote for approval requires a majority of the committee membership (50% + 1).

- Members shall serve staggered two-year terms and may serve up to three consecutive terms.

The COE values the collegial resolution of disputes regarding curriculum but recognizes that reasonable disagreement between programs may be unavoidable. When disputes arise regarding disciplinary/programmatic boundaries, the COECC is expected to adjudicate these concerns in a fair and unbiased manner and to consider whether the disciplinary/programmatic lens of the proposing program is made clear and distinct and whether this perspective is evident in the learning outcomes. Please see university policy on the process for objections to curriculum proposals: [https://www.csudh.edu/Assets/csudh-sites/academic-programs/docs/curriculum-forms-2019-20/new-process/Objection\\_Process-final.pdf?process-for-objections-to-curriculum-proposals](https://www.csudh.edu/Assets/csudh-sites/academic-programs/docs/curriculum-forms-2019-20/new-process/Objection_Process-final.pdf?process-for-objections-to-curriculum-proposals)

## **5. Justice & Equity Collective (JEC)**

### **Charge**

The JEC shall work to foster equitable systems, policies, and practices in the COE to support students, staff and faculty to recognize the human rights and dignity of all members. These systems, policies and practices should provide access, opportunity, and advancement in just and equitable ways, while acknowledging individual differences and working to eliminate barriers. It shall:

- Act as stewards of the College's Vision and Mission, ensuring that they are living and liveable for all College members (maintain currency of V/M, operationalizing V/M)
- Facilitate College-wide professional growth and development aligned with the COE's V/M and that is responsive to the realities of the life of the COE (e.g., college-wide meetings, department meetings, staff meetings, special events, speakers, etc.).
- Make policy and process recommendations for meaningful action to broaden and sustain anti-bias, anti-racist, and gender equity actions, education, and resources to the College Council and Dean;
- The Chair submits a written report of activities to the College Council in May of each Academic Year.

### **Membership and Voting**

- At least three full-time tenured, tenure-track or lecturer faculty members from three different departments, and no more than 6 total faculty representatives, elected by and from departments
- One staff member, selected by the Staff Council
- One student member
- The JEC will elect a Chair for the following year prior to the end of each academic year.

- Members shall serve staggered two-year terms and may serve up to three consecutive terms, excepting the Staff member who shall serve a one-year term
- All members are eligible to vote.

## 6. Dual Language Steering Committee (DLSC)

### Charge

The DLSC serves as the main governing body of the COE's Bilingual Programs and includes faculty and staff from the COE and the College of Arts and Humanities' Modern Languages Department. Specific charges include:

- Contribute insight and feedback regarding policies related to multilingual/multicultural education in the college and university for referral to the College Council;
- Craft, revise and review curricula related to bilingual programs;
- Address and make program changes based on Commission on Teacher Credentialing and other accreditation requirements;
- Plan and actualize annual fall conference;
- Plan and actualize summer institute for dual language/bilingual teachers (El Pregonero);
- Engage in community building with local school districts and specific school communities to support, maintain, and grow dual language/bilingual programs;
- Create a pipeline of bilingual CSUDH undergraduates into our teaching programs;
- Share programmatic, teaching, and scholarship work with the larger dual language/multilingual teacher education and educational research community through policy analysis, white papers, professional and academic conferences, and scholarly and creative activities;
- Share pedagogical and best practices aligned with multilingual goals to serve students, communities, and families
- The Chair submits a written report of activities to the College Council in May of each Academic Year.

### Membership and Voting

- **Voting ex-officio members:** The Dual Language MA & Certificate Program Coordinator, Bilingual Authorization Program Coordinator, School Partnerships and Clinical Practice Coordinator, COE designees (TED, LBS, GED, SPE), C&I coordinator, Modern Languages designees.
- **Other voting members include:** at least three faculty members who teach in any of the bilingual pathways in the COE; and one staff member selected by the Staff Council
- Membership will be reassessed yearly according to capacity and interest to ensure continuity and sustaining historical memory
- All members are eligible to vote.
- Either the DL MA & CP Coordinator or the BILA Coordinator shall chair the committee.

## 7. Student Sustainability Committee (SSC)

### **Charge**

The SSC's purpose is to create, monitor, and adapt student focused policies in the COE, including but not limited to student sustainability, wellness, financial wellbeing, and dispositions. Specifically, it shall:

- a. Draft and make recommendations on student-related policies for final review by the College Council;
- b. Review scholarship applications and make recommendations in the spring semester of each academic year;
- c. Plan annual scholarship recognition event and other student recognition events as needed;
- d. Collaborate as liaison to COE student clubs and organizations;
- e. Review other student awards as needed;
- k. The Chair submits a written report of activities to the College Council in May of each Academic Year.

### **Membership and Voting**

- At least three full-time tenured, tenure-track or lecturer faculty members from three different departments, and no more than 6 total faculty representatives, elected by and from departments
- One staff member selected by the Staff Council
- Two COE students
- The COE Director of Development
- The COE Associate Dean
- The SSC will elect a Chair for the following year prior to the end of each academic year.
- Members shall serve staggered two-year terms and may serve up to three consecutive terms.
- All members are eligible to vote.

## **8. Technology Committee**

### **Charge**

The COE Technology Committee exists to assist the COE in the development and prioritization of college-wide technology goals. Technology planning and prioritization includes planning for: human support and training, the delivery of best-practices trainings, regularly surveying and assessing the COE community for technology needs, and monitoring the use of electronically enhanced classrooms. Specifically, the committee will:

- a. Conduct college-wide technology needs assessments through the drafting, distributing, and analyzing of data every two to three years on the following:
  - Individual and department technology needs (hardware and software);
  - Training needs;
  - How departments are currently integrating technology into the curriculum;



- Review departmental/faculty/staff feedback on the stability of classrooms, labs and other technology within the department/office; and
  - Other questions as they arise.
- b. Based on the results of the needs assessment, the committee will prioritize focus areas. Examples of support may include, but are not limited to:
- Inviting experts to share information;
  - Providing training;
  - Organizing faculty/staff showcase and professional development;
  - Sharing technology recommendations to support student learning outcomes (i.e., instructional practices, technology standards), faculty scholarship, and staff development.
- c. The Chair submits a written report of activities to the College Council in May of each Academic Year.

### **Membership and Voting**

- At least three full-time tenured, tenure-track or lecturer faculty members from three different departments, and no more than 6 total faculty representatives, elected by and from departments
- One staff member selected by the Staff Council.
- COE Instructional Technology Consultant (ITC) as a non-voting, Ex-officio member
- The Committee Chair or Co-Chairs are elected annually by the committee at their first meeting; the Chair/Co-Chair should be in their second year of service to the committee.
- Committee members are expected to: work in concert with fellow colleagues, their department chairperson, and the staff to collect, disseminate and share information with the committee and present information back to the department; have a good understanding of current technology for the field, understand its role, and possess the desire to follow and communicate technology trends in their specific fields; and be able to make objective non-biased recommendations for the allocation of college-wide technology resources.
- All elected or selected members are eligible to vote.
- Members shall serve staggered two-year terms and may serve up to three consecutive terms.

## **9. Assessment & Research Committee**

### **Charge**

The Assessment & Research Committee is dedicated to promoting excellence in educational practices and outcomes within the College of Education (COE). The committee assists in the

development of assessment activities and leads research initiatives that enhance the quality of academic programs and student learning. Specifically, it shall:

- a. **Review Assessment Plans:** Reflect on, revise, and maintain comprehensive program and unit assessment plans in partnership with the Accreditation and Program Improvement (API) office to ensure alignment with the COE's mission and strategic goals.
- b. **Facilitate Data Collection and Sharing:** Collaborate with the API office to utilize current data, or collect additional data, and ensure it is accessible to faculty for research purposes.
- c. **Conduct Research:** Design and implement research studies to evaluate the effectiveness of educational practices, policies, and interventions within the COE and/or educational community.
- d. **Make Policy Recommendations:** Provide recommendations to the College Council based on assessment and research findings to inform policy and practice.
- e. **Professional Development:** Offer workshops and training sessions on assessment and research methodologies for faculty and staff.
- f. **Advance the COE's Mission and Vision:** Promote the COE's commitment to equity, justice, and critical consciousness in teaching, scholarship, and leadership. Support initiatives that foster transformative change, dismantle systems of power and privilege, and create equitable, responsive, and just learning experiences for all learners.
- g. **Annual Reporting:** The Chair submits a written report of activities to the College Council in May of each Academic Year.

### **Suggested Milestones for Assessment & Research Committee:**

1. **Fall Semester**
  - a. August/September: Identify key foci for year and prepare data request to complete university reports
  - b. October: Plan and write USLOAC reports
  - c. November/December: Plan COE-wide data meeting
2. **Spring Semester**
  - a. January/February: Facilitate COE-wide data meeting
  - b. March: Smaller departmental/program data analysis
    - i. Discuss plans to engage COE Community (students, alumni, partners)
  - c. April: Share out of what data and assessment is teaching us

### **Membership and Voting**

- Six full-time tenured, tenure-track, or lecturer faculty members, one elected from and by each department plus one "at large" member elected by constituents in an all-college election.

- One staff member selected by the Staff Council
- The COE API Assessment Coordinator, who serves as Chair of the Committee
- The COE Associate Dean
- Members shall serve staggered two-year terms and may serve up to three consecutive terms
- All members are eligible to vote

#### **IV. Policies**

Policies may be adopted by the College on decisions within the College's purview provided that they do not conflict with state law, CSU policy, the Collective Bargaining Agreement, Presidential Memoranda, Academic Affairs Policies, or other University level policies.

a. All policies shall be approved by the College Council by a majority (50% +1) of the members in attendance and subsequently submitted to the Dean for approval or veto. If the Dean does not approve or veto a policy approved by the Council within ten (10) working days, it shall become a policy of the College. If the Dean vetoes a policy, they shall provide a written explanation for doing so in a memo to the College Council. Policies vetoed by the Dean may be reconsidered and placed on a subsequent College Council agenda by the College Council or by petition of ten percent (10%) of the constituents.

b. Policies under consideration by the College Council shall be distributed to constituents (COE faculty & staff) at least seven (7) working days in advance. All constituents shall have the opportunity for submitting comments on draft policies under consideration either by email or by consultation with their chair, coordinator, or supervisor, with the Chair of the College Council, with the Chair of the Staff Council, or with the Dean. Substantive changes to draft policies shall be redistributed to constituents at least seven (7) working days in advance of voting.

c. New policies or changes to existing policies may be placed on the College Council agenda by the Dean, the College Council, the Staff Council, or by petition of ten percent (10%) of the constituents.

d. The agenda of the College Council shall not be amended to consider new policies not announced to constituents. The agenda shall set times certain both for collegewide discussion and for the College Council's vote on any proposed policy.

e. Approved policies shall be announced to the College and posted on the College's policies and documents web page.

#### **V. Ratification of Bylaws**

- a. Ratification of these bylaws shall be by majority vote (50% + 1) of the votes cast during a college-wide voting period for COE constituents (faculty and staff).

- b. Any voting period shall be specified and publicized by the College Council via email at least one week in advance of the start of the voting period.
- c. Changes and additions to these bylaws may be introduced at a faculty or staff meeting or by recommendation of the College Council or Staff Council, to be enacted by majority vote (50% + 1) of the votes cast during the voting period.
- d. Policies in effect and posted on the College website at the time of ratification shall be considered valid.
- e. Changes to committee structures shall be implemented in the semester following ratification of these bylaws.