

BYLAWS OF THE EDUCATIONAL ACTIVITIES COMMITTEE

Organization

- 1. Membership**
 - a. The committee shall consist of sixteen members as follows:**
 - (1) Five members elected by the Faculty Senate and the Senate of Academic Staff: four will be faculty members elected by the Faculty Senate and one will be an academic staff member elected by the Senate of Academic Staff.**
 - (2) Six faculty or academic staff members, one each from the College of Human Development; College of Arts and Sciences; College of Technology, Engineering, and Management; School of Education; Library Learning Center; and Student Affairs, elected by the faculty and academic staff of their respective groups.**
 - (3) One ex-officio, nonvoting member from the Office of the Registrar appointed by the Provost.**
 - (4) One administrator appointed by the Chancellor.**
 - (5) Two student members chosen by the Student Senate for 1-3 year terms.**
 - (6) One ex-officio, nonvoting member from the Office of the Provost who will act as a resource person.**
 - b. All elected members (except students) shall serve three-year staggered terms of office.**
- 2. Quorum**
 - a. Quorum will consist of a majority of voting members.**
- 3. Officers**
 - a. Each year, at its first organizational meeting in September, the committee shall elect a chair and a vice chair from the faculty and academic staff {persons identified in 1.a.(1) and (2) above} members on the committee.**
 - b. The terms of office shall be one year in length with the possibility of re-election.**
 - c. The general duties of the officers are outlined in Robert's Rules of Order.**
 - d. The chair is a voting member of the Faculty Senate Executive Committee and is responsible for delivering recommendations and actions of the Educational Activities Committee to the Faculty Senate and its Executive Committee.**
- 4. Subcommittee/Task Force**

- a. Subcommittees/task forces, as needed, shall be appointed by the chair, subject to approval by a majority vote of the members present.
- b. The charge of each subcommittee/task force shall be determined by the chair, subject to approval by a majority vote of the members present.

Responsibilities of the Committee The committee is responsible for reviewing and making recommendations to the Faculty Senate regarding policy related to educational activities including:

- 1. Undergraduate admission standards
- 2. Academic calendar
- 3. Opening week activities
- 4. Workload
- 5. Class size
- 6. Undergraduate grading
- 7. Attendance
- 8. Pre-registration
- 9. Undergraduate enrollment/student status
- 10. Student concerns
- 11. Other responsibilities as directed by the Faculty Senate

The committee will forward policy recommendations that may directly impact graduate education to the Graduate Education Committee for feedback. The EAC will review educational policy recommendations from the Graduate Education Committee that may directly impact on undergraduate education. Upon reaching consensus, the policy recommendations will be forwarded to the Faculty Senate by the initiating committee.

Conduct of the Meetings

- 1. The chair shall develop a calendar of meetings and general schedule of activities for the year, subject to approval by a majority vote of the members present.
- 2. Meetings shall be conducted in accordance with Robert's Rules of Order.
- 3. Decisions and recommendations shall be made by a majority vote of the members present.
- 4. Regular attendance of members is expected. Members who cannot attend should notify the chair in advance. If a quorum is not attainable, the chair can reschedule the meeting.
- 5. After three unexcused absences, the chair may consult with the appointing body and may declare the position vacant.

Revisions

- 1. Recommendations for changes in the bylaws shall be distributed to the committee members at least two weeks prior to consideration by the committee.
- 2. Recommendations to the Faculty Senate for changes in the bylaws shall be approved by a majority vote of the committee.