

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Mohamad Qatu, Dean
College of Technology

From: David Woike, Assistant Vice President
Academic Affairs

Date: April 24, 2018

Re: Approved College Input Document

Attached is a copy of the revised College Input Document for the College of Technology approved by the Provost on April 23, 2018. Please take steps to assure that your department heads and faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources website, under the DOCUMENTS tab.

Thank you.

COLLEGE INPUT DOCUMENT


College of Technology

Date of Last College DID Revision: 9/30/2008

Date of College Vote: 2/10/2017


Yes 5 No 1 Abstain 0

APPROVALS:

 5/1/17
Chairperson, College of Technology (Date)

 5/16/2017
Dean (Date)

 23 APR 2018
Assistant Vice President, AHR (Date)

 4/23/18
Provost and Executive Vice President (Date)

EASTERN MICHIGAN UNIVERSITY

College of Technology Input Document

Approved (COT-FC vote) 2/10/2017

Review by all Faculty March 2017

A faculty council shall be established in compliance with Article XIII of the agreement between Eastern Michigan University and the Eastern Michigan Chapter of the American Association of University Professors, December 1974 (herein referred to as the Agreement).

PURPOSE

The purpose of the College of Technology Faculty Council (COT-FC) is to provide faculty input from the schools of COT to the COT Dean concerning issues of personnel, instruction, and finance and to provide input to the Dean of COT regarding faculty, school, and college-wide concerns when issues involve two or more schools or departments of COT.

ORGANIZATION - See attached diagram.

COMPOSITION

- A. Representation shall include the following schools and one department: The School of Engineering Technology (SET); the School of Technology and Professional Services Management (STPSM); the School of Visual and Built Environments (SVBE); the School of Information Security and Applied Computing (SISAC); and, the department of Military Science. Departments or schools added to the college shall be added to the COT Faculty Council.
- B. Membership of the Faculty Council will include representatives from each school.
 1. Two (2) members shall be elected from each school or department of eight or more faculty members. Schools or departments with less than eight faculty members shall have one representative. Membership is limited to tenure and tenure-track faculty. Representatives should reflect the diversity of the programs in each unit. The DID from each school should clearly outline a process for selection to become a member of faculty council.
 2. One ex-officio member will be elected from the Department of Military Science.
 3. One alternate member shall be elected from each School/Department and will attend meetings in the event that any of the regular members can not attend.
- C. The term of Council assignment will be three (3) years (September through August). Membership should be staggered so that at least one member from each school is returning each year.
- D. A representative is not precluded from succeeding themselves if reelected by the faculty of their school or department.

- E. The Chairperson and Vice-Chairperson will be democratically elected or appointed by the members of the faculty council. Elections for Chairperson should occur at the last meeting in the winter semester for the upcoming fall semester.
- F. The Chairperson-elect from the previous winter semester is responsible for calling the initial meeting in September. The election of the remaining officers will occur at this first meeting and those newly elected officers will preside over subsequent meetings for that academic year.
- G. The Recorder is selected for each meeting and will record notes, motions, votes, and any other information important to the process of documenting the proceedings. The Recorder is rotated among school representatives. Minutes will be typed by the Recorder and sent to the Chairperson within one week of the completion of the meeting. It is expected that minutes will be in a line item concise format. Tape or digital recording of meeting proceedings is allowed but must be announced prior to the beginning of the meeting. If anyone present does not approve of the use a recording device it shall not be used to record the meeting.
- H. The Dean of the College of Technology shall be a nonvoting, ex-officio member of the Council. In the event of a tie during any vote the Dean of the College of Technology may break the tie.
- I. The single representative from the Department of Military Science will be a non-voting member.

OPERATIONS

- A. The Council will meet a minimum of once a month during fall and winter semesters. Meetings during the summer semester will be scheduled pending the need to meet and the availability of representatives or their delegates. Online (virtual) meetings can be used during the summer if approved at the last regularly schedule winter meeting. Additional meetings during the regular academic year (fall and winter) may be scheduled as necessary.
- B. An attempt will be made to schedule monthly meetings to follow regularly scheduled School meetings, usually on the second (2nd) Friday of each month during the academic year.
- C. A quorum for all business matters will be five members.
- D. Faculty Council representatives will receive agenda items from individual faculty members and/or from school committees. Council members, School Directors and the Dean will submit agenda items for consideration to the Chairperson.

- E. The Chairperson shall prepare the agenda and distribute it along with the minutes from the previous meeting one week prior to the meeting.
- F. Minutes of the Council will be sent to all members and school directors. Council representatives should also communicate and report to school faculty during regularly scheduled school faculty meetings during fall and winter semesters.
- G. The Council may meet in executive session or hold meetings as it deems necessary.
- H. The Chairperson will have responsibility for liaison with other college advisory committees or councils.
- I. The Chairperson will communicate regularly and as needed with the D-Team which is composed of the COT School Directors and Deans via written or verbal communication.
- J. The Chairperson or designated representative will communicate as required with the COT faculty representatives to the University Senate and may meet directly with the Senate President. The results of these meetings (or Communications) will be directly communicated (reported) to the Faculty Council.
- K. Faculty Council members are representatives from their respective schools to the Council. Council members will report to and from their School and the Council. The elected officers (Chairperson and Vice-Chairperson) will represent the Council on all matters as directed from the whole Council by motion or consensus directive.

STANDING COMMITTEES and APPOINTMENTS

- A. The Common Course Operations Committee (CCOC) which oversees and provides input on the offering, policy and faculty appointment for Undergraduate and Masters courses with a COT prefix is a standing committee of the COT-FC. This committee will select a chair from its membership annually. Reports will be delivered to the COT-FC from the CCOC chairperson as required.
- B. The Doctoral Operations Committee (DOC) which oversees and provides input on the offering, policy and faculty appointment for Doctoral courses with a COT prefix is a standing committee of the COT-FC. Reports will be delivered to the COT-FC from the DOC chairperson as required. The qualification for membership in the DOC is one or more of the following: 1.) Currently advising a Ph.D student; 2.) Has taught a Ph.D class within the last 3 years; 3.) Has graduated a Ph.D student within the last 3 years.
- C. The COT-FC chairman will appoint a representative to the Faculty Senate Graduate Council Standing Committee as required by that committee's by-laws. Appointment will be made and then ratified by the council using a standard motion process.

- D. At times, the Senate President, a representative from Academic Affairs or the Graduate School may require special committees to be formed. The Chairperson will appoint representation as needed or required. Appointment will be ratified by the Council.

FACULTY INPUT PROCEDURES FOR PERSONNEL, CURRICULUM, AND FINANCE IN THE COLLEGE OF TECHNOLOGY.

A. Faculty Input

1. The Faculty Council may review and make recommendations concerning problems or issues brought to them by school input committees.

B. Curriculum

1. The function of the Council with respect to instruction is to assure a mechanism for faculty input in the area of instruction within each school.
2. The Council will review program and curriculum changes and other issues as part of the University review procedure.

C. Finance

1. The function of the Council with respect to finance is to assure a mechanism for faculty input in the area of finance within each school and within the COT.
2. The Dean of COT will share proposed college SS&M budgets with the Council to gain their input and recommendations.

D. Other

1. The Council shall consider other matters brought to them by the Dean, School Directors, and faculty of COT.
2. The Council may review and make recommendations (ranks proposals) for sabbatical leaves and Spring-Summer Research Awards.
3. The Council shall coordinate strategic planning issues between schools or departments within the College.

APPROVAL AND AMENDMENT OF INPUT SYSTEMS

- A. School input systems and amendments thereof must be submitted to the Council for review before forwarding to the Dean of the COT and then to the Vice-President for Academic Affairs for approval.**
- B. The College level input system and amendments thereof shall be submitted to the individual schools within the COT and the Dean of COT for review, before forwarding to the Vice-President of Academic Affairs.**

AMENDMENT OF COLLEGE OF TECHNOLOGY INPUT DOCUMENT

- A. Amendments and/or corrections to this document and the By-Laws contained within will be by formal motion at any regularly scheduled COT-FC meeting. The proposed change will be distributed to the regular members of the council one week prior to that regularly scheduled meeting.**

ORGANIZATION OF COT
FACULTY COUNCIL - INPUT SYSTEM

