

VIII

Policies and Procedures Governing Academic Senate, Faculty, Divisions, And Departments

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VIII

Policies and Procedures Governing Academic Senate, Faculty, Divisions, And Departments

A. Academic Senate and Faculty

1. Role and Function

a. Academic Senate

The Academic Senate shall carry major and direct responsibility for the educational program of the college. It shall exercise effective control over academic standards, and over all curricular matters, except for those matters specifically designated by the college Charter to be the function of the faculty. Major Academic Senate legislation is subject to the final jurisdiction of the board of trustees. The Senate shall maintain a close relationship to the admissions, business, public relations and development functions of the college.

If the President of the College, in consultation with the Provost and the Chairs of ASP, FS&P, and COA, determines that the normal operations of the College and the ability of the Academic Senate to gather are disrupted significantly due to local, regional, or national events, such as but not limited to a catastrophic weather event or a pandemic, but not to include a college-specific budgetary crisis, an Emergency Academic Authority (EAA) will be convened, and Academic Senate members will be notified. The EAA will include the Provost, the Associate Dean(s) of Academic Affairs, the Registrar, the Chairs of ASP, FS&P and COA, and an additional faculty member appointed from and by the current faculty members of ASP, FS&P, and COA, or their designees. The EAA shall have authority to act as the voting members of the Academic Senate as a means to continue the academic business of the College and to act on any significant changes to the academic program in a timely manner.

The EAA will work collaboratively with the president. When feasible, comments and suggestions will be sought from members of the Academic Senate before the EAA acts. Members of the Academic Senate (as outlined in the APM) will be informed of any changes made to the academic program because of an emergency. The EAA can be disbanded by a majority vote of the Academic Senate at a special meeting called for the sole purpose of considering a motion to return oversight of the academic program to the Academic Senate. Such a special meeting can be called by one-sixth of the resident members of the Senate or upon the request of the Faculty Status and Performance Committee.

When the President, in consultation with the EAA, determines that the College can resume normal operations, the Academic Senate will resume oversight of the academic program at Beloit College. Emergency academic authority given to the EAA is initially granted for no more than three months, but may be renewed if a catastrophic emergency persists.

If, during an ongoing emergency, some of the academic business of the College can safely be conducted by the Academic Senate, the Provost and ASP shall, in consultation with other faculty bodies as needed, remand that business to the Academic Senate while the EAA remains convened.

b. Faculty

The faculty, a community of professional scholars and teachers joined together as a collegium to advance the cause of learning within the framework of the educational philosophy of Beloit College, is the segment of the college most directly involved in the academic function. Faculty members exercise their major legislative responsibility for the quality of the academic program in order to assure the highest possible degree of academic vitality and professional competence. Degrees are awarded by the board of trustees on recommendation of the faculty, which certifies students for graduation and candidates for honorary degrees. The right of final jurisdiction over primary academic matters, inherent in the legal position of the board of trustees, is exercised by the Board only on a *pro forma* basis or in those special cases where major budgetary or broad institutional policy questions are involved.

2. Membership and Voting Eligibility

a. Academic Senate

The voting members of the Academic Senate shall consist of all voting members of the faculty, the president, the provost, the registrar, the chief information officer of Information Services and Resources, the dean of students, the director of the Logan Museum, the director of International Education, and thirteen students, three from each of the four class years, and the president of the Beloit Student Congress. No student on academic probation shall be eligible to run for or to retain such office. Administrative officers of the college and members of the faculty not included above may participate as non-voting members. Emeriti faculty may attend Academic Senate meetings and participate in discussion. Those eligible to vote in Senate meetings may exercise their franchise only in person.

Students shall be elected to the Academic Senate on the basis of class year, with three elected from and by each class. A yearly election will be held in the second week of fall term. Elections will be publicized by Student Affairs at registration and on campus prior to the election, and faculty and staff will be asked to announce the elections and to encourage voting. Student Affairs will be ultimately responsible for holding the election, tabulating votes, and announcing results. Students whose service as senators is terminated prior to the end of an elected term shall be replaced with students from the same class chosen by the other student senators from that class year in consultation with the president of the Beloit Student Congress and the provost.

Elections will be publicized by Student Affairs at registration and on campus prior to the election. Department chairs will be asked to announce meetings and encourage attendance. Students whose service as senators is terminated prior to the end of an elected term shall be replaced.

b. Faculty

The voting members of the faculty shall consist of tenured and tenure-track faculty members, all others teaching the equivalent of at least four courses per year, the president, and the provost. The Faculty Status and Performance Committee serves as a board of review for cases of personnel having uncertain voting status. The faculty acts on the committee's recommendations. Those eligible to vote in faculty meetings may exercise their franchise only in person.

3. Officers

a. Presiding Officer

The presiding officer at meetings of the Academic Senate or the faculty shall be the president or provost. In the event neither is able to chair the meeting, a temporary substitute shall be appointed.

b. Secretary

A secretary of the Academic Senate and of the faculty shall be appointed by the provost. The secretary shall take and preserve minutes of every regular and special meeting of the Academic Senate and see to their distribution and preservation. The secretary, or his or her designee, shall distribute and collect ballots for election of faculty members to committees.

c. Parliamentarian

A parliamentarian, appointed by the provost, shall give interpretations of procedure when requested by the chair, or upon his or her own volition.

4. Meetings

Regular meetings of the Academic Senate shall normally be held on the third Wednesday of each month at 4 p.m. Special meetings may be called by the president or the provost. Meetings of the faculty shall be held on the call of the president or the provost. Special meetings of either body must be called upon written petition of one-sixth of the resident members of the Senate or upon the request of the Faculty Status and Performance Committee.

5. Rules and Procedures

a. Parliamentary Rule

Senate meetings and meetings of the faculty shall be conducted in accordance with procedures stated in this chapter, any additional regulations which the Senate or the faculty may from time to time prescribe, and *Robert's Rules of Order*. Senate or faculty rules and procedures take precedence. Interpretations of the chair or the Parliamentarian shall be followed unless they are protested by any member. If the interpretations are not specifically covered by the above regulations, these interpretations are subject to majority vote of the Senate or the faculty.

b. Quorum

A number of voting members equal to three-fifths of the number of voting members in residence shall constitute a quorum.

c. Balloting

A secret ballot may be ordered by any of the following: (1) the presiding officer; (2) the chair of the Faculty Status and Performance Committee; (3) a request by any 10 voting members. A motion is approved when it receives a majority of the votes cast, provided, however, that the number of votes on the majority side shall not be less than a majority of a quorum.

d. Revision of Senate Rules and Procedures

All proposed changes in the Rules and Procedures of the Academic Senate must be approved by the Academic Senate. The provost will decide on the importance of the changes to determine whether the change must be sent to other bodies for approval. Changes in Academic Senate-Administrative Committees' jurisdiction or composition shall be made by mutual consent of the Senate and the provost. Proposal for revision normally will come to Senate from the Academic Strategic Planning Committee, from the Curriculum Oversight and Administration Committee, or the Faculty Status and Performance Committee, in which case they shall be circulated by the provost's office as downloadable online documents via the academic affairs website or by paper copy to members of the Senate 52 hours in advance of the Senate meeting at which the recommendation is to be considered. Proposals not so submitted must be held over until the next meeting of the Academic Senate. Identical procedures cover rules of the faculty.

e. Committee Recommendations

The chair of any standing or *ad hoc* committee reporting to the Senate shall submit to the provost's office any recommendation 56 hours in advance of the Senate meeting at which the recommendation is to be considered. The provost's office will then circulate proposals as downloadable online documents via the academic affairs website or by paper copy to members of the Senate 52 hours in advance of the Senate meeting at which the recommendation is to be considered. If any action of a committee is not unanimous, it shall be the privilege of any member of the minority to distribute, in like manner, a statement of his or her views. Identical procedures shall be followed for meetings of the faculty.

f. Other Motions

Any member of the Academic Senate, whether or not eligible to vote, may submit motions, recommendations, or resolutions not covered in items (4) or (5) above. Such motions should be circulated by paper copy to each member of the Academic Senate 48 hours in advance of the Senate meeting at which the recommendation is to be considered. If any item so submitted is ruled by the chair to constitute a major change in policy, then at least one month must elapse before the item can be voted on.

g. Confidential Nature of Action

The deliberations of the faculty, although not those of the Academic Senate, are confidential and should not be discussed outside the membership. Official announcement of Academic Senate or faculty actions shall be made only by the proper officer, usually the provost, except as noted in Section h below.

h. Reports of Academic Senate Proceedings

The *Round Table* is authorized to report on proceedings of the Academic Senate and to have one reporter present at meetings (a student senator or other student). Considering the

responsibility and possible legal liability which such a privilege entails, the following conditions shall attach: (1) direct or paraphrased quotations attributed to individual senators may be used only if the text has been approved for accuracy by the person being quoted; and (2) any published report shall be signed by the reporter.

- i. **Procedures for Reviewing and Approval of Academic Senate Actions**
Actions of the Academic Senate are subject to review by the provost. All measures adopted by the Senate will be transmitted to the provost for action within ten days of reception of same.
6. **Honorary Degrees**
 - a. **Honorary degrees from Beloit College shall be granted in accordance with the following policy:**
 - i. Candidates shall be prominent in representing the ideals for which Beloit College stands. Their achievement shall be extraordinary.
 - ii. Particular consideration shall be given to those candidates who have made a special contribution to or have a natural connection with the college.
 - b. The submission of names of candidates fulfilling the above criteria shall regularly be encouraged by the president of the college in communications with trustees, faculty, alumni, students and other members of the college constituency. The president may also establish such other research procedures as he or she may deem desirable in the determination of appropriate candidates for honorary degree consideration. Nominees can be submitted to the president at any time and from any source.
 - c. Preliminary screening of all candidates will be done by the Faculty Status and Performance Committee. All suggestions made in writing and signed by the proposer, if requested by the proposer, must be referred by the president to this joint committee for consideration.
 - d. Candidates approved by consensus of the committee shall be recommended to the faculty for consideration. Those candidates subsequently approved by the faculty by a two-thirds favorable vote shall be referred to the board of trustees for final consideration and action. A two-thirds favorable vote by this body also shall be required.
 - e. The particular degree awarded in each case will conform to what is appropriate to the particular situation and individual being honored and acceptable to general practice.

B. All-Faculty Group

1. **Function**
 - a. The All-Faculty Group will serve to assess and advance issues relating to interdisciplinary or and/or all-college curriculum, policies and procedures. The All-Faculty Group will also specifically consider: (1) agenda items proposed by ASP, FS&P, COA, Disciplinary Groups, and group members; (2) policy changes under

- consideration by ASP, FS&P, COA, and Senior Staff; (3) significant changes to the APM (prior to Senate meeting at which the recommendations are to be considered); (4) significant changes to majors, minors, interdisciplinary programs, and initiative programs.
- b. The All-Faculty Group may: (1) propose agenda items for Disciplinary Groups and/or other major or minor committees; (2) vote (by simple majority) to propose items for discussion or vote by the Academic Senate.

2. Organization

At the beginning of each academic year, all faculty members and staff members with teaching responsibilities and/or responsibilities related to curriculum and/or faculty development will be considered part of the cross-disciplinary All-Faculty Group. If the business at hand suggests the need for a different way of organizing faculty, the group itself, the committee chairs, and/or the provost may suggest the constitution of alternative groups.

3. Meetings

Meetings of the All-Faculty Group will be scheduled on at least two Wednesdays each semester. The agenda for meetings will be set collaboratively by the chairs of ASP, COA, and FS&P in consultation with the provost; other faculty or programs may propose agenda items that the group may choose to discuss. The Chair of ASP will submit agendas and all other materials to the Office of Academic Affairs which will make available the agenda and all materials on its website 52 hours in advance of each meeting; there will be time set aside in each meeting for new business. The chairs of ASP, COA, and FS&P will co-chair the meetings unless otherwise decided by the group by a simple majority vote. Attendance at meetings is expected of every faculty member in residence. At the conclusion of each meeting the group will agree about what the major committee chairs will report to the Provost regarding the proceedings.

C. Disciplinary Groups

1. Function

- a. Each Disciplinary Group will serve to assess and advance programming, curriculum development, and policy changes relevant to the disciplines represented among group members. Disciplinary Groups will also specifically consider: (1) agenda items proposed by ASP, FS&P, COA, the All-Faculty Group, Disciplinary Groups, and group members; (2) policy changes under consideration by ASP, FS&P, COA, and Senior Staff; (3) significant changes to the APM (prior to the Senate meeting at which the recommendations are to be considered); (4) significant changes to majors, minors, interdisciplinary programs, and initiative programs.
- b. Disciplinary Groups may: (1) propose agenda items for the All-Faculty Group and/or other Disciplinary Groups; (2) vote (by simple majority) to propose items for discussion or vote by the Academic Senate; (3) invite members of Senior Staff to discuss issues of concern to group members.

- c. The ASP, FS&P, and COA representatives present in each Disciplinary Group will report any significant discussion(s) and recommendation(s) to their respective committees at the next proximate committee meeting.
- d. Disciplinary Groups will approve changes to majors and minors prior to the Senate meeting at which the recommendations are to be considered. COA will determine which Disciplinary Group must vote to approve which departmental/program changes.

2. Organization

All faculty members and staff members with teaching responsibilities and/or responsibilities related to curriculum and/or faculty development can choose to participate in one of four Disciplinary Groups, with at least one member of ASP, COA, and FS&P in each group; the four Disciplinary Groups will be called: “Fine and Performing Arts,” “Humanities,” “Social Sciences,” and “Natural Sciences and Mathematics.” With the exception of the ASP, COA, and FS&P representatives in each group, all participants may choose to attend any of the four groups during any meeting session. Students may elect which Disciplinary Group they wish to belong to and participate in meetings for that Disciplinary Group. If the business at hand suggests the need for a different way of organizing faculty, the groups themselves, committee chairs, and/or the provost may suggest the constitution of alternative groups.

3. Meetings

Meetings of the Disciplinary Groups will be scheduled to at least two Wednesdays each semester. The agenda for Disciplinary Groups meetings will be set collaboratively by the chairs of ASP, COA, and FS&P in consultation with the provost; other faculty or programs may propose agenda items that Disciplinary Groups may choose to discuss. The Chair of COA will submit agendas and all other materials to the Office of Academic Affairs, which will make available the agenda and all materials on its website 52 hours in advance of each meeting; there will be time set aside in each meeting for new business. The COA representative assigned to each group will chair the meetings. Attendance at meetings is expected of every faculty member in residence.

D. Departments and Programs

1. Role and Function

Departments and programs shall consist of faculty appointed to teach within certain areas of academic expertise and who by consequence fix the requirements of major and minor concentrations, subject to final approval by the Academic Senate. The voice of the department is communicated through the department chair. The successful functioning of the academic program depends on the proper functioning of the departments.

2. Officers

The chair of a department or program shall be appointed by the provost in consultation with the department and the Faculty Status and Performance Committee. Ordinarily, the term of appointment is for three years, after which the appointment may be renewed.

The department chair is responsible for departmental policy and conduct in three general areas:

- a. **Departmental Curriculum and All-College Contributions**
The chair shall provide leadership and guidance in the development and maintenance of a strong departmental curriculum, as determined both by disciplinary considerations and in relation to all-college academic programs. The chair must ensure that the departmental program meets professional standards established by the discipline. He or she must also ensure that the department contributes as much as possible to the college's all-college programs, its admissions efforts and to the maintenance of strong relations with alumni and other constituencies.
- b. **Staff Development**
The chair shall provide leadership and guidance in the professional development of department staff as teachers, scholars, advisors, and members of the campus community. This includes assistance in the development of appropriate professional goals for all department faculty. The chair is responsible for recruitment and evaluation of staff, and will make recommendations to the provost with respect to staff, salaries, and promotion.
- c. **Administrative Routine**
In consultation with the department staff, the chair shall be responsible for presiding over departmental meetings, assigning courses, arranging class schedules, overseeing departmental planning, and handling and discharging all other duties incident to administrative routine. The chair shall act as spokesperson for the department in relation to the provost, other department chairs, other administrative offices of the college, and appropriate professional organizations.

Service as chair may warrant some release from teaching, depending on departmental and college needs, and as determined through consultation among the chair, department staff, the Faculty Status and Performance Committee, and the provost.

3. Meetings

a. Department and Program Chairs

The provost shall establish and chair a conference of department and program chairs, to meet at least twice per semester, with authority to advise the provost and to propose policy.

b. Departments and Programs

Meetings of departments and programs will be held on the call of the chair or upon agreement of members. Normally, each will meet as is necessary to conduct business within its own mandate. Attendance at meetings is expected of every faculty member in residence.

4. Assessment and Review of Departments and Programs

The Academic Strategic Planning Committee shall be responsible for overseeing procedures related to the regular assessment and review of departments and all-college programs.

a. External Review of Departments and Programs

Academic departments and programs offerings majors shall undergo external review every seven to 10 years. Other academic programs, including interdisciplinary minors, may be reviewed at the discretion of the provost or at the request of program faculty. Guidelines for external reviews, including a timeline and post-review procedures, are posted on the provost's office website.

The provost shall share information from reviews with ASP, COA, FS&P, and/or senior staff, as appropriate.

b. Department Planning and Assessment

Following a review, an academic department or program shall draft a three-year plan for addressing points raised by the review and develop, in consultation with the Office of Institutional Research, Assessment, and Planning, means of evaluating the effectiveness of proposed measures. The department chair will share and discuss the plan with the provost, and the plan will become part of the department's file in the Provost's office.

Members of the department or program shall evaluate the plan annually, record progress, and revise as deemed necessary.

Every two years, the department shall submit to the provost by June 1 an evaluation, update, revision, and extension of the plan. This submission will be followed by a meeting with the provost, and the update will become part of the department's files in the Provost's office.

E. Committee Structure and Responsibilities

1. Role of Committees

- a. The Senate functions not only through its regular and special meetings but through standing, special, and *ad hoc* committees. These normally report to and are responsible to the Senate. Committee members are appointed by the provost or elected by the faculty, or elected or confirmed by the Academic Senate. Certain committees are described below.
- b. Committees of the Academic Senate or the faculty shall make recommendations to the administration and to the Senate and/or faculty as appropriate with regard to policy matters, and also shall serve in a decision-making capacity within their respective areas of concern.

2. Committees of the Academic Senate and Faculty

a. Academic Performance Committee

i. Function

This committee shall consult with the registrar on the handling of academic records of students and alumni, and shall supervise the academic performance of students in accordance with the requirements established by the Academic Senate including curriculum, resources to support the college's academic programs, and the ethical implications of academic policies. The committee shall act on individual petitions from students with regard to academic regulations, warning, probation, suspension, and dismissal. The committee also reviews and makes recommendations to the provost for honors terms.

ii. Membership

The dean of students, or their designee, as chair; two faculty members appointed by the Provost on the basis of recommendations from FS&P, and the registrar. The associate dean of students or their designee, a representative from the Office of Student Success, Equity and Community, and the director of Learning Enrichment and Disabilities Services are non-voting *ex-officio* members.

b. Academic Strategic Planning Committee

i. Function

This committee shall focus on comprehensive planning for the strategic needs of the academic program of the college. The committee will operate in the following specific capacities:

- (a) To collect, analyze, and disseminate data integral to the internal and external contexts of the college
- (b) To review Academic Affairs budgeting

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- (c) To review and assess program and department development and performance
 - (d) To evaluate tenure-track and teaching fellows proposals in light of internal and external contexts, Beloit's mission and its resource framework
 - (e) To solicit, consider, and propose curricular innovations based on internal and external contexts, Beloit's mission, and its resource framework
 - (f) To plan and respond to accreditation reviews
 - (g) To attend meetings of the board of trustees, including meetings of appropriate board committees, on a non-voting basis and subject to the invitations of the board on each occasion
- ii. Membership
Five tenured faculty members elected at large for staggered two-year terms. The provost, dean of students, and a representative from the Office of Institutional Research, Assessment, and Planning shall be *ex officio* non-voting members. The voting members of the committee shall elect its chair.
- c. Admissions and Financial Aid Policy Committee
 - i. Function
This committee shall review current policies in the area of admissions, recruitment, and financial aid, and shall make recommendations for strengthening the program that are consistent with the enrollment and fiscal goals set by the board of trustees and the college's plan to achieve a diverse student body.

The work of the committee shall:
 - (a) Strengthen and monitor the quality of the student body
 - (b) Evaluate and enhance admissions and financial aid programs to support the racial, ethnic, socio-economic, and international diversity of the student body
 - (c) Review national and international trends that have implications for Beloit's enrollment goals, including but not limited to
 - use of standardized test
 - evaluation of high school academic programs
 - legislation affecting college admissions
 - financial aid
- Recommendations from the committee may be made through the Academic Senate to the administration.

- ii. **Membership**

The vice president for enrollment services (chair), two faculty members appointed by the Provost based on recommendations from FS&P (one faculty member shall serve as vice chair of the committee, elected from within the committee); two students elected from the student members of the Academic Senate; the Vice President for Enrollment Management; the director of Financial Aid, and the director of First-Year Financial Aid/Senior Associate director of Admissions. Although not a formal member of the committee, the director of Institutional Research, Assessment and Planning will serve in consultation with the committee as needed.

- d. **Appeals Committee**
 - i. **Function**

This committee shall consider and investigate appeals from faculty when the Faculty Status and Performance Committee or the provost has recommended that a faculty member's contract should not be renewed or should be terminated before its expiration.

For an explanation of the appeals process procedures, see Chapter VI, Section F.

 - ii. **Membership**

Three faculty members elected at large for staggered three-year terms. An election shall take place in the spring prior to the academic year during which the committee may hear appeals. Faculty shall be nominated and elected in accordance with *Administrative Policy Manual* procedures for electing members to the Faculty Status and Performance Committee. The runner-up in the election shall serve as alternate.

Members of the Faculty Status and Performance Committee and the college administration shall not be eligible for nomination to the committee. An elected member shall be replaced by the alternate if the electee is a member of the appellant faculty member's department or has written a letter of evaluation for the appellant during the initial decision process.

The chair of the committee shall be elected by the committee.

- e. **Curriculum Oversight and Administration Committee**
 - i. **Function**

This committee shall oversee existing academic programs, and advise the provost on matters pertaining to academic administration. The committee shall operate in the following specific capacities:

 - (a) To evaluate and approve all new course and program proposals
 - (b) To design and promote curricular linkages among disciplines, programs, and all-college educational goals

- (c) To devise instruments for the assessment of teaching and learning
- (d) To monitor the number, breadth, and enrollment patterns of courses each semester

ii. Membership

Four full-time, tenured or tenure-track faculty members, who have been employed by the college for at least three years, and two student senators. For election purposes only, each member of the faculty will choose a primary affiliation with one of the following four areas of inquiry:

- Fine and performing arts
- Humanities
- Social sciences
- Natural sciences and mathematics

Four faculty members, each affiliated with one such area, shall be elected at large for staggered two-year terms. The two students shall be selected by the student members of Academic Senate. The registrar, the dean or associate dean of students, the provost or an associate dean of the college, and a representative from the Office of Institutional Research, Assessment and Planning shall be *ex-officio* non-voting members, except in the case of a tie vote, at which time the attending provost or associate dean of the college shall vote. The voting members of the committee shall elect its chair.

f. Faculty Status and Performance Committee

i. Function

This committee shall help the administration, faculty, and Senate in the formulation and implementation of policies that will maintain and strengthen the professional status and teaching effectiveness of the faculty. The provost shall consult with the committee every fall and spring semester regarding the planning of the college budget for the fiscal year, particularly on the priority to be given to faculty salaries and other compensation. The committee will operate in the following specific capacities:

- (a) To advise the administration on all contemplated promotions, reappointments, and employment terminations, and to serve both faculty and administration in helping to resolve any cases of grievance arising therefrom.
- (b) To see that the faculty personnel policies regarding appointments, promotions, and permanent tenure are carried out, and to advise the administration in considering cases that seem to be legitimate exceptions to these general provisions.
- (c) To advise the administration on all cases involving permanent tenure.

- (d) To represent the faculty in periodic review with the administration of existing and contemplated compensation plans and policies, salary schedules, and fringe benefits, but not individual salary arrangements.
- (e) To serve as a review board in cases of doubt with regard to voting eligibility laws.
- (f) To counsel the provost on the appointment and removal of departmental chairs.
- (g) To serve as a nominating committee for faculty elections.
- (h) To advise the administration on applications for leave.
- (i) To provide preliminary screening of Honorary Degree candidates presented by the president.
- (j) Subject to invitation, to attend meetings of the board of trustees, including meetings of appropriate board committees, on a non-voting basis and to speak as a conveyor of faculty views and sentiments as expressed in the formal meetings of the Academic Senate and of the faculty. The chair of the Faculty Status and Performance Committee speaks for the Academic Senate and for the faculty in any official communiqués, and letters, memorials, or resolutions that may be issued in the name of the Academic Senate or the faculty of Beloit College.

ii. Membership

Five elected faculty members. The chair of the committee shall be elected by the committee. The president and the provost are non-voting *ex officio* members of the committee.

The Faculty Status and Performance Committee ordinarily will meet without its *ex officio* members; exceptions may be made at the request of any *ex officio* member and the chair of the committee.

The chair or other representatives of the committee may attend meetings of the board of trustees, including meetings of appropriate board committees. Such attendance shall be on a non-voting basis, and subject to the invitation of the board on each occasion.

g. Judicial Board

i. Function

This committee shall serve as an appeal board for eligible disciplinary decisions made by the dean of students. Appeals may be made concerning either the question of innocence or guilt or the appropriateness of the disciplinary action taken. It shall serve as a hearing body in cases where charges are brought by some person or body outside the Office of the Dean of Students (e.g., a student, resident assistant, member of the campus security force, etc.) or, in certain cases

by the dean of students when the dean feels that he/she cannot provide a fair hearing for the defendant or that a community hearing is appropriate. The board shall hold an organizational meeting at the beginning of the fall term to review procedures. The organizational meeting may not be at a hearing at which a case is considered.

ii. Membership

Two faculty appointed from the membership of the Academic Performance Committee, one administrative staff member and one alternate selected by the vice president for Enrollment Services, neither of whom shall be members of the Student Affairs staff, one student academic senator, and one BSC representative. An additional faculty member, student senator, and BSC representative shall also be appointed to serve as alternates. The dean of students shall select from among these alternates when schedules preclude the permanent members from attending the hearing. The dean of students may also substitute a board member if the dean determines there is a perceived conflict of interest. The dean of students serves as an *ex officio*, non-voting member, except when the board is hearing an appeal board for disciplinary decisions made by the dean of students, although the dean may be present and serve as witness or prosecutor. The board shall elect a chairperson from its own membership, except that the dean of students is ineligible to serve as chair.

3. Other Policy Manual Committees

a. Budget Committee

i. Function

- (a) The committee oversees unrestricted operating budget and resource use as they affect the college, including, but not limited to, the instructional budget, the academic support budget, the student support budget, the institutional support budget as well as the allocation of new funds and special funds.
- (b) As appropriate, the committee will take into account how changes in the college's balance sheet and capital budget impact the operating budget and make recommendations to Senior Staff and/or the Board of Trustees about how to use these accounts to better achieve the college's mission and economic health through their impact on operations.
- (c) The committee oversees the development of annual and multi-year enrollment and financial assumptions that are realistic in order to ensure a sustainable budget and provide the maximum level of funding for college operations.
- (d) The committee oversees the formulation of the policies, priorities, and guidelines by which college financial resources are requested and allocated.

- (e) The committee ensures that budget and financial reports are provided to the Academic Senate and the Board of Trustees, and made available to the campus community on a semi-annual basis. Monthly financial reports shall be made available internally only via the website. The reports shall include all unrestricted sources and uses of funds in addition to the annual increases and decreases.
 - (f) The committee co-chairs make regular reports to the President, Senior Staff, Staff Council, Academic Strategic Planning Committee, and to the faculty as a whole.
 - ii. Membership
Provost; Vice President for Finance and Planning; Vice President for Operations; two (2) staff members appointed by the President; and four (4) faculty members (one from ASP, one from FS&P, and two elected at large). Elected members shall serve two-year, staggered terms.
 - iii. Officers of the Committee
 - (a) The Vice President for Finance and Planning shall serve as a co-chair of the committee; the faculty members of the committee shall select a faculty co-chair for the committee from among themselves.
 - (b) The Office of the Vice President for Finance and Planning shall provide support for the committee, including setting the agenda for the meeting in consultation with the faculty co-chair and providing financial information as requested by the committee.
 - (c) The Executive Assistant to the Vice President for Finance shall serve as recording secretary for the committee.
 - b. Personal Harassment Committee
 - i. Function
This committee will serve two primary purposes for the college. First, it will have jurisdiction over allegations of personal harassment against current faculty or staff members. It will investigate formal complaints, and make recommendations concerning their disposition. At the end of each academic year, in partnership with the Office of Human Resources, it will report the number of informal and formal complaints it received and their disposition to the vice president for human resources and operations.
Second, this committee will serve as an appeals board for all student sexual misconduct and relationship violence judicial cases. The Senior Associate Dean for Student Life will serve as chair of appeals and will contact personal harassment committee members when there is an appeal. Personal harassment committee members will convene to review written appeals, go over the investigation report, and possibly meet with both complainant and accused to hear their written appeal in-person as this option is provided to both parties. The

appeals committee will render one of three decisions: uphold the original decision, modify the original decision, or overturn the original decision. Under all circumstances, the appeals committee decision is final.

Personal harassment committee members will engage in training exercises each semester. Specifically, a minimum of a half day training will be held twice a year that will focus on but will not be limited to: disciplinary procedure, college response and sanctions, college Title IX protocol, as well as victim trauma, substantiated bias, sexual assault statistics and experiences within higher ed environments, as well as case-studies.

ii. Membership

Two elected faculty members, one administrative staff member appointed by the president, and one support staff member appointed by the president; staff appointments will be based on recommendations by the dean of students, vice president for human resources and operations, and provost. Faculty eligible for election shall be slated by the Faculty Status and Performance Committee as part of the spring elections; elected members shall serve two-year, staggered terms. The director of Human Resources will serve as an ex officio member. All members of the committee will serve two-year, staggered terms. A chair will be selected by and from within the committee. The Senior Associate Dean for Student Life will only serve in a chair capacity for Title IX student appeals cases (see above). In the event of a conflict of interest, a committee member must withdraw and be replaced by the first runner-up from the election or by a designated alternate.

c. Professional and Program Development Committee

i. Function

This committee shall support both the professional development of the faculty and specific curricular development efforts.

(a) It shall formulate guidelines, publicize available funds, and evaluate proposals from faculty members seeking support for professional development activities.

(b) It shall facilitate the dissemination of information on internal and external funding sources for faculty and program development.

(c) It shall encourage faculty development through efforts such as gathering information about and promoting the activities of Faculty Development Groups and sponsoring workshops on teaching.

ii. Membership

An associate dean of the college (ex-officio) and three faculty members elected at large for three-year staggered terms through approval voting. The three faculty members shall be elected according to the following criteria: one member shall be elected from the ranks of tenured faculty; the other two members shall be

elected from tenured or tenure-track faculty who have taught at the college for at least three years.

d. Committee on International Education

i. Function

This committee shall serve as the advisory body to the director of International Education on matters, including policy, related to International Education. In the area of study abroad, among others it will review proposals for study abroad programs (including exchange programs), select students for Beloit College study abroad programs, review and recommend policy concerning study abroad, and be concerned with the preparation of students for study abroad and follow-up upon their return. In the area of international students, among others it will be concerned with the integration of these students into the college and their preparation for life after Beloit. The committee will also address curricular issues, faculty and staff development, and other matters related to international education.

ii. Membership

Three faculty members, appointed by the provost in consultation with the director of the Office of International Education; two students, one a member of the Academic Senate and one other student, both appointed by the provost (at least one of the two students will be an international student; and the director of International Education. Faculty members will serve a two-year term, these terms will be staggered. The committee shall elect its own chair.

4. Special Committees

Among special committees currently existing to serve particular institutional needs and having designated faculty membership are: First- and Second-Year, Fringe Benefits, Health Professions Advisory, Institutional Review Board, Legal Professions Advisory, and Staff Matters.

If the Appeals Committee determines that an appellant's case warrants reconsideration by an Ad Hoc Review Committee, this committee shall be composed of five (in residence) former members of the Faculty Status and Performance Committee in order of most recent service. In any case of tie, membership will be determined by random selection. In the event that fewer than five former members of the Faculty Status and Performance Committee are eligible to serve, the remaining positions will then be filled by eligible faculty using the preference or single transferable vote method as described in Appendix I below, using the results from the most recent election for the Faculty Status and Performance Committee after striking any non-eligible faculty. Any person involved in the original recommendation, including the current members of the Faculty Status and Performance Committee, current members of the Appeals Committee, members of the appellant's department, faculty members who have written letters of evaluation pertaining to the candidate, or the college's administrative staff, may not serve on the Ad Hoc Review Committee. The chair of the Ad Hoc Review Committee shall be elected by the committee.

For an explanation of the appeals process and the role of the Ad Hoc Review Committee, see Chapter VI, Section F.

5. Procedures for Election of Faculty Committee Members

a. Faculty Representation and Terms

- i. No faculty member shall serve on more than three committees. No faculty member shall serve concurrently on the Academic Strategic Planning, Faculty Status and Performance and/or the Curriculum Overview and Administration Committees.
- ii. Term of service on a committee shall ordinarily consist of two consecutive academic years, with the possibility of re-election.

b. Election Procedures

- i. Elections shall be conducted by means of ballots circulated to each voting member of the faculty. These ballots shall be prepared, circulated, and tallied by the secretary of the faculty or his or her designee. Ballots which are not returned within one week will not be counted. Ties in any election shall be broken by lot.
- ii. Elections shall normally be conducted during the spring semester, according to the following sequence:
 - (a) Faculty Status and Performance Committee and Academic Strategic Planning Committee.

Each spring the secretary of the faculty, or his or her designee, shall send to each voting member of the faculty two ballots listing all tenured faculty who are not continuing members of the Curriculum Oversight and Administration Committee. The simultaneous elections will be conducted for open slots on both committees, using the preference or single transferable vote method: voting faculty shall rank candidates in an order of preference (1,2,3,4, etc.). Once a voter's first choice is elected or eliminated, excess votes are "transferred" to subsequent preferences until all positions are filled. If any person wins the ballot for both committees, they will serve on the committee for which they received more votes. In that case, the tally will be recounted for the other committee, with the removed candidate skipped for every rank received (as if the candidate had not run in that race). The results will be tabulated using the procedure described in Appendix I below (adapted from the procedure in force as of 2009 in Minneapolis for its city council elections), which may be conducted using free open source software.

For any single seat by-election for FS&P and ASP made necessary to fill early vacancies, the instant run-off voting system will be employed, as described below for COAC elections.

(b) Curriculum Oversight and Administration Committee

Following the election of the members of the Academic Strategic Planning and the Faculty Status and Performance Committee, elections will be held for vacancies on the Curriculum Oversight and Administration Committee. For election purposes only, each member of the faculty will choose a primary affiliation with one of the following four areas of inquiry:

- Fine and performing arts
- Humanities
- Social sciences
- Natural sciences and mathematics

Faculty members representing these areas of inquiry shall be elected by the faculty at large for staggered two-year terms. The ballot shall list candidates according to the area(s) of inquiry to be filled. Eligible faculty include all tenured or tenure-track faculty who will have been on the Beloit College faculty for at least three years, who are expected to be in residence the following year, and who are not continuing members of the Academic Strategic Planning or Faculty Status and Performance Committees. A final ballot containing the names of all those persons who have not asked and received permission to have their names removed from consideration will be distributed to the faculty at large. The election will be conducted by use of a ranked-choice ballot and the single-seat preferential voting method (also known as instant run-off voting), using the counting variations as set forth in Robert's Rules of Orders, Newly Revised, 10th Edition, Chapter XIII §45, paragraph two (see below, Appendix II). For the purpose of this election a person may vote and stand for election in only one area of inquiry. Usually new terms begin at the start of the academic year. In the event that a vacancy occurs during the year, a new election shall be held for a faculty member in the same area of inquiry using the instant run-off method of voting.

(c) Appeals, Budget, Professional and Program Development, and Personal Harassment Committees

When the elections for the Curriculum Oversight and Administration Committee are completed, the secretary of the faculty shall hold elections for the Appeals Committee, the Budget Committee, for the Professional and Program Development Committee, and for the Personal Harassment Committee.

(d) Other committees

The Faculty Status and Performance Committee shall then serve as a faculty nominating committee for all other committee vacancies, according to the following rules:

- (1) It shall nominate faculty candidates for each vacancy on the Academic Performance Committee, Admissions and Financial Aid Committee, and the Committee on International Education.
- (2) It shall not nominate any of its own members or members-elect.
- (3) It shall not, in general, nominate any person for more than one committee; nor shall it, in general, nominate any person who is already on a committee provided that such person will remain on that committee for at least one more year.
- (4) It shall send the Provost a list of nominees. The Provost will select appointees for each committee. In the case of the Committee on International Education, the director of International Education will be consulted.

6. Procedures for Temporary Suspension of Standing Committees

At times it may be necessary or convenient to temporarily suspend the work of one or more standing committees. The work of a standing committee may be temporarily suspended for a stated period of time with approval of the members of Academic Senate by a simple majority.

- a. After the initial suspension has lapsed, the work of a committee may be again suspended for a stated period of time with the approval of the members of the Academic Senate by a simple majority favorable vote.
- b. Reinstatement of the committee prior to the stated period of time requires a majority vote of the Academic Senate.

7. Procedures for the Permanent Dissolution of Standing Committees

At times it may be necessary or convenient to permanently dissolve standing committees. If the work of a standing committee is no longer required, the committee will be dissolved following a proposal by the provost or major committee (FS&P, COA, or ASP) and with approval of the members of the Academic Senate by a simple majority.

F. Policies Pertaining to Department of Education and Youth Studies Administration and Faculty Service Load

In compliance with Wisconsin Department of Public Instruction guidelines and regulations, the following policies pertaining to the Department of Education and Youth Studies shall be applicable. All such policies shall be subject to review and interpretation by the provost in consultation with the Faculty Status and Performance Committee.

1. The Department of Education and Youth Studies shall be administered by one faculty member who has assigned time for that responsibility. The time may be in the form of a released fraction of a course or in a lighter load relative to supervision duties. This provision recognizes the fact that the head of the Department of Education and Youth Studies as certifying officer has time-consuming obligations to the Wisconsin Department of Public Instruction and to graduates of Beloit College, as well as to cooperating schools and school districts regarding matriculating students.
2. The total service load of faculty members in the Department of Education and Youth Studies shall be interpreted to include teaching, scholarship, advising, committee assignments, campus community activities, supervision of Beloit College students assigned to schools, and recruitment, selection, and admission of students.

Appendix I

STV Elections, Tabulation Procedures for Regular FS&P and ASP Elections [Adapted from Title 8.5 of the Minneapolis Code of Ordinances, Chapter 167 relating to Municipal Elections; Rules of Conduct.] The language below will apply to regular elections for FS&P and ASP Ballots.

(a) *Ballot format.*

- (1) When there are three (3) or more qualified candidates, a ballot must allow a voter to rank at least three (3) candidates for each office in order of preference.
- (2) A ballot must include instructions to voters that clearly indicate how to mark the ballot so as to be read by the faculty and/or staff members conducting the count, or if computerized software is to be used, so as to be readable by software used to tabulate results.
- (3) A ballot must include instructions to voters that clearly indicate how to rank candidates in order of the voter's preference.
- (4) A ballot must indicate the number of seats to be elected for each office.
- (5) A ballot which allows voters to indicate the order of their preference by marking multiple positions for each candidate must include instructions indicating the ranking of each position.

(b) *Ballot format rules.*

The chief academic officer or her/his designee shall establish administrative rules for ballot format after a voting mechanism has been selected. All rules shall be adopted in accordance with this section.

Tabulation of Votes.

(a) *Applicability.*

This section applies to a ranked-choice voting election in which more than one (1) seat in office is to be filled from a single set of candidates on the ballot. The method of tabulating ranked-

choice votes for multiple-seat elections as described in this section must be known as the "multiple-seat single transferable vote" method of tabulation.

(1) Tabulation of votes must proceed in rounds for each office to be counted. First the threshold must be calculated and publicly declared. After calculation of the threshold, each round must proceed sequentially as follows:

The number of votes cast for each candidate, as indicated by the highest ranked continuing candidate on each ballot, must be counted. If the number of candidates whose vote totals equal or exceed the threshold is equal to the number of seats to be filled, the tabulation is complete.

If the number of candidates whose vote total is equal to or greater than the threshold is not equal to the number of seats to be filled, the tabulation must continue as described below.

Surplus votes for any candidates whose vote total is equal to or greater than the threshold must be calculated. Candidates appearing on the ballot who do not receive any valid rankings are defeated immediately, before any transfers.

After any surplus votes are calculated but not yet transferred, a candidate is defeated whose vote total, plus all potentially transferable votes from elected candidates and candidates with fewer votes, is less than the vote total of the candidate with the next higher number of votes, such that it is mathematically impossible for that candidate to be elected. All candidates for whom it is mathematically impossible to be elected must be defeated simultaneously. Votes for the defeated candidates must be transferred to each ballot's next-ranked continuing candidate. The transfer value of each vote cast for an elected candidate must be transferred to the next continuing candidate on that ballot. If two (2) or more candidates have vote totals that equal or exceed the threshold, the votes for the candidate with the largest surplus will be transferred first with subsequent transfers proceeding in descending order of surplus size. A tie between two (2) or more candidates must immediately be resolved by lot by the Secretary of the Faculty or her/his official designee. The surplus of the candidate chosen by lot must be transferred before other transfers are made. The result of the tie resolution must be recorded and reused in the event of a recount.

If there are no transferable surplus votes, the candidate with the fewest votes is defeated. Votes for a defeated candidate are transferred at their transfer value to each ballot's next-ranked continuing candidate. Ties between candidates with the fewest votes must be decided by lot, and the candidate chosen by lot must be defeated. The result of the tie resolution must be recorded and reused in the event of a recount.

The procedures listed above for multiple seat elections must be repeated until the number of candidates whose vote totals equal or exceed the threshold is equal to the number of seats to be filled, or until the number of continuing candidates is equal to the number of offices yet to be elected. If the number of continuing candidates is equal to the number of offices yet to be elected, the remaining continuing candidate must be declared elected. In the case of a tie between two (2) continuing candidates, the tie must be decided by lot, and the candidate chosen by lot must be defeated. The result of the tie resolution must be recorded and repeated in the event of a recount.

(2) When a single skipped ranking is encountered on a ballot, that ballot shall count towards the next non-skipped ranking. If any ballot cannot be advanced because no further continuing candidates are ranked on that ballot, or because a voter has skipped more than one (1) ranking or has ranked the same candidate in two (2) or more rankings, that ballot shall immediately be declared “exhausted”. Any ballot that has been declared an undervote, overvote, or exhausted must remain so and shall not count towards any candidate in that round or in subsequent rounds.

Definitions. The following words and phrases when used above in this section shall have the meanings respectively ascribed to them throughout this section:

Batch elimination means a simultaneous defeat of multiple continuing candidates that have no mathematical chance of being elected.

Continuing candidate means a candidate who has been neither elected nor defeated.

Duplicate ranking occurs when a voter ranks the same candidate at multiple rankings for the office being counted.

Exhausted ballot means a ballot that cannot be transferred to a lower ranked candidate because the next ranking is blank or there is more than one (1) candidate given the next ranking for the office being counted.

Highest continuing ranking means the ranking on a voter's ballot with the lowest numerical value for a continuing candidate.

An *overvote* occurs when a voter ranks more than one (1) candidate at the same ranking.

Partially defective ballot means a ballot that is defective to the extent that the election judges are unable to determine the voter's intent with respect to the office being counted.

Ranked-choice voting means an election method in which voters rank candidates for an office in order of their preference and the ballots are counted in rounds that, in the case of a single-seat election, simulate a series of runoffs until one (1) candidate meets the threshold, or until two (2) candidates remain and the candidate with the greatest number of votes is declared elected. In the case of multiple-seat elections, a winning threshold is calculated, and votes, or fractions thereof, are distributed to candidates according to the preferences marked on each ballot as described below.

Ranking means the number assigned by a voter to a candidate to express the voter's preference for that candidate. Ranking number one (1) is the highest ranking. A ranking of lower numerical value indicates a greater preference for a candidate than a ranking of higher numerical value.

Round means an instance of the sequence of voting tabulation steps established in this section.

Skipped ranking occurs when a voter leaves a ranking blank and ranks a candidate at a subsequent ranking.

Surplus means the total number of votes cast for an elected candidate in excess of the threshold.

Surplus fraction of a vote means the surplus divided by the total votes cast for the elected candidate, calculated to four (4) decimal places. Surplus fraction of a vote = (Surplus)/(Total votes cast for elected candidate).

Threshold means the number of votes sufficient for a candidate to be elected. In any given election, the threshold equals the total votes counted in the first round after removing partially defective ballots, divided by the sum of one (1) plus the number of offices to be filled and adding one (1) to the quotient, disregarding any fractions.

Threshold = (Total votes cast)/(Seats to be elected + 1) +1.

Transfer value means the fraction of a vote that a transferred ballot will contribute to the next ranked continuing candidate on that ballot. The transfer value of a vote cast for an elected candidate is calculated by multiplying the surplus fraction of each vote by its current value. The transfer value of a vote cast for a defeated candidate is the same as its current value. *Transferable vote* means a vote or a fraction of a vote for a candidate who has been either elected or defeated.

Totally defective ballot means a ballot that is defective to the extent that the election judges are unable to determine the voter's intent for any office on the ballot.

An *undervote* occurs when a voter does not rank any candidates for an office.

Appendix II

IRV Elections, Tabulation Procedures (From *Roberts Rules of Order, Newly Revised*, 10th edition, Chapter XIII §45, paragraph two). The language below will be applied to elections to COAC and for single seat early replacement elections to FS&P and ASP.

On the preferential ballot—for each office to be filled or multiple-choice question to be decided—the voter is asked to indicate the order in which he prefers all the candidates or propositions, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice. In counting the votes for a given office or question, the ballots are arranged in piles according to the indicated first preferences—one pile for each candidate or proposition. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates or propositions throughout the counting procedure until all but one are eliminated as described below.

If more than half of the ballots show one candidate or proposition indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected or the proposition is decided upon. But if there is no such majority, candidates or propositions are eliminated one by one, beginning with the least popular, until one prevails, as follows: The ballots in the thinnest pile—that is, those containing the name designated as first choice by the fewest number of voters—are redistributed into the other piles according to the names marked as second choice on these ballots. The number of ballots in each remaining pile after this distribution is again recorded. If more than half of the ballots are now in one pile, that candidate or proposition is elected or decided upon. If not, the next least popular candidate or proposition is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is

indicated as second choice on a ballot, that ballot is placed according to its third choice. Again the number of ballots in each existing pile is recorded, and, if necessary, the process is repeated—by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated—until one pile contains more than half of the ballots, the result being thereby determined. The tellers' report consists of a table listing all candidates or propositions, with the number of ballots that were in each pile after each successive distribution.

If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside. If at any point two or more candidates or propositions are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated. In the event of a tie in the winning position—which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles—the election should be resolved in favor of the candidate or proposition that was strongest in terms of first choices (by referring to the record of the first distribution).

Revision to Chapter VIII:

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05/23/12	Section A 2 a Section E 2 a	AS – 05/2012
09/19/13	Section A 2 b	AS – 05/2013
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5/25/2017	Section E 3 d (*d is currently e)	AS – April 2017
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03/24/20	Section E 6 and 7	AS – November 2019
03/24/20	Section A 1 a.	AS – March 2020
07/24/20	Section E	EAA – May 2020
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