ARTICLE I. NAME AND PURPOSE

Section 1. The name of the organization participating in the shared governance of the Wonsook Kim College of Fine Arts will be the College Council of the Wonsook Kim College of Fine Arts, hereinafter referred to as “the College Council.”

Section 2. The College Council will serve as the primary governing body through which the faculty, administrative professional personnel, civil service personnel, and students of the Wonsook Kim College of Fine Arts will participate in determining College policy and procedures.

Section 3. The College Council will operate in accordance with the Illinois State University Constitution and relevant University policies and procedures.

ARTICLE II. POWERS AND RESPONSIBILITIES

Section 1. The College Council will provide advice and counsel to the Dean of the Wonsook Kim College of Fine Arts on major policy issues including, but not limited to, the areas of governance, curriculum, personnel, and administration. The Dean will regularly communicate with the Council regarding major policy issues and will report acceptance or non-acceptance of the College Council’s recommendations. Under conditions of non-acceptance, the Dean shall provide rationale to the College Council for the decision.

Section 2. The College Council will ensure the creation of the following committees:

Standing Committees (APPENDIX A):
- College Research Committee (CRC)
- College Curriculum Committee (CCC)
- College Faculty Status Committee (CFSC)
- College Academic Advisor Committee (CAAC)

Special Committees:
- Bylaws Review Committee (APPENDIX B)
- School Director Search Committee (APPENDIX B)
• Dean’s Review Committee (see the university Policy & Procedures 3.2.15)

The College Council will ensure the creation of other committees as deemed necessary to assist the College. With the exception of the College Faculty Status Committee, the College Council will determine the method of appointment or election and the powers, duties, and composition of each committee. No provision of this section will be construed to preclude the Dean from creating committees.

Under normal circumstances, the College Council shall not review matters under the purview of other committees until those committees have reviewed and reported on their matters to the College Council.

Section 3. The College Council will be responsible for the following:

a. Conducting monthly meetings of the College Council during the fall and spring semesters

b. When appropriate, calling for special meetings of College faculty, staff, and/or students

c. Establishing guidelines for the creation and maintenance of School/Program bylaws, and reviewing and making recommendations regarding School/Program bylaws and other documented policies (APPENDIX C)

d. Formulating a membership structure for the selection of search committees for School/Program Directors (APPENDIX B)

e. Establishing procedures and policies for the selection of associate and assistant deans (APPENDIX D)

f. Reviewing and, when appropriate, revising the evaluation questionnaire(s) for the annual review of the Dean (see the university Policy & Procedures 3.2.16) and School Directors (see the university Policy & Procedures 3.2.15)

g. Ensuring nomination of candidates and selection of recipients for College teaching, research, creativity, and service awards

h. Validating elections coordinated by the Dean’s Office

ARTICLE III. MEMBERSHIP

Section 1. The twenty-two (22) voting members of the College Council will consist of:

• the Directors of each School (ART, MUS, THD) and the Creative Technologies Program (4)

• two elected tenured/tenure-track faculty members from each School (ART, MUS, THD) (6)

• one elected tenured/tenure-track faculty member with more than 50% appointment in the Creative Technologies Program (1)
one elected non-tenure track faculty member from the College (ART, MUS, THD) (1)
one elected administrative professional representative from the College (1)
one elected civil service representative from the College (1)
two students from each School (ART, MUS, THD) and the Creative Technologies Program (8)

The ex officio and non-voting members of the College Council will consist of:
- the Dean of the College
- the Associate and Assistant Deans of the College
- the Dean’s Business Communications Associate

Section 2. **Tenured/tenure-track faculty members** of the College Council will be elected by the tenured/tenure-track faculty within each School (ART, MUS, THD)/Program. Tenured/tenure-track faculty must have more than a 50% appointment in the College and must have completed one full semester of teaching preceding the election. Two academic years will be considered a full term. The terms of each faculty member within a School will be staggered. Faculty members will be eligible for immediate reelection at the completion of one full term. At least one year of non-service is required following four consecutive years of service.

Section 3. **Non-tenure-track faculty members** of the College Council will be elected by all non-tenure-track faculty of the College. Non-tenure-track faculty members must have completed a full semester of teaching within the College before serving on the College Council. Non-tenure-track faculty elections will take place no later than September 1. Two academic years will be considered a full term. Non-tenure-track faculty members will be eligible for immediate reelection at the completion of one full term. At least one year of non-service is required following four consecutive years of service.

Section 4. **Administrative professional members** of the College Council will be elected by the administrative professional personnel of the College. Administrative professional members must have completed a full semester of employment before serving on the College Council. The terms of the administrative professional member and the civil service member will be staggered. Two academic years will be considered a full term. Administrative professional members will be eligible for immediate reelection at the completion of one full term. At least one year of non-service is required following four consecutive years of service.

Section 5. **Civil service members** of the College Council will be elected by the civil service personnel of the College. Civil service members must have
completed a full semester of employment before serving on the College Council. The terms of the civil service member and the administrative professional member will be staggered. Two academic years will be considered a full term. Civil service members will be eligible for immediate reelection at the completion of one full term. At least one year of non-service is required following four consecutive years of service.

Section 6. Student members of the College Council will consist of one undergraduate student and one graduate student from each School/Program (ART, MUS, THD, CTK) recruited through an all-call process. Student members will be selected by the Director of their School/Program (ART, MUS, THD, CTK). Student members must have completed a full semester of studies as a major in the College and be in good academic standing before serving on the College Council. One academic year will be considered a full term. Student members will be eligible for immediate reappointment at the completion of one full term. At least one year of non-service is required following two consecutive years of service.

Section 7. With the exception of ex officio members and School/Program (ART, MUS, THD, CTK) Directors, two consecutive absences of a College Council member may allow the Council to replace the absent member. Faculty, administrative professional, and civil service members will be replaced by special election. Student members will be replaced by the aforementioned process outlined in Article III. Section 6..

ARTICLE IV. ELECTIONS AND SERVICE

Section 1. All College-wide elections will be conducted in accordance with University rules and procedures.

Section 2. The College Council will ensure that the Dean’s Office conducts elections for the College.

Section 3. The College Council will ensure that the Dean’s Office communicates procedures and a reasonable timeline for each phase of the election process. The Dean’s Office will announce the results after balloting.

Section 4. All faculty and staff who are eligible for service on the College Council are automatically nominated and may remove their names from the ballot by request to the Dean’s Office. The following people are ineligible to be elected to the College Council:

- individuals on leave for part of the elected term
- members of the College Faculty Status Committee
Section 5. Elections for College Council faculty should be conducted following the College Faculty Status Committee elections and should be concluded prior to the last day of classes in the spring semester. See Article III, Section 3 for timing of elections for non-tenure track faculty.

Section 6. Membership should be in place by the first College Council meeting of the academic year.

ARTICLE V. OFFICERS

Section 1. After the new members of the College Council are seated, the College Council will elect, from its elected members, a Chair and Vice Chair (who must both be faculty/administrative professional/civil service) and a Secretary for one-year terms. These officers will assume their duties immediately.

Section 2. These officers, along with the Dean, Associate Dean(s), and Assistant Dean(s) will constitute the Executive Committee. The Executive Committee will prepare meeting agendas and perform other duties.

Section 3. The Chair will preside over College Council meetings and perform other duties as needed. The Vice Chair will serve in the absence of the Chair. The Secretary will take meeting minutes and prepare them for distribution.

ARTICLE VI. MEETINGS

Section 1. The College Council will hold monthly regular meetings during the fall and spring semesters, and as needed. Meetings will be open to anyone who wishes to observe.

Section 2. The Chair will request possible agenda items from the College Council ten business days prior to the meeting. Proposed agenda items shall be submitted to the Chair no later than five business days prior to the meeting. Proposed agenda items will be evaluated for inclusion by the Executive Committee. If a proposed agenda item is rejected, the Chair will explain the decision to the requestor. The agenda for regular and special meetings will be published and distributed to the College at least forty-eight hours before the meeting.

Section 3. Faculty, staff, and students not serving on the College Council can communicate proposed agenda items in writing to an Executive Committee member no later than ten business days prior to a meeting. If a proposed agenda item is rejected, the Chair will explain the decision to the requestor.
Section 4. Special meetings may be necessary to address pressing or complex matters outside of regular meetings. Special meetings may be called by any of the following:

a. the Dean, the Chair, or, in the absence of the Chair, the Vice Chair
b. written request of at least five voting members of the College Council
c. written petition from ten percent of either of the following College constituencies: (1) students or (2) faculty/staff

Special meetings shall occur in a timely manner and are limited to the subject of the written request or petition.

Section 5. For the purpose of a vote, a quorum of more than fifty percent of the voting members must be present.

Section 6. When voting on a motion, the College Council will follow protocol from the most recent edition of Robert’s Rules of Order. Otherwise, meetings will be conducted informally.

Section 7. Approved minutes of College Council meetings will be available publicly within ten business days of approval. At least one permanent file of agendas and minutes will be kept in the Dean’s Office.
APPENDIX A. STANDING COMMITTEES

College Research Committee (CRC)

Section 1. Under the guidance of the Dean’s representative, the committee’s charge is to promote research and creative activity in the College and to administer the research and creative awards for the College. Other responsibilities include selecting the 3-Minute Thesis and James L. Fisher Outstanding Thesis nominees, and reviewing/awarding the College applicants for University Research Grants. The committee will also establish and revise its policies and procedures.

Section 2. The committee will consist of seven (7) members: two tenured/tenure-track faculty members from each School (ART, MUS, THD) (6), and one (1) from the Creative Technologies Program. Members will be appointed by the Dean in consultation with the Directors.

Section 3. Two academic years will be considered a full term. The two faculty members representing each School will serve staggered terms. At least one year of non-service is required following two consecutive terms of service.

Section 4. No members shall simultaneously represent two constituencies. No members may serve concurrently on both School and College Research Committees.

College Curriculum Committee (CCC)

Section 1. Under the guidance of the Dean’s representative, the committee’s charge is to evaluate School (ART, MUS, THD)/Program (CTK) curriculum proposals. The committee will also establish and revise its policies and procedures.

Section 2. The committee will consist of twelve (12) members:
- two tenured/tenure-track faculty members from each School (ART, MUS, THD) (6) and one (1) from Creative Technologies, each serving three-year terms as appointed by the Dean in consultation with the Directors. These are voting members.
- one graduate student from each School/Program (ART, MUS, THD, CTK) (4), each serving a one-year term with the possibility of reappointment. These are voting members.
- one Dean’s representative (1). This is a non-voting member.

Section 3. The two faculty members representing each School (ART, MUS, THD) will serve staggered terms. At least one year of non-service is required following two consecutive terms of service.

Section 4. No members shall simultaneously represent two constituencies. No members may serve concurrently on both School and College curriculum.
committees. Members should be seated prior to May 1 for the subsequent academic year.

College Faculty Status Committee (CFSC)

The committee’s charge and membership are outlined in the University’s Appointment, Salary, Promotion and Tenure (ASPT) document.

College Academic Advisor Committee (CAAC)

Section 1. Under the guidance of the Dean’s representative, the committee’s charge is to serve in an advisory capacity to the Dean while working to provide a forum for each advisor to share their efforts related to advisement issues across the Schools/Program and to identify ways they might be able to improve upon the advising process in the College.

Section 2. The committee will consist of a Dean’s representative, all undergraduate academic advisors whose primary caseload consists of majors within the College (ART, MUS, THD, CTK), and academic advisors from Special Populations and University College.
APPENDIX B. SPECIAL COMMITTEES

Bylaws Review Committee

Section 1. Under the guidance of the Dean’s representative, the committee’s charge is to review College Council bylaws and make recommendations for updating policy as needed.

Section 2. The committee will be established five years after the current bylaws have been approved by the Academic Senate.

Section 3. The committee will consist of one faculty and one student from each School/Program (8), one administrative professional or civil service staff (1), and the Dean or their designee (1), who will serve as the non-voting chair.

Section 4. Revisions must be approved by simple majority of the Council.

Section 5. Outside of the 5-year review cycle, there are three options for revision:

1. Revisions proposed by College Council members will be approved by a simple majority of the College Council
2. Revisions outside the College Council may be proposed by any member of the College in accordance with Article VI, Section 3, then approved by a simple majority of the College Council
3. Revisions rejected by the College Council may still be put to a College-wide vote if the proposal is accompanied by a petition in accordance with Article VI, Section 4, subsection c.

Section 6. Revisions must be approved by at least a two-thirds majority in a College-wide vote. Bylaws approved by the College-wide vote must be approved by the Academic Senate before adoption.

School Director Search Committee

Section 1. The responsibilities of this committee will be consistent with University Administrator Selection and Search Policies (University Policies and Procedures 3.2.13).

Section 2. The nine (9) voting members of this committee will be comprised of the following:

- The Chair of the committee will be a School Director from, Art, Music, or Theatre and Dance (1), not in the School concerned. If this condition cannot be met, a tenured full professor from outside the School will be appointed by the Dean in consultation with the Directors.
• Three tenured (3) and one tenure-track (1) faculty will be elected by the faculty of the School in accordance with the School’s bylaws. Committee members must collectively meet the following criteria:
  o No more than one may come from each School governance area, as defined in the School’s bylaws.
  o They must reflect the “broadest possible representation of unit diversity.” (University Policy 3.2.13, Article I, Section D)
• One undergraduate (1) and one graduate (1) student from the School, appointed by the Dean from a slate of six (three undergraduate, three graduate) provided by the School.
• One administrative professional (1) or civil service employee from the School, appointed by the Dean from a slate of at least three provided by the School.
• One administrative professional (1) or civil service employee appointed by the Dean from outside the School, but within the College.
Each School and the Creative Technologies Program shall create and maintain bylaws. Proposed bylaws will be evaluated by the College Council for inclusion of the following:

1. The formulation of School/Program policy and advisement of the Director through faculty/staff meetings and/or advisory groups.
2. Provisions for periodic meetings of the School/Program faculty and staff.
3. The establishment of the membership and charge of standing and special committees within the School/Program.
4. Procedures for the selection of faculty appointments.
5. Guidelines for the charge of School officers (e.g. Associate/Assistant Director).
6. Opportunities for student participation in School/Program affairs.

For continuity, Creative Technologies bylaws will also be an addendum in each School’s bylaws. Whenever revisions to Creative Technologies bylaws are approved by the College, the approved changes will be updated in the addendum of each School’s bylaws.

APPENDIX D. PROCEDURES AND POLICIES FOR THE SELECTION OF ASSOCIATE AND ASSISTANT DEANS

1. Associate Deans
The Associate Deans, as administrative professionals, serve at the pleasure of the Dean. When an opening occurs, the Dean may fill the position either by appointment or by executing a search process. The Dean will post the position vacancy on the Human Resources site and notice of the position will be sent to all tenure track faculty in the College. The candidate selected will be hired from those who applied through the position posting.

2. Assistant Deans
The Assistant Deans, as administrative professionals, serve at the pleasure of the Dean. When an opening occurs, the Dean may fill the position either by appointment or by executing a search process. The Dean will post the position vacancy on the Human Resources site and notice of the position will be sent to all faculty and staff in the College. The candidate selected will be hired from those who applied through the position posting.