

California State University, Monterey Bay  
College of Education

Bylaws

College of Education Vision

Through innovative teaching and scholarship, the College of Education prepares highly effective, culturally sustaining professionals who serve, engage, and transform communities and schools to promote equity and social justice.

College of Education Mission

The College of Education prepares innovative scholar-practitioners who enact culturally responsive and sustaining, evidence-based practices to cultivate lifelong learning and well-being in diverse communities.

College of Education Core Values

The College of Education values:

- Innovative, transformative, and equitable practices
- Reflective teaching, research and scholarship
- Reciprocal and responsive individual, family and community relationships
- Local and global impact

I. Introduction

A. This document details the rights and responsibilities of administrative layers in relation to the rights and responsibilities of the organization's members (i.e., all Departments, Centers, and Institutes in the College of Education and their employees.) The Bylaws outline the decision-making structures and processes for shared governance within the College of Education at California State University, Monterey Bay. This document does not supersede university or system policy, and shall operate as a supplement to unit-level governance within the college.

B. The College of Education, California State University Monterey Bay is hereinafter referred to as the College.

II. Governance

A. The governance of the College is shared among the college's academic

departments, the College of Education Assembly, the Executive Committee and the Dean (and designees).

#### B. Academic Departments

Each academic department in the College may determine its own bylaws and share these bylaws with the Dean's office for review and approval.

Department-level governance shall not conflict with or supersede college, university or system-level governance and policy and must not come into conflict with any of the collective bargaining agreements currently in force.

### III. Officers

#### A. Dean

The Dean is the chief administrative officer of the College and is administratively responsible to the Provost and Vice President for Academic Affairs. The Dean shall be selected and serve in accordance with university policies.

#### B. Chairs

Department Chairs shall be selected and shall serve in accordance with all applicable University and Department policies. Each department shall have a Department Chair who is administratively responsible to the Dean and generally responsible to the department's faculty and staff on departmental affairs.

### IV. The Assembly

#### A. Name

The name of this organization is the College of Education Assembly (hereinafter referred to as the Assembly).

#### B. Authority and Duties

i. The College delegates to the Assembly its authority and responsibility to develop policies and procedures concerning College academic policies and procedures including, but not limited to, matters of policy and resources, subject to the Dean's final approval.

ii. Via the appropriate processes, the Assembly will formulate, review, revise, and recommend to the Dean all College-wide academic policies and procedures

including, but not limited to, matters of policy and resources.

iii. Voting processes shall be in accordance with Robert's Rules of Order, when voting is required.

#### C. Membership

The Assembly shall be comprised of the following voting members (unless otherwise specified):

- All tenure-line, full-time faculty members (faculty on sabbatical, other leave, and FERP retain membership);
- All lecturers employed in the academic year (Fall and Spring Terms);
- The College's administrators holding academic appointments (as ex officio, non-voting);
- Associated Students' College of Education senator (ex-officio, non-voting);
- Stateside staff;
- University Corporation staff.

#### D. Meetings

The Dean shall call at least two Assembly meetings each academic year, one in the Fall term and one in the Spring term. Additional meetings may be called by the Dean or by the Executive Committee in consultation with the Dean. Requests to attend via remote conferencing may be submitted to the Executive Committee.

i. Quorum & Voting: A quorum shall be established when a majority of full-time employees are present. A vote will carry based on the majority vote of Assembly members present.

ii. Notice of Meetings: Meeting notices and agendas will be distributed no less than five full working days before meetings to members of the College Assembly. Once published, changes to an agenda must be formally noticed to the membership in a separate communication or amended by a vote of the Assembly.

iii. Minutes: Assembly meeting minutes will be published no more than five full working days after approval. Minutes will be approved at the next meeting of the Assembly and made available in a form accessible to the College Assembly.

#### E. Executive Committee

The Executive Committee of the Assembly shall consist of the following members:

- Dean (ex officio),
- Department Chairs,

One elected at-large tenured faculty from Undergraduate programs (elected by the undergraduate faculty with primary appointment),  
One elected at-large tenured faculty from Graduate programs (elected by the post-graduate faculty with primary appointment), and  
One elected lecturer with a three-year contract (elected by lecturer faculty of the College).  
One elected staff member (ex officio; elected by staff members of the College)

- i. The roles and responsibilities of the Executive Committee shall be to:
  1. Ensure transparency in College-level decision-making process.
  2. Monitor adherence to College policy by Departments and Dean.
  3. Develop proposals for decisions to be made by the Assembly.
  4. Provide input to Dean on issues relevant to the Assembly.
  5. Provide feedback to Dean on College budgetary decisions, allocation of resources, and new College endeavors (e.g., programs, off-site venues, partnerships).
  6. Provide input on, and monitor, the College long-range and strategic planning, and overall functioning of the College.
  7. Provide oversight of College committees (e.g., Policy, CCC, and REDI) and advise on the creation of ad hoc committees and task forces.
  8. Advise on academic partnerships with other CSUMB Colleges and with community partners.
  9. Provide feedback on College strategic communications and web presence.
  10. Advocate for the concerns of faculty, staff, students, and programs.
  11. Facilitate College-level elections and representation in shared governance.

## V. College Committees

College Committees will establish bylaws describing their duties, the election of members, and the frequency of meetings. Meeting notices and agendas will be distributed in a form accessible to the members in a timely fashion. Minutes will be approved at the next meeting of the committee and made available in a form accessible to the committee members and to the College constituency.

Generally, committees will elect a Chair at the last meeting of the Spring semester of the final year of the term. The Chair is chosen by majority vote of the committee members. Committee Chairs are responsible for calling a committee meeting in accordance with that committee's bylaws. Additional meetings may be called by either the Committee Chair or the Dean.

New committees, either standing or ad hoc committees, are formed based on the needs of the College. Any member of the College can request the formation of a committee and submit the request to the College Executive Committee. The Executive Committee will create and populate the committees based on an affirmative vote and will establish the committee purpose and charge at the time of the committee formation.

### Standing Committees

#### A. Curriculum Committee Council

The major function of this Council shall be to provide College-level review and recommendation of curriculum proposals from academic programs in the College of Education, to review the academic standards across programs, and standards of relevant accrediting bodies and professional organizations, to provide College-level review of program curricula in the College of Education, to oversee and review course syllabi for potential areas of curricular redundancy, and to work with Department Chairs and program faculty to address issues where appropriate, and to review new program and program revision proposals and recommend to the College Dean.

The membership consists of the Dean or their designee (ex officio, non-voting), a faculty member representative from each department and the College of Education Faculty Associate (non-voting).

A quorum of the Curriculum Council consists of a majority of its voting membership. See Appendix A for the Bylaws of the Curriculum Council.

#### B. Policy Council

The purpose of the Policy Council is to initiate, recommend and oversee College-level policies from the faculty, staff, administration, and Academic Senate of California State University Monterey Bay.

The members of the Policy Council shall be determined via the Bylaws of the Policy Council. The Bylaws of the Policy Council are in Appendix B.

#### C. Race, Equity, Diversity and Inclusion (REDI) Committee

The purpose of the REDI Committee is to oversee, implement, maintain and

review the College Inclusive Excellence Plan. The membership consists of the Dean or his/her designee (ex officio, non-voting), two faculty members (lecturer or tenure line), a student representative, and one staff member from each department, and Department Chairs from each department.

VI. Representation and Elections on University Committees

The Dean's office will maintain a list of designated and possible seats for College faculty and staff on University Academic Assembly and College Committees, including those currently seated and their term limits. This list will be used to collect nominations and hold elections for open positions. The Dean's office will announce results of elections no more than three [3] days after voting closes or the seat is otherwise filled.

The College Executive Committee will coordinate the nomination and election process for College Committee seats as well as College faculty representation on University Academic Assembly bodies. The College Executive Committee will ensure that the collection of nominations, appropriate elections, and reporting out of results will be done in a timely manner

VII. Amendment and Review procedures

The process by which these Bylaws may be amended may be initiated by: (a) a petition signed by at least 50 percent (50%) of the Assembly; (b) request of the Dean of the College; (c) a simple majority vote of any department within the College or (d) regular business of the Executive Committee and/or Policy Council.

Any proposed amendment shall be delivered to and accepted by the Policy Council for review, dissemination to the Assembly, and a subsequent vote by the Policy Council, in accordance with the Policy Council Bylaws (see Appendix B). College bylaws shall be reviewed every ten years or at such time as the Policy Council and Executive Committee, in consultation with the Dean, deem it necessary.

VIII. Ratification

The College Bylaws will go into effect following a vote taken by the Policy Council and subsequent approval by the Dean.

College of Education Policy Council Approval: February 16, 2023

  
David England (Apr 28, 2023 12:54 PDT)

David England, Ph. D.  
Dean, College of Education

04/28/2023

Date



Appendix A - [College of Education Curriculum Committee Council Bylaws](#)

Appendix B - [College of Education Policy Council Bylaws](#)