TO: The Executive Committee
FROM: Semester Conversion Directors (SCD)
SUBJECT: 14-15 ASCD 2: Policies and Procedures of the Semester Conversion Steering Committee
PURPOSE: For approval by the Executive Committee

ACTION REQUESTED:
As the co-directors of the semester conversion (SCD) at CSU East Bay, we request ExCom endorsement of the following Policies and Procedures for Committee Operation of the Semester Conversion Steering Committee (SCSC). These Policies and Procedures will become effective upon the approval of the President.

BACKGROUND INFORMATION:
The Semester Conversion Steering Committee held its second meeting on Friday, January 23rd, when the committee members discussed a draft version of the attached policies and procedures document. After agreeing to several changes to the draft document, the Committee voted unanimously (16-0) to approve this policy and procedure document, and to request the approval of ExCom.
The Semester Conversion Steering Committee is a working committee that has been assigned one complex task involving all levels of the University: the conversion of CSU East Bay from a quarter to a semester academic calendar in Fall 2018. Provost James Houpis and Vice President Brad Wells are the co-sponsors of the semester conversion project.

These policies and procedures for the conduct of its operations shall be established on adoption by the majority vote of the members present of the Semester Conversion Steering Committee endorsement by the Executive Committee of the Academic Senate, and approval of the President.

**ARTICLE I**

**Membership**

**Section 1: Faculty Membership**
Faculty membership includes the three directors and the Chair of the Academic Senate. The members of each of the five standing committees of the Academic Senate that have duties and responsibilities key to the conversion process elect one faculty representatives. Up to two faculty members at-large, chosen through the normal Senate process, also serve on the committee.

Membership of the committee includes the following eleven faculty: 2 Co-Directors and 1 Associate Director of semester conversion; 1 Chair of the Academic Senate; faculty representative elected from each of the following committees: 1 CAPR, 1 CIC, 1 FAC, 1 FDEC, 1 GE subcommittee; 2 faculty representatives at large.

**Section 2: Administrative Membership**
Administrative membership is determined by administrative duties and responsibilities that are key to conversion.

Membership includes seven administrative appointments. Four to be made by Academic Affairs: 1 Associate Provost, 1 Associate Vice President for Academic Programs and Graduate Studies, 1 Dean or Associate Dean, 1 Senior Director of Undergraduate Studies and General Education. Two administrative appointments from Administrative Affairs and Student Affairs: 1 Assistant Vice President for Enrollment Management Systems and 1 Executive Director of Retention Services. Because of the University’s commitment to diversity, the University Diversity Officer will serve on the committee.
Section 3: Student and Staff Membership
Membership includes two students appointed through Associated Students and one staff member to be selected through consultation with the campus community of staff.

Section 4: Responsibilities
Responsibilities of membership include attendance at all regular Committee meetings, and participation in the work of the Committee and its subcommittees. The Co-Directors will consult appropriate faculty or administrative processes to address concerns with members who fail to meet their responsibilities.

ARTICLE II
Co-Directors

Section 1:
Responsibility for the conduct of the affairs of the Committee is vested in the co-directors. Effective conduct of the affairs of the Committee requires the joint effort of the Co-Directors, Associate Director, and all regular members, based upon the principle of full and open communication.

Section 2:
The Co-Directors shall preside over the meetings of the Committee. The Co-Directors shall be ex officio, non-voting members of all subcommittees of the Committee. The Co-Directors shall regularly report to the Executive Committee and the Academic Senate concerning actions taken and ongoing business about semester conversion.

Section 3:
In the absence or disability of the Co-Directors, the Committee shall be represented by the Associate Director, who shall preside until the return of the Co-Directors or the appointment of a new Director.

ARTICLE III
Meetings

Section 1: Open Meetings
All Committee and subcommittee meetings will be open.

Section 2: Time and Place
The regular meetings of the Committee shall be 12:00pm to 2:00pm every other Friday during the academic year at a place to be designated by the Co-Directors.

Section 3: Quorum
Fifty percent plus 1 of the current membership of the Committee shall constitute a quorum for the transaction of business at its meetings.

Section 4: Minutes
Minutes will be taken by one of the Directors and posted on the Senate and Semester Conversion webpages in a timely manner.
Section 5: Order of Business
The order of business at regular meetings of the Committee shall be:

1) Approval of the agenda for the meeting
2) Approval of the minutes for the previous meeting
3) Report of the Co-Directors
4) Report of the Associate Director
5) Report of the Subcommittee Chairs
6) Items of business
7) Adjournment

Items may be added to the agenda from the floor of the Committee by a majority vote of the members present.

Section 6: Agenda

1) The Co-Directors will prepare agendas and include items submitted to the Co-Directors from other members of the Committee.

2) Agendas will be circulated to the Committee membership and posted online to the Semester Conversion Committee and Senate webpages within a reasonable amount of time prior to scheduled meetings.

Section 7: Voting

1) Motions made on the floor of the Committee shall be written and read to the Committee prior to the vote.

2) Vote counts will be recorded in the minutes.

ARTICLE IV
Subcommittees

Section 1:
All members of the Committee are expected to assist in the conduct of the affairs of the Committee by full and effective participation as members of subcommittees and working groups.

Section 2:
In consultation with the Committee, the Co-Directors may establish subcommittees and working groups, and the Co-Directors may appoint persons who are not members of the Committee. The terms of subcommittees will be defined and renegotiated at the end of the work of the committee or the end of the academic year, whichever comes first.

Section 3:
At least one member of each subcommittee shall be a member of the Committee. Members of subcommittees shall be chosen with a view of their knowledge and responsibilities with the subjects within the purview of the subcommittee.
Section 4:
The Co-Directors shall inform the Executive Committee of the formation and membership of all subcommittees.

ARTICLE V
Amendment and Suspension of these Policies and Procedures

Section 1:
The Committee shall take final action on proposed amendments, or on proposed new policies and procedures, or on repeal of these policies and procedures only at its regular meetings.

Section 2:
Policies and procedures may be added to, amended, or repealed in whole or part, if approved by a two-thirds vote of all the voting members of the Committee, and by the Executive Committee of the Academic Senate.

Section 3:
All modifications of existing policies and procedures, and all newly-enacted policies and procedures shall become effective upon approval of the Executive Committee of the Academic Senate unless a later date has been explicitly stated and accepted.

Section 4:
The Committee shall adopt or amend these policies and procedures as the first item of business at the first meeting of the academic year. After the policies and procedures are approved by the Executive Committee, they shall be posted prominently on the Semester Conversion and the Senate webpages.

ARTICLE VII
Parliamentary Authority

Questions of order not covered by these Policies and Procedures shall be covered by Robert’s Rules of Order, Newly Revised.