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Revised Fall 1998

PREAMBLE

We, the Faculty of the College of the Arts, California State University, Long Beach, adopt this Constitution in order to establish and define an organizational structure which will promote, through orderly and equitable governance by faculty and students, an environment which is conducive to academic and artistic excellence and sensitive to academic freedom; and to provide means for formal consultation between faculty and academic administrators in the development and execution of policies relevant to the operation of the College and its programs.

The faculty and students of the College of the Arts constitute, within the University, a community of scholars and artists whose interests are best served through the continuous exercise of the maximum degree of self-governance, consonant with the legitimate authority granted by the Trustees of the California State University and Colleges.

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6. Any faculty member may submit items to the faculty secretary for inclusion on the agenda at least two (2) weeks prior to the meeting at which they are to be considered. An agenda for college meetings shall be prepared by the faculty secretary upon the advice of the Dean, the Executive Committee, or the Faculty Council.
7. A simple majority of the voting Faculty shall constitute a quorum except as stipulated in Article VII. Voting may not occur unless a quorum is present. Major policy decisions, as defined by the Dean in consultation with the College of the Arts Faculty Council, shall require a secret mail ballot.

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2.12 Members serving on the Faculty Council may be called during their Winter and Summer breaks in the event emergencies arise requiring consultation.

### 3. STANDING COMMITTEES

3.1 Standing committees shall exist to affect policies in academic matters which concern the Faculty and students. The Faculty may identify, define and limit the powers, duties and function of its standing committees, exclusive of those committees where the duties and responsibilities are detailed in University policies and procedures.

3.2 Selection policy will be specific to the type of committee to be served. A committee meeting shall be declared to be in session when a quorum of its members are present. A quorum of each committee shall consist of a majority of the voting membership. Decisions shall be determined by a simple majority vote or majority-minority reporting. Committee action shall not be invalidated by failure or refusal of any member to serve. Committee function by vote or by majority-minority reporting shall be determined by the chairperson of each committee.

3.3 Committee members shall be notified in writing or by e-mail or by voice mail of the date, time, and place of meetings at least five (5) working days prior to the meeting. An agenda shall be provided in a timely manner prior to the meeting.

#### 3.3.1 Budget Committee

- a. The Budget Committee shall consist of the chairs of the six departments. It shall serve as the college committee to review and recommend allocations of funds within the College of the Arts. Such allocation shall include the following: Adjunct Enrollment, Summer Session, General Fund (including but not limited to) Replacement Equipment and Minor Construction, Lottery, and other general Foundation College Funds.
- b. Budget (Committee) meetings will be scheduled at least quarterly and may be held more often as needed.

#### 3.3.2 Creative Activity and Research Committee

- a. It shall be the responsibility of this committee to rank applications from faculty from the College of the Arts for grants to the University SCAC

b. Membership shall consist of one (1) member nominated and elected from each department to serve a two-year term. The terms shall be staggered. Members may not be re-elected to consecutive terms. Members may not make application to the University SCAC for grants during their term of membership

### 3.3.3 Curriculum Committee

a. The Curriculum Committee shall function as a review body for all substantive curriculum proposals which originate in a department and for interdisciplinary proposals which involve one or more departments of the College.

b. Membership shall consist of one (1) member nominated and elected from each department to serve a two-year term. One student from the College of the Arts may be appointed by the Dean to serve as a member of this standing committee. The student member's role on



Amendments must be proposed in writing and submitted to the Faculty Council for consideration.

Any duly proposed amendment rejected by the Faculty Council may still be submitted to the Faculty if proposed by a petition of 20% of the COTA tenured and tenure-track faculty. Proposed amendments may be considered from the end of the second week of the Fall semester to the end of the twelfth week of the spring semester. Proposed amendments shall be distributed in writing to the Faculty at least seven (7) working days prior to the meeting at which they are to be considered.

An amendment to the Constitution shall become effective when it has received a favorable vote of no less than two-thirds (2/3) of the ballots cast in a secret mail ballot on the proposed amendment and has been approved by the President's designee. The ballot shall be sent to the Faculty as a mail ballot within 10 working days after discussion at a faculty meeting set up by the Dean's Office.