

November 25, 2008
Revised

**FACULTY COUNCIL OF
OZARKA COLLEGE**

Constitution and Bylaws

ARTICLE I

Name

The name of the organization shall be the Faculty Council of Ozarka College.

ARTICLE II

Purpose

The purpose of the Faculty Council of Ozarka College is to involve the faculty more directly in the governance and planning of the college.

The Faculty Council functions to:

- Organize and disseminate information to and from the Administrative Council and committees;
- Provide a forum through which full-time faculty and instructional personnel can actively participate in the governance and planning of Ozarka College.
- Review and evaluate the work of the standing committees, offer recommendations and vote on items as needed;
- Assist in identification of priorities and make recommendations to the Administrative Council;
- Maintain a structure with a Chairperson, Vice Chairperson, and Secretary;
- Take a leadership role in the continuing process of maintaining accreditation standards.

ARTICLE III

Membership

Membership will consist of:

- Faculty Council Vice Chairperson elected at large by full-time faculty and instructional personnel in August to serve as Chairperson the following academic year.
- Faculty Council Chairperson who served as Vice Chairperson the previous year.
- Faculty Council Past Chairperson
- Representatives from each of the Instructional areas of the College elected by the personnel in the represented area in August:
 - One representative from each of the Academic Divisions
 - One representative from the Library
 - One representative from each of the instructional grant departments
- Secretary elected by Faculty Council representatives during the first meeting of the academic year.
- One or more ex-officio member(s) may meet with the Faculty Council

If a representative cannot complete a term, their Division will elect another representative to complete the term.

Duties of members would include:

- Attending, participating in, and contributing to monthly Faculty Council meetings
- Being knowledgeable about where to obtain information that is relevant to the committee, such as meeting agendas, minutes, and the Constitution & Bylaws

ARTICLE IV

Meeting

Regular meetings of the Council shall be scheduled monthly from September through May. If unable to attend, the member may elect to send a voting delegate from his or her division. Special meetings may be called by the chairperson of the Council or the Ozarka College President.

ARTICLE V

Voting

- A simple majority is needed to pass a motion
- Each member shall have one vote on matters before the Council, including the chairperson of the Council
- A tie vote is considered a defeat
- Ex-officio members will not vote.

ARTICLE VI

Committees

The Faculty Council recognizes that the overall functions of each committee are to:

- Identify the needs of the college that are the responsibility of the committee based on the committee charge
- Be knowledgeable about where to obtain information that is relevant to the committee, such as meeting agendas, minutes, and the committee charge
- Collect the committee documentation, organize it, and submit it to the Faculty Council along with recommendations or requests

Each committee will select a chairperson, a vice chairperson, and a secretary. The duty of the chairperson is to preside at all meetings and to forward and receive any recommendations to or from the various individuals, committees, and councils of the College. The vice chairperson presides in the absence of the chair. The secretary keeps the official minute book and makes copies of the minutes available to all committee members. Appointments to all standing committees will be recommended by the Faculty Council.

Committee members will be comprised of representatives from all divisions. The Vice President for Academic Affairs may meet with the committee as a non-voting ex-officio member.

Each committee will meet at least twice each semester. Special meetings may be called by the chairperson of the committee, the chairperson of the Faculty Council, or the Ozarka College President.

Curriculum Committee

Purpose:

The Curriculum Committee shall develop and maintain offerings in keeping with the philosophy and objectives of the institution and shall identify those components essential for the implementation of such curricular offerings. All faculty members shall have the right to make

proposals to the Curriculum Committee. The Vice President of Academic Affairs shall serve as liaison to this committee.

All recommendations for the initiation of new policies and changes of policy shall be made to the Professional Association. All recommendations concerning program additions, deletions, and changes shall be made to the President. All other recommendations concerning the additions, deletions, and changes of curricular offerings shall be made to the Vice President of Academic and Instructional Affairs. Actions taken shall be reported to the Committee by the Chairperson of the Committee.

Committee Membership:

- Seven faculty members appointed by the Faculty Council.
- The committee shall elect a chairperson.
- The Vice President of Academic Affairs will serve as the administrative liaison to the curriculum committee.

Responsibilities:

The functions of the Curriculum Committee shall be as follows:

- Evaluate periodically the objectives and philosophy of the College and make recommendations regarding them to the Faculty Council and Administrative Council.
- Review and recommend to the Faculty Council program, degree, and graduation requirements.
- Recommend additions and deletions of courses and programs.
- Recommend criteria for the admission and retention of students in individual programs.
- Initiate and periodically evaluate all curricular offerings.
- Make recommendations regarding physical facilities and equipment needed for instructional purpose.
- Participate in planning of facilities for instruction.
- Coordinate with the Vice President of Academic Affairs all aspects for student, peer, and professional review of faculty.

Student Affairs Committee

Purpose:

The Student Affairs Committee shall assist in the development and maintenance of educational, financial, and cultural activities and services for Ozarka student body. The committee will also be responsible for promoting student life issues such as counseling, advising, placement, parking, student organizations, and recreation. The Student Government Association shall

report any proposed activities to the Student Affairs Committee for approval. The Vice President of Student Affairs shall serve as the administrative liaison to this committee.

Committee Membership:

- Three faculty members appointed by the Faculty Council.
- Three Student Services Professional Staff appointed by the Vice President for Student Services
- The committee shall elect a chairperson.

Responsibilities:

All recommendations for the revision of student activities and services shall be made to the Faculty Council. The functions of the Student Affairs Committee will include the following:

- Recommend new policies and changes in existing policies concerning non-academic standards of students.
- Promote the outreach efforts of the institution in all areas.
- Promote and encourage the use of library and its recourses.
- Assist in the coordination of the student advisory system.
- Encourage the establishment and governance of student clubs and organizations.

Professional Development Committee

Purpose:

The Professional Development Committee shall formulate and maintain an active professional development program.

Committee Membership:

- Five faculty members appointed by the Faculty Council.
- The committee shall elect a chairperson.
- The Vice President of Academic Affairs will serve as the administrative liaison.

Responsibilities:

All recommendations for initiation of new policies and changes of existing policies shall be made to the Faculty Council, then to the Vice President of Academic Affairs. Recommendations regarding budgetary needs shall be made to the Vice President of Academic Affairs. Reporting procedures pertaining to evaluation of faculty and administration shall be specified within the policy established for such evaluation.

The functions of the Professional Development Committee shall be as follows:

- Identify the professional development needs each year.
- Recommend and evaluate a professional development program in keeping with the identified needs.
- Recommend to the Vice President of Academic Affairs budgetary needs for the implementation of the professional development program.