California State University
SAN MARCOS

COLLEGE OF EDUCATION,
HEALTH & HUMAN SERVICES

BYLAWS OF THE COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES

(Amended: April 18, 2025)

PHILOSOPHY

The College of Education, Health, and Human Services (CEHHS) is committed to the principles of shared governance by members of the CEHHS Community and the Dean. The governance structure shall encourage a balance of responsibility, authority, and accountability with the goals of maintaining and developing the viability and diversity of College programs and promoting excellence in undergraduate and graduate education. College governance shall operate in a spirit of fair play, mutual respect, and commitment to the CEHHS Community, and with elected representation to reflect the perspectives of each academic discipline. The faculty, with appropriate input from staff and students, shall assume primary responsibility for developing, and recommending to the Dean, College academic policy, procedure, budget, allocation of instructional and support positions, and curriculum. It is understood that the Dean will consult regularly and meaningfully with the faculty via the regular governance process described in this document. On those occasions when the Dean chooses not to follow a recommendation put forth by the faculty or any of the governance committees, the Dean shall strive to clearly communicate their reasons for doing so. College governance shall be consistent with the University and College Mission Statements and the Memorandum of Understanding between the California Faculty Association and the Trustees of the California State University.

CEHHS COMMUNITY

The CEHHS Community shall carry out its duties in formulating policies and establishing procedures through College meetings and through participation in the College Coordinating Committee and the standing committees (see below). As appropriate, policies related to specified aspects of the College's educational program are to be implemented (administered) by the Dean, academic units and programs, institutes, centers, school directors, department chairs, and program coordinators.

CEHHS Community meetings are essential to the effective governance of the College. At these meetings, members will be informed of the business and decisions being transacted in the committees. Of equal importance is the opportunity for the community to comment upon and give advice to the standing committees and the Dean (who will also give brief reports at each meeting)

on a regular and formal basis. In addition, the meetings will be the place where members of the College can call for discussion of College business falling outside the regular business of the committees.

A. The presiding officers of the CEHHS Community meetings will be the Chair and Vice Chair of the College Coordinating Committee (CCC). The Chair and Vice Chair shall be tenured faculty members of the CEHHS Community and shall be from different units. The terms of the Chair and Vice Chair will be staggered 2-year terms. Faculty on the Faculty Early Retirement Program are eligible to vote and serve as Chair or Vice Chair, as long as they are on contract in both Fall and Spring semesters.

B. CEHHS Community meetings shall be held at least two times a year. All voting members of the College are expected to attend regular and special meetings, which will be public. The Chair of the CCC will have the responsibility for setting meeting dates and agendas, in consultation with the Dean's office and faculty. The CCC Chair may call a special faculty meeting at their discretion, as academic and business matters within the College warrant.

C. Reports from each of the standing committees and the Dean will be heard and discussed at regular meetings. Recommendations from standing committees need not be approved by the faculty before being forwarded to the Dean. However, the voting members of the faculty are free to call for a vote of endorsement, dissatisfaction, or modification of any aspect of committee business, as well as matters falling outside of regular business of the committees, at any faculty meeting. The Chair of the CCC shall have the authority to allow for deliberation or input before the ballot goes out to the voting body. The opinions of voting members will be reflected in the minutes of the meetings, and the results of the ballot will be communicated back to the voting membership via email and at the next CEHHS Community meeting.

D. The Chair shall conduct the meetings according to Robert's Rules of Order, and the Vice Chair shall be responsible for coordinating with the clerical support staff to keep and maintain the minutes of the meetings. The Chair may call a special meeting at her/his discretion. Clerical support to the Chair and Vice Chair will be provided by the Office of the Dean.

VOTING MEMBERSHIP AND PROCEDURES OF THE CEHHS

Voting membership of the CEHHS Community shall be as follows: 1) each School/Department (SOE, SON, HD, KINE, PH, SLP, SW) will determine their voting constituency (faculty, lecturers, staff and/or DTIR) and communicate that in writing to the Dean's office for purposes of recordkeeping and polling; and 2) each School/Department shall have one equal vote (by simple majority of its voting membership) toward college-wide decisions with a recommendation to the Dean by simple majority across the Schools/Departments. Faculty on the Faculty Early Retirement Program are eligible to vote in their school or department.

COLLEGE COORDINATING COMMITTEE

The College Coordinating Committee (CCC) shall represent the CEHHS faculty and staff in coordinating the governance of the CEHHS and in advising and making recommendations to the

Dean on college- wide policy and direction. The Dean shall provide the CCC with information necessary to make these evaluations and recommendations. The primary duties of the CCC are to: draft, revise, and implement the strategic plan of the CEHHS and to facilitate and steer the operational business matters of the CEHHS. Responsibilities of the CCC include but are not restricted to the following:

- Advising and consulting with the Dean on College matters such as:
  - College strategic plan and three-year rolling plans
  - Aligning College priorities with resource and budget allocations
  - Administrative policies and procedures
  - College governance and mission
  - Academic planning, curriculum development and evaluation
  - Standards for and maintenance of a high level of professional conduct
- Receiving recommendations from committees and community members for further action
- Proposing changes to the CEHHS Governance Bylaws

The membership of the CCC shall be comprised of one elected faculty member from each of the seven academic units (i.e. Schools/Departments: SoE, SoN, HD, KINE, PH, SLP, SW), the elected Chair and Vice Chair of the CCC, the standing committee chairs, two elected staff members (from different units within the CEHHS), and the Dean, Associate Dean and Assistant Dean of the CEHHS. Voting members of the CCC shall be the seven elected faculty members from each of the seven academic units and the two elected staff members. The Chair and Vice Chair of the CCC, the standing committee chairs and the Dean, Associate Dean and Assistant Dean of Student Services of the College shall be non-voting members.

Faculty members elected as voting members may also serve as a standing committee chair. Each of the schools/departments of CEHHS shall have representation on the committee and will have a single equally weighted vote on the CCC. Vacant seats may only be filled by a member of the school/department that holds that seat. Should a vacancy or vacancies result in an uneven number of votes, the Vice Chair of the CCC will be the tiebreaker.

The Chair of the CCC will convene the CCC on a regular basis in order to review and implement the strategic plan, coordinate the flow of business from committees, advise the Dean's Office on ad hoc matters, and enhance communication between faculty, staff and students, and the administration. In addition to the regular Standing Committees, the CCC may create ad hoc or special committees for specific purposes.

As well, the Dean may ask the Chair of the CCC to convene the College Coordinating Committee for purposes of discussing the possible need for ad hoc committees (e.g., Task Forces). The CCC shall either appoint members to the ad hoc committee under discussion or shall arrange for the election of representatives to the ad hoc committee.

ELECTION RULES AND PROCEDURES

In order to facilitate the election process, a nomination form listing continuing members and identifying all vacant seats will be posted by the Dean's office in Spring semester. The nomination form shall solicit self-nomination by eligible faculty or staff for appropriate vacant seats in the

election. Elections for all vacant seats shall be by electronic ballot and conducted by the Dean's office by early May. Generally, ballots will be due 5 working days from the date of distribution.

All eligible voters are qualified to run for membership on committees. All full-time staff are eligible to run for committee staff seats. No community member may stand for election for both a unit position and an at-large position for the same committee. Faculty members in the Faculty Early Retirement Program may run for election if they work both semesters during the year.

Election to Standing Committees: Eligible voters shall be permitted to vote for one candidate for each vacant position within their respective school/department. Staff seats will be elected by staff members of the CEHHS. Election will be by plurality of votes cast, including write-in candidates. In the event there is a tie among more candidates than there are seats available, the College Coordinating Committee (CCC) shall select a winner by lot.

Election of the Chair and Vice Chair of the College Coordinating Committee: Eligible voters for election of the CEHHS Community Chair and Vice Chair will be consistent with voting membership of the CEHHS community. Staff seats on the CCC will be elected by staff members of the CEHHS.

CEHHS STANDING COMMITTEES

The standing committees shall select their chairs in spring once the committees are formed. Terms of office begin the first day of the fall semester. Standing committees will run regularly scheduled meetings at the established time. Agendas of the standing committees shall be submitted to the Clerical Support Staff for posting within 24 hours of the meeting time. Meetings may be cancelled by the Committee Chair if there are no issues for discussion.

Before the end of the first week in April (when not spring break), chairs shall provide a list of upcoming vacancies to the Vice Chair of the CCC to initiate the election process for the next AY. If a committee has remaining vacancies following the spring election process, volunteers over summer will be appointed to open seats in their respective schools on a first come basis by the Chair of CCC. If seats remain open at the start of fall, a call will go out. Should a volunteer run unopposed at the time of the first CCC meeting of the AY, then they will be appointed to that committee during the CCC meeting. Should there be more than one volunteer for a single seat, then a ballot will go out to all eligible voters within the respective school. Following the first CCC meeting of the AY, volunteers will be appointed to open seats in their respective schools on a first come basis by the Chair of the CCC.

If a committee member cannot fulfill her/his term of office, the resulting vacancy shall be filled for the remainder of the term of office by a replacement member selected from the same school as the original member. The replacement member shall be selected from a pool of volunteers by the College Coordinating Committee. The Clerical Support Staff, at the direction of the Vice Chair of the CEHHS Community, shall publish a notice of the vacancy, soliciting volunteers to serve in replacement, and shall record and publish the decision of the CCC.

Under very rare circumstances a constituency may wish to recall its representative to a committee. A petition to recall a committee member may be initiated by a member of the relevant constituency. If 25% of the predetermined constituents sign the petition, a recall ballot shall be prepared by the Dean's office and distributed to all voting members of the constituency. Recall must be favored by a majority of the eligible constituents.

The role of the Dean's Office representatives on the CEHHS committees is to provide information and advice relevant to the topics at hand. In consideration of the importance of the balance of power implied by shared governance, Dean's Office membership on the committees is non-voting.

Recommendations from standing committees shall be reported to the CCC and forwarded to the Dean. However, the voting members of the CEHHS Community are free to call for a discussion of endorsement, dissatisfaction, or modification of any aspect of committee business, as well as matters falling outside the regular business of the committees, at any CEHHS Community meeting. The CCC shall subsequently convene a meeting to discuss points raised at the CEHHS Community meeting and a recommendation will be made to the Dean.

Each Standing Committee will provide minutes of each meeting to the Clerical Support Staff for posting on the Governance website and submit an annual report at the end of the academic year.

(Note: it should be understood that the standing committees must do their business in such a way as to conform to CEHHS and University deadlines on such matters as budget and curricular changes.)

1. The Budget and Academic Planning Committee

The charge of the Budget and Academic Planning Committee (BAPC) is to make recommendations to the Dean concerning the equitable prioritization of the CEHHS stateside allocation and Extended Learning surplus dollars.

Through annual reviews and revisions of the College Academic Master Plan (CAMP) and three-year rolling plans, the BAPC will make specific recommendations regarding the implementation of the college's annual fiscal plan as well as long-range academic and resource planning of the CEHHS. BAPC will review, evaluate, and provide recommendations regarding the fiscal impact of new programs and transition of programs from Extended Learning to stateside in the college. Additionally, the BAPC will represent the faculty, staff, and students in advising the Dean on broader questions of long-range CEHHS development according to the decision-making principles

1.1 The voting members of the BAPC shall be seven faculty: one member representing each of the seven units of CEHHS (SOE, SON, HD, KINE, PH, SLP, SW), who are elected by the faculty within their respective units.

1.2 Ex officio, non-voting members shall include a member of the CEHHS staff elected by the staff, the Dean or his/her designee, the College Budget Analyst, a representative from Student Services, and one student.

1.3 Committee members shall serve staggered terms of two years.

1.4 Decision making principles include: (1) College-first thinking – BAPC decisions are representative of the needs of all units, (2) Prioritize according to each unit or program's demonstrated needs in relation to the college academic master plan (e.g. including but not limited to accreditation, community need, staffing, urgency, student/faculty ratio), (3) Focus on equity – each program or unit receives what it needs to be sustainable and successful, (4) grounded by the mission and vision.

1.5 BAPC will review and revise as needed, principles for prioritizing spending and making budget-related decisions. Further, the committee will ensure that principles consider stateside allocations and EL surplus dollars (known as PACE funds and bound by criteria in EO 1099 and consider the needs as they relate to the College as a whole.

1.6 College Academic Master Plan (CAMP) – With recognition that changes to the timeline may occasionally be required, BAPC will review A-Forms as follows: By February 15, AForms are due to BAPC for review. By March 31, BAPC recommendations will be sent to Dean and Associate Dean. BAPC will regularly review the existing CAMP to inform annual discussions and decision-making to ensure alignment with the three-year rolling plan. BAPC will review, discuss, and make recommendations regarding new programs as they relate to fiscal impacts on the CEHHS; prioritize requests as needed and appropriate. This discussion and prioritization should align with decision-making principles. BAPC will make recommendations to the Dean based upon this discussion and analysis. BAPC will communicate decisions related to CAMP to CAPC.

1.7 The Three-Year Rolling Plan/Multi-Year Strategic Planning – Each Fall, BAPC shall receive the three-year rolling plans (TYRP) of each unit. BAPC will review and prioritize the specific requests for year 1 and make recommendations to the CEHHS Dean's office. These recommendations will be aligned with BAPC's decision-making principles. If university leadership does not request or require a TYRP, the college community will conduct an independent version of multi-year strategic planning. This will ensure that administration, faculty, and staff are engaged in shared governance around budget decisions.

The BAPC shall provide the Dean with timely recommendations regarding hiring priorities of stateside faculty and department/school support staff, balancing the needs of existing Schools/Departments, and planning future degree programs. Each Fall the BAPC shall conduct a survey of School/Department stateside needs, including a call for hiring proposals for faculty and staff. Tenure-track faculty hiring proposals will apply to hires for which searches will be conducted in the following academic year; staff hiring proposals will apply to whatever timeline is established for that cycle of recruitment. BAPC will consult with the Dean about issues related to Extended Learning faculty such as office space or the need for other stateside resources.

On an ad hoc basis, at the request of the Dean or at its own behest, the BAPC may provide advice to the Dean's Office on any matter of long-term CEHHS planning, development, and/or resource allocation, working in consultation with other standing CEHHS committees, as necessary and advisable. With recognition that changes may occasionally be required, BAPC will adhere to the following timeline:

- By September 1—Associate Dean will extend call to College units. ○ By October 1—Units will submit plans and growth funding requests to BAPC chair.
- Throughout October—BAPC will review and prioritize funding requests ○ After first meeting in November—BAPC chair will submit funding priorities and rationales to Dean and Associate Dean.
- First meeting in December—Dean will attend BAPC meeting to discuss recommendations to be submitted to Academic Affairs.

1.8 Discretionary Funds – BAPC will make recommendations to the Dean's office for utilizing College Extended Learning surplus funds, IDC funds from external grants, and/or other discretionary funds. These recommendations will be informed by the committee's decision-making principles. Specifically, BAPC will collect data about spending priorities from constituents by February 28 for discussion at its March meeting. In April, BAPC will

compile a list of priorities based on the information they collect and provide to the Dean at the end of the AY for consideration in the next fiscal year (July 1).

1.9 If off-cycle faculty/staff hires (e.g. opportunity hires) are needed, BAPC may review such proposals.

2. Curriculum and Academic Policy Committee

The charge of the Curriculum and Academic Policy Committee (CAPC) is to make recommendations to the Dean concerning curriculum and academic policy.

2.1 The voting members of the CAPC shall be seven faculty: one member representing each of the seven units of CEHHS (SOE, SON, HD, KINE, PH, SLP, SW), who are elected by the faculty within their respective units.

2.2 Ex officio, non-voting members shall include the Associate Dean or his/her designee, a CEHHS representative to the University Curriculum Committee, and the Assistant Dean of Student Services.

2.3 Committee members shall serve staggered terms of two years.

2.4 The CAPC shall communicate with the Budget and Academic Planning Committee within 7 days following approval as necessary regarding curriculum approval and its implementation.

2.5 The CAPC shall review and make written recommendations regarding all proposals for new departments/schools, programs, centers/institutes, majors/minors, courses, and substantive or minor course changes. The CAPC shall make certain that each proposal contributes to the realization of the CAMP and shall strive to coordinate its efforts with University Curriculum Committee's requirements and deadlines.

3. Faculty Development and Policy Committee

The charge of the Faculty Development and Policy Committee (FDPC) is to make recommendations to the Dean concerning faculty development policies, grants, awards, and related activities; to develop or revise, as necessary, the CEHHS RTP policy and procedures; and to promote the mentoring of faculty.

3.1 The voting members of the FDPC shall be seven faculty: one member representing each of the seven units of CEHHS (SOE, SON, HD, KINE, PH, SLP, SW), who are elected by the faculty within their respective units.

3.2 Ex officio, non-voting members shall include the Dean or his/her designee(s).

3.3 Committee members shall serve staggered terms of two years.

3.4 The FDPC shall promote and establish the generation of resources and opportunities on behalf of faculty development and call for applications for intra-CEHHS grants in support of research and pedagogy (when available).

3.5 The FDPC shall review and evaluate intra-CEHHS grant applications and shall recommend the names of awardees to the Dean.

3.6 The FDPC shall develop and maintain clearly articulated, published standards for teaching, scholarly/creative activity, and service for use in the CEHHS retention, tenure, and promotion (RTP) evaluation process. Amendments to the CEHHS RTP document proposed by FDPC shall be adopted by majority vote of all tenure-track faculty across the college.

3.7 The FDPC shall support faculty by coordinating with and promoting activities of the Faculty Center and the Office of Graduate Studies and Research; assist in the orientation of new faculty to the CEHHS; and support faculty in their review processes at the faculty members' discretion.

3.8 The FDPC shall consider issues that affect the well-being and success of faculty and shall, as needed, put forward initiatives and policies that enhance the effectiveness of faculty in CEHHS.

3.9 FDPC shall develop, revise and review policies related to faculty, including but not limited to RTP, roles and responsibilities of leadership positions and department chairs and make a recommendation to the Dean.

4. Committee for Inclusion, Diversity, and Equity

The charge of the Committee for Inclusion, Diversity, and Equity is to make recommendations to the Dean regarding policy, programs, curriculum, services, recruitment, and retention to obtain equitable outcomes.

4.1 The voting members of the CIDE shall be seven faculty and two staff: one member representing each of the seven units of CEHHS (SOE, SON, HD, KINE, PH, SLP, SW), who are elected by the faculty within their respective units. Staff members are elected by CEHHS staff. Student members will be nominated by the department chairs and directors and the current members of CIDE will elect two student members from those nominated.

4.2 Ex officio, non-voting members shall include the Dean or designee(s).

4.3 Committee members from faculty and staff shall serve staggered terms of two years. Student members will serve a year-long term.

4.4 Each Fall, the CIDE shall review, revise, and solicit recommendations from the CEHHS community regarding changes/additions to the diversity portion of the college strategic plan. The CIDE will also make recommendations to the Dean regarding the CEHHS response to policies, issues or concerns related to diversity, equity, and inclusion.

4.5 On an ad hoc basis, at the request of the Dean or at its own behest, the CIDE may provide advice to the Dean's Office on any matter of long-term CEHHS planning, development, and/or resource allocation, working in consultation with other standing CEHHS committees, as necessary and advisable.

4.6 The committee will disseminate information and policy updates regarding issues of diversity, equity, and inclusion to the college as needed.

5. Lecturer Advisory Council Committee

The charge of the CEHHS Lecturer Advisory Committee is to identify and provide needed resources and support to CEHHS lecturers. This is important due to the high percentage of lecturers within CEHHS and the professional scope and specializations of the college's programs compared to the university at large. The LAC aims to encourage and enhance communication among lecturers and departmental, college, and university staff and faculty members to ensure a positive and productive teaching and/or supervisory experience for lecturers.

Through the collaboration and support with the CEHHS Dean, LAC makes recommendations to the Dean's Office concerning lecturer policies, awards, and related activities; supports the College in developing/revising, as necessary, the CEHHS Lecturer

Evaluation policy and procedures; and promotes the mentoring of lecturer faculty. LAC shall meet bi-monthly in the fall and spring semesters.

5.1 The voting members of the LAC shall be seven faculty: one member representing each of the seven units of CEHHS (SOE, SON, HD, KINE, PH, SLP, SW), who are elected by the faculty within their respective units.

5.2 Ex officio, non-voting members shall include CEHHS Associate Dean. LAC ex officio members can also include one current CEHHS student (either undergraduate or graduate).

5.3 Committee members shall serve staggered terms of two years. After a term is served a committee member may serve for an additional two-years, provided there are no other lecturers from their department willing to serve.

5.4 The LAC shall support lecturer faculty within CEHHS by serving as mentors to lecturers through the sharing of resources, information, and knowledge about processes and procedures unique to their department, and to the larger College and University. Activities include:

5.4.1 Development and maintenance of a Lecturer Handbook for each Department/School within CEHHS in collaboration with the department chair/school director;

5.4.2 Development and maintenance of a lecturer listserv for all lecturers within CEHHS.

5.5 The LAC shall advocate for resources and opportunities specific to lecturers within the College and the larger University. Activities include:

5.5.1 Establish and promote professional development funds for lecturers who engage in any of the following professional development activities: continuing education classes that result in advancement of knowledge and teaching skills (CEU's); engagement in CEHHS and/or university shared governance activities; research presentations at professional conferences.

5.6 The LAC shall consider issues that affect the wellbeing and success of lecturer faculty and, as needed, put forward ideas and draft policies/procedures that enhance the effectiveness of lecturer faculty in the College.

5.7 The CEHHS LAC shall maintain relationships with other LACs and groups that represent lecturers throughout the University in an effort to share information relevant to lecturers.

6. Council of Chairs and Directors

The charge of the CEHHS Council of Chairs and Directors is act as an advisory body to the Dean of the CEHHS on matters pertaining to the ongoing operation and administrative functions of the academic units.

6.1: The membership of the CCD shall be the Dean of the CEHHS, the Chair of the CCC, and the seven faculty directors/chairs of each of the schools/departments: SOE, SON, HD, KINE, PH, SLP, SW who are appointed by the President's designee to serve in these roles. Voting members shall be the seven school directors and department chairs; and ex-officio non-voting members shall be the CEHHS Dean and the Chair of the CCC. The CEHHS Associate/Assistant Dean(s) may sit as ex-officio, non-voting members of the Council.
6.2: The Dean of the CEHHS shall serve as the presiding chair of the Council and, as such, conduct the meetings.
6.3: In consultation with the Council, the Dean sets the Council's meeting dates, times, and agendas.

6.4: The CCD may, through a method of its choosing, select members to sit as ex-officio, non-voting members.

DEFINITION OF QUORUM

A quorum in each of the committees housed in the College of Education, Health and Human Services (CEHHS) is a majority of the members. This means that half plus one of the voting members must be present for the committees to take action. Proxy voting is not permitted.

BYLAW AMENDMENTS

Section 1 Approval of the Bylaws

1.1 This Governance Document, amended by the CCC subsequent to CEHHS Community Member input, shall be approved upon a simple majority vote of 2/3 of the schools/departments, with each school/department determining their eligible voting membership and putting forth one vote which reflects the simple majority of the school/department.

1.2 These Bylaws shall become effective immediately upon approval.

Section 2 Amendments to the Bylaws

2.1 Proposing Amendments – Changes to the bylaws may be proposed by the CCC, or any predetermined eligible voting member of the community if accompanied by the endorsement of five or more voting members in each school. In the latter case, proposed amendments shall be submitted in writing to the CCC Chair. The CCC Chair shall distribute the proposal to the faculty at least 10 days prior to scheduling a CEHHS Community meeting for a discussion. The CCC shall then convene and make a recommendation to the Dean and any proposed amendments will go out for a Community vote by eligible constituents. The Chair of the CCC shall ask the Dean's office to prepare and distribute a ballot no later than two weeks after the meeting.

2.2 Amendments must pass by a simple majority across the seven schools/departments, with each school/department having a single equally weighted vote. Each school/department will determine their eligible voting constituency (faculty, lecturers, staff and/or DTIR) and the school or department's vote will be by simple majority. Amendments shall become effective upon passage with a simple majority or Dean deciding factor, unless otherwise specified.

2.3 Upon approval of an amendment to this document, necessary editorial changes to maintain consistency and parallel language elsewhere in the document shall be made to reflect the intent of the amendment.