



COLLEGE SENATE BYLAWS

Kendall College of Art and Design of Ferris State University

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Article I. Name

Section 1. Name

The Name of this organization shall be the Kendall College of Art and Design College Senate.

Article II. Purpose and Role of the Senate

Section 1. Purpose

Propose, recommend, and advance to the administration endeavors pertaining to all areas of institutional effectiveness and academic excellence.

Section 2. Role

Represent the college faculty and staff and work as a vital part of shared governance to maintain the integrity of the academic and creative environment of the college. The KCAD College Senate, through deliberations and committees, participates in the formulation and implementation of key initiatives affecting the life of the college. These initiatives may include the development and evaluation of curriculum, admissions processes, academic standards, library resources and services, co-curricular programming, and policies and procedures for the improvement and advancement of the academic programs and the student experience at KCAD.

Section 2. Exclusions

Such matters affecting the welfare of the college will exclude those areas reserved to the Board of Trustees, the Administration, and the Kendall Faculty Association (reference, Article 9 Association Rights, Section 9.13 [p19] *Agreement between The Kendall Faculty Association and Kendall College of Art and Design of Ferris State University [August 21, 2022 to August 20, 2027]*).

Article III. Organization

As amended

January 26, 2016

Section 1. Scope.

To carry out its purposes, the Kendall Senate considers proposals for new academic policies and procedures and/or changes in existing academic policies and procedures; and proposals for new academic programs and/or changes in existing academic programs.

Section 2. Procedure.

Proposals may come to the Kendall Senate from a variety of sources (an individual faculty member, an ad-hoc committee of faculty and others, an existing KCAD academic program, an administrative initiative). Proposals attracting sufficient interest to warrant discussion must address such issues as adequacy of resources, in addition to issues of curricular and academic integrity. Prior to being considered by the Senate, a proposal must receive formal consideration and approval within any professional program directly affected by the proposal; proposals which directly affect the general education and/or the Art History areas for consideration. Proposals acted upon either negatively or positively by the Senate shall be forwarded to the President of Kendall College of Art and Design, who shall have authority either to approve or to remand the proposal, or – in instances requiring such action – to approve and forward the proposal for Board of Trustees' action.

Article IV. Membership

As amended

November 2005

February 23, 2010

March 30, 2010

November 26, 2013

November 25, 2014

January 26, 2016

April 24, 2018

April 23, 2019

May 2020

April 2021

Section 1. Membership

Senate membership is comprised of elected and ex officio members.

A. Members

Senators are representatives of either faculty and staff. They will represent each unit identified in the *Senate Bylaws Handbook*. Faculty eligible for the position of Senator must be either tenured or tenure-track. They will be elected by full-time faculty (tenured, tenure track, and term appointments). Staff eligible for the position of Senator must be full-time employees and not be president or dean. The Staff Senators will be elected by staff.

B. Voting Members

All Senators are voting members. Ex officio members are non-voting members.

Section 2. Elections

The Senate Bylaws and Elections committee is responsible for developing election procedures and conducting the elections of Senators, Officers of the Senate, Committee members and Senator positions on the Standing Committees of the Senate.

A. Elections and Terms of Senators

1. Elections of Senators

Elections of Senators are by ballot vote. All full-time (tenure, tenure-track, and temporary full-time) faculty members will receive a ballot with the names of eligible candidates from their program. Ballots will be returned to the Bylaws and Election Committee to be tabulated. The results of the election are finalized when the Chair of the Senate, within ten (10) days, notifies the elected and publishes the names of the elected to the college. Elections will be conducted between the regular meeting of the Senate in March and the regular meeting of the Senate in April. Terms of newly elected Senators begin after the conclusion of the business on the day of the April meeting of the Senate.

2. Terms of Senators

Senators are elected for two-year terms. Election of Senators will be staggered to provide stability and continuity for the work of the Senate:

B. Elections of Officers of the Senate

Election of Officers of the Senate is by ballot vote. At its next meeting (following the completion of the election of Senators and the conclusion of business at the regular April meeting of the Senate) the newly formed Senate will hold an election of officers to fill any vacancies.

C. Elections to Standing Committees of the Senate

Elections for vacant Senator positions on standing committees will be filled by ballot vote. All members of the Senate are eligible to vote and to have their names placed in nomination to serve as the designated Senator on Standing Committees. Elections will be held during the first regular meeting of the Senate in the fall semester.

Article V. Officers

As amended

March 30, 2010

April 12, 2011

January 26, 2013

January 28, 2014

November 10, 2016

Section 1. Leadership and Officers of the Senate

Senate Leadership is comprised of the Senate Officers and the Senate Executive Committee. Officers of the Senate are Chair, Chair-Elect, and Past-Chair. The Senate Chair and Chair-Elect positions are two-year terms. The Past-Chair serves a one-year term.

Eligible candidates for Senate Chair are faculty-at-large who:

- Are tenured Associate Professors or Professors
- Are elected by the current body of Senators
- Ideally have served at least one term on Senate within the last five years prior to the election

It is highly recommended that if the Senate Chair-Elect is not an elected Senator that he / she regularly attends Senate meetings as a non-voting member in the year before he / she takes office (with the exception of those on sabbatical).

The Executive Committee membership includes the Senate officers and the Chairs of all Standing and ad hoc Committees. The Executive Committee shall prepare the agenda for College Senate meetings.

A. The Chair

The Chair, elected by the Senate, will prepare in conjunction with the Executive Committee the agenda for Senate meetings and perform the customary duties of a presiding officer.

B. The Chair-Elect

The Chair-Elect, elected by the Senate, shall preside in the absence of the Chair.

C. The Executive Committee

The Executive Committee shall consist of the Senate Chair and Chair-Elect, and the Chairs of all Standing and ad hoc Committees. The Executive Committee shall prepare the agendas for College Senate meetings.

Section 2. Names and duties of staff personnel.

A. The Secretary

The Secretary shall maintain a record of Senate meetings and official Senate correspondence, and a list of all eligible for Senate elections.

B. The Parliamentarian

The Parliamentarian shall resolve all questions concerning the disposition to be made of any dispute concerning the operation of the Senate.

Article VI. Meetings

As amended
January 26, 2016
May 2020

Section 1. Regular Meetings

The Senate shall meet at least once each month during the months of September through May (May meeting optional). These regular meetings shall be scheduled at least 30 days in advance.

The Senate follows Robert's Rules to ensure orderly meetings.

To ensure that all members have an equal opportunity to be heard, Senators are asked to exercise restraint and wait to be recognized before speaking.

Section 2. Special Meetings

- A. Special meetings may be called by the Chair of the Senate, by the Executive Committee, by the Chair at the request of the President of the College or by petition of one quarter (1/4) of the Senate.
- B. Senators shall be given at least 48 hours advance notification of the special meeting along with the agenda. The meeting shall be restricted to that agenda.

Section 3. Quorum

A quorum shall consist of two-thirds (2/3) of the voting members of the Senate.

Section 4. Absences

- A. Any sitting member of Senate unable to attend regular or special meetings of the Senate for one semester or less may, but is not obligated to, appoint a proxy.
- B. Senators unable to serve for more than one semester for any reason, including sabbatical, medical leave or resignation, must notify the Senate Chair and Secretary so that a replacement may be elected by ballot from all eligible members of the program. The newly elected Senator will serve out the remainder of the previous Senator's term.

Section 5. Proxies

A proxy may be appointed by a Senator who is absent for one semester or less. The proxy must meet the following conditions:

- A. The proxy is a full-time member of the faculty and is eligible to serve as a Senator. Or, in the case of an ex officio member, the proxy represents the same department in the college.
- B. The proxy may not be a sitting Senator.
- C. The proxy may attend the meeting and conduct business as necessary, including voting rights and privileges as specified.
- D. The Senator must notify the Chair of the Senate and Secretary in writing or by email in advance of the designated meeting(s), indicating the name of the proxy.

Article VII. Voting

As amended
January 26, 2016
May 2020

Section 1. Procedures

- A. The Senate Chair may vote to break a tie and cause the motion to carry, or vote to make the tie and cause the motion to lose. When the vote is public (by acclamation, rising, etc.) the Chair should vote if the Chair chooses to do so, after the assembly has voted and after the results have been made known to the Chair. When the vote is secret (by ballot) the Chair should vote at the time the assembly votes, and cannot vote to change the result.
- B. On all votes, a majority (50% +1) of those voting is required for passage, except for Article VIII Section 1 and Article IX Section 1.
- C. Senators may vote “yea” “nay” or choose to “abstain.”
- D. No Senator is allowed more than one vote per motion.
- E. An action item may also be “tabled” and/or sent back to its initiating source for further refinement.

Article VIII. Committees

As amended
April 28, 2009
April 27, 2010
October 27, 2010
February 22-23, 2011
March 29, 2011
April 12, 2011
February 28, 2012
October 25, 2012
March 31, 2015
May 2020

Section 1. Authorization and discontinuance.

Except for the Executive Committee, standing committees may be established or discontinued by a two-thirds (2/3) majority vote of the full Senate. All proposed changes in membership, composition or function of any committee established under the provisions of these Bylaws must be approved by the Senate before being implemented.

Section 2. Election to committees.

- A. Elections to committees shall be held during March of each year.
- B. Committee membership and vacancies shall be filled as necessary.
- C. Standing Committee Chairs shall be elected by their respective committees.

Section 3. Standing Committees.

- A. Standing Committees will be established to consider matters that require continuity of attention by the Senate. The Chair of each standing committee shall be a member of the Executive Committee. One member of the committee must be a voting member of the Senate. The Senate member advances committee business to the Senate. The Senate is responsible for electing one Senator to Standing Committees. The Senator position on Standing Committees shall be for a one-year term.

1. Bylaws and Elections Committee

Charge: This committee will be responsible for amendments to the Bylaws and shall monitor the procedures of the Senate and its committees for consistency within the Bylaws. They assist in setting parameters and providing guidance regarding membership for the formation of standing committees (membership composition, length of term, and structure). They also are responsible for developing election procedures and conducting the elections of Senators, Officers of the Senate, and all elected positions on the standing committees of the Senate.

2. Curriculum Committee

Charge: This committee will promote consistency and accuracy in curriculum documentation. It will serve primarily to coordinate, fact-check, recommend procedures and guidelines (due dates, outcome formats, clarification of curriculum documents as needed, etc.), and ensure curriculum alignment with NASAD, other accrediting bodies, and program / institutional outcome.

3. Diversity, Equity, and Inclusion Committee

Charge: Identify Kendall's challenges and strengths in achieving and relating to diversity, equity and inclusion. Recommend institutional goals relating to diversity, equity and inclusion. Recommend structures, initiatives and policies relevant to supporting, educating and promoting diversity, equity and inclusion. Monitor and report on diversity equity and inclusion initiatives.

4. Enrollment Committee

Charge: This committee will make recommendations by identifying concerns relevant to enrollment, respective to new program initiatives (e.g.: BFA's, MFA's) partnerships with other institutions, changes with general education requirements, etc. The committee will work in collaboration with relevant college constituencies. As a committee of the Senate, the committee prepares and presents recommendations to the Senate for awareness or action.

5. Executive Committee

Charge: This committee will provide a forum for issues arising from the college, which may be of interest to the Senate. It will share information on the progress of the Senate committees, review and make recommendations concerning the structure, progress, and reporting responsibilities of these committees. It will also prepare the agenda for Senate meetings in conjunction with the Chair of the Senate.

6. General Education Committee

Charge: This committee is a forum for the discussion of general education philosophy, courses, and outcomes. It facilitates the process that fields and develops proposals for new general education courses; in addition, the committee will review existing GE courses. These proposals, accompanied by a vote on them from GE Advisory Committee members, are forwarded for action to the College Senate. (They are forwarded by the Senator elected by the Senate for this purpose.)

7. Graduate Studies Committee

Charge: This committee will provide a forum of continuous communication between all of the graduate study concentrations and other interested parties. This committee recommends common policy, advises the Senate on arising issues and provides a voting forum for issues of dispute.

8. Instructional Technology Committee

Charge: This committee will identify and communicate emerging issues and innovative concepts in technology, which will improve the educational experience for students, faculty, and staff. The committee will recommend priorities for projects and processes related to this technology.

9. Scholarship Committee

Charge: This committee will allocate Kendall institutional funds for the purpose of awarding scholarships in a responsible and equitable manner, consistent with scholarship policies. The Scholarship Committee supports the recruitment and retention of Kendall students as well as the mission of Kendall.

10. SPARC Committee (Strategic Planning and Resource Council)

Charge: This committee will research the 'driving forces' that the institution is likely to face over the next 5 – 10 years and evaluate Kendall's current strengths, weaknesses, and distinctiveness. These insights will guide the development of periodic strategic plans that provide structure for the college's maintenance and growth. Between active development cycles the committee will prioritize established goals, generate action plans, assess the progress and effectiveness of our activities against the strategic plan, and consult with the community on matters that affect the projected health of the college.

11. Study Away Committee

Charge: This committee will assess and monitor processes and guidelines for Study Away. This committee will also recommend trips to be offered each year

12. Visiting Artists Committee

Charge: This committee will coordinate and facilitate a continuing series of visiting artists / guest lecturers for the college. The committee will serve as a central location for departments and programs to communicate about planned events involving guest lecturers.

- B. The term of Standing Committee Chairs and members shall be for two years
- C. Elections shall provide continuity in membership
- D. Absences

A member of a Senate Standing Committee unable to attend regular meetings of that committee for one semester or less is not obligated to, but may appoint a proxy to attend the meetings or conduct business as long as the following conditions are met:

1. Either the proxy is a full-time faculty member from the group that elected him / her, or in the case of an ex officio member, the proxy represents the same office in the institution.
2. The Chair of the Senate and Secretary are notified in writing or by email from the committee member, indicating the name of the proxy.
3. Committee members unable to serve for more than one semester for any reason, including illness, medical or sabbatical leave or resignation must notify the Chair of the Bylaws and Elections Committee so that a replacement can be elected by ballot from all eligible members of the electorate group. The newly elected committee member will serve the remainder of the term of the previous committee member

Section 4. Special Committees

Special (ad hoc) committees may be established at any time by the Executive Committee or by the Senate as a whole for the performance of a particular assignment. No such committee may be continued beyond two years without review and re-approval by the Senate. Special committee members need not be part of the Senate. One member of the committee must be a member of the Senate. Senate member advances committee business to the Senate. The Senate is responsible for electing / appointing a Senator to special (ad hoc) committees.

Article IX.

Amendments

Section 1. Proposals

These Bylaws may be amended, repealed, or altered, in whole or in part, by a two-thirds (2/3) majority vote of the full Senate provided a copy of any amendment proposed for consideration shall be given to each member at least thirty (30) days prior to the date of the vote.

Section 2. Conditions

All Bylaws and amendments must be dated at the time of their adoption.