A. Elections to the Senate
1. Annual elections to the College of Arts and Sciences Senate shall occur no later than two weeks before the end of classes in the Spring semester. All Senators shall be elected by their respective constituencies.

B. Senate Internal Procedures
1. Regular meetings of the Senate shall be held once a month, or more frequently as necessary to complete Senate business.

2. In addition to regular meetings, special meetings to consider specific items may be called by the Dean of the Faculty of Liberal Arts, by the Dean of the Faculty of Sciences, by the Senate Executive Committee, or by petition of 10 Senators, 35 faculty members, or 100 students.

3. A quorum of the Senate shall be at least half the currently seated membership.

4. To adopt a motion whose wording appears on the Senate agenda, no second reading is necessary. A second reading at the subsequent meeting is necessary for any motion whose wording does not appear on the agenda of the meeting at which it received first approval, and for any motion whose wording is substantially amended from that presented on the agenda. The requirement for a second reading may be waived by a 2/3 majority of those present and voting.

5. The agenda of each meeting shall be proposed by the Senate Executive Committee and shall be published 5 days in advance of each meeting. Senators shall give to the Faculty Co-Moderator of the Senate, in writing and in sufficient time to place it upon the agenda, any motion they intend to bring before the Senate. Any main motion which does not appear on the agenda shall not be entertained at the meeting, unless the Senate by a vote of two-thirds present suspends this rule.

6. The Secretary of the Senate shall be responsible for keeping and circulating the minutes of each meeting. These Minutes must include all motions, amendments, and rulings of the Chair. They may also include, at the discretion of the Secretary, summaries of debate. Corrections in the Minutes must be noted in the Minutes of the meeting at which the corrections were made.

7. All Senate Agendas and Minutes shall be distributed to all Senate members, to Chairs and Program Directors, and shall be posted in the Office of the Deans of CAS.

8. The Senate may censure, by a two-thirds majority vote, a member or members who engage in behavior insulting to other members or who interfere with the orderly conduct of the Senate's business. Upon being censured for a second time, a member shall be expelled from the Senate for the remainder of the member's term. The motion to censure shall not be debatable.
C. Committees
1. All standing committees must make to the Senate a written report of their work at the end of every year. All ad-hoc committees must make a report at the end of their business. All actions and recommendations of Senate committees must be submitted to the SEC. Under no circumstances shall Senate committees make recommendations directly to the Administration without Senate review.

2. It is not required that a member of the College be a member of the Senate in order to be eligible to serve on a Committee of the Senate, except as specified in the Constitution. Members of constituencies not represented in the Senate may not serve as voting members of committees, but may serve as consulting members in areas where their expertise would be useful to the work of committees. Such individuals shall also be ineligible to serve as officers of those committees or as spokespersons for those committees. In all cases where the Senate Executive Committee, serving as the Committee on Committees, is empowered to make nominations for membership on Committees, the Committees shall be constituted in accordance with the following provisions:

   a. The Senate Executive Committee, for purposes of determining eligibility for committee service and a just distribution of committee appointments, shall take into consideration the following criteria: some continuity in committee membership; the interests and expertise of potential committee members; diversification of committee members with respect to faculty rank, Department, and division (Humanities, Social Sciences, Natural Sciences/Mathematics); the desirability of including members with limited or no recent committee experience on governance committees; gender and minority representation; and representation of the College constituencies.

   b. The agreement of the nominee shall be secured before nomination.

   c. The Senate Executive Committee shall poll the faculty, students, and staff of the College (except Seniors) in March of each year to determine preferences in Committee Service. It shall forward the results of this poll to the succeeding Senate Executive Committee.

   d. When Committees of a new session are to be formed, the Senate Executive Committee shall nominate to the Senate a single slate for each Committee. The Senate shall approve or recommit with instructions. The Senate shall not discuss the personal qualifications of nominees except in unusual or compelling circumstances.

3. The Senate may, from time to time, create special committees of the College of Arts and Sciences. These ad hoc committees shall observe the same membership requirements as the standing committees, except when otherwise directed by the Senate.

4. SENATE COMMITTEES
   a. Admissions, Financial Aid and Records Committee
      Shall recommend policies to the Senate regarding the admission and recruitment of applicants to the College, and shall work closely with the Office of Enrollment Services
concerning the implementation of College admissions policies. Shall recommend policies regarding the award of financial aid to students and shall regularly review College policy on admissions and financial aid.

b. Advising, Counseling, Registration and Support Services Committee
   Shall review services, programs, and procedures concerning the academic and personal support and guidance of students, the registration of students, the registration process, and the maintenance of student academic records; shall make appropriate recommendations in these areas.

c. Budget and Long Range Planning Committee
   Shall develop and review procedures for appropriate collegiate budget planning and shall make recommendations to the Senate regarding budgetary policy; shall review the College's asking budget(s) and shall make specific recommendations to the Deans of CAS; and shall consult with the administration in the subsequent budget steps, especially when final budgetary allocations are made within the College. Shall work with the Deans in formulating and reviewing long-range plans for the College; and shall make appropriate recommendations to the Senate.

d. Elections and Referenda Committee
   Shall be responsible for overseeing (1) the nomination and election of members of the Senate; (2) the nomination and election of CAS representatives to the Faculty Council; (3) the process of filling any vacancies on the Senate or the Faculty Council; (4) the voting in connection with any College referenda; and (5) the solicitation of student, faculty and staff preferences for service on Senate committees, to serve as a basis for SEC nomination of members to these committees.

e. Standards and Credits Committee
   Shall consider grading policy and course credits; shall consider petitions for waivers of graduation requirements; shall review current policies regarding proficiency, advanced standing, and transfer credit; and shall, in general, oversee the maintenance of high academic standards. Shall include the Assistant Dean for Undergraduate Education or the person performing the functions of that office and one (non-voting) representative from the Registrar's Office.

f. Collegiate Personnel Committee
   Shall review departmental recommendations concerning promotion to the senior ranks, reappointment through the tenure decision year (fourth year review), and tenure. May also be asked, at the discretion of the Deans of the Science and Liberal Arts Faculties, to review any other departmental personnel action.

Unlike other standing committees of the Senate, which are appointed by the Senate Executive Committee with the approval of the full Senate, and which report and recommend to the Senate, the Collegiate Personnel Committee is jointly appointed by the Deans of the Faculties and the SEC with the approval of the full Senate, and makes its
The Chairs of the Committees on Academic Affairs, Majors, Honors, Individual Majors, and Special Programs, Writing Proficiency, and General Education, Seminars Assessment, and Quantitative Assessment shall meet no later than one month after the beginning of the Fall and Spring semesters to coordinate policies of joint interest and of potentially overlapping jurisdiction.

g. Academic Affairs Committee
Shall review and recommend new course proposals, proposals for changes in existing courses and course credits. Shall be the primary committee of the College for consideration and review of policies on undergraduate curricular matters such as course numbering, repetition, pass-fail grading, and so on.

h. Diversity Subcommittee
Shall review courses and provide assistance to faculty who propose Diversity courses. One member of the Diversity Subcommittee shall sit as a Diversity Liaison on the Academic Affairs Committee. Existing courses for which the Diversity designation is the only change shall receive Diversity Subcommittee review and pro forma review by Academic Affairs. New or amended courses proposed as Diversity courses shall receive both Diversity Subcommittee review and full Academic Affairs review.

i. Majors, Honors, Individual Majors, and Special Programs Committee
Shall review all Majors, Minors, and Special Programs in the College; in particular, shall be responsible for the development and implementation of the CAS Honors Program and shall aid Departments in strengthening their honors programs. Shall supervise all students undertaking individual majors in the College, reviewing and approving individual major applications and monitoring students' adherents to their chosen plans of study.

j. Writing Proficiency Committee
Shall oversee the preparation and implementation of the College's Writing Proficiency Requirement, including review of policies relevant to the requirement.

k. Committee on General Education (COGE)
Consulting with appropriate committees and administrators, and seeking broad faculty input, the COGE shall consider and recommend adjustments to the GenEd program as needed. In particular, it should consider what changes may need to be made in the plan for integrating capabilities into different kinds of GenEd courses, and the extent to which and how capability instruction in distribution courses should be monitored in order to meet the pedagogical and curriculum assessment goals set forth in the Faculty Council GenEd report [dated May 1999].

Shall be responsible for approving and assessing all Distribution courses. New courses proposed as Distribution courses must first be approved as courses by the Academic Affairs Committee and then approved for Distribution by the COGE. May form subcommittees for this and other tasks, as appropriate. Shall begin assessment of
Distribution courses when the entire General Education program is implemented.

1. Seminars Assessment Committee (SAC)
   Shall review for approval or rejection all proposals for First-Year and Intermediate Seminars that will count toward General Education credit for CAS Students. Shall develop and implement a plan for ongoing assessment of these courses, incorporating timely procedures for providing feedback to instructors. Assessments should include a course syllabus, handouts, all assignments, and any other materials the instructor wishes to include, as well as comments and responses to questionnaires from students. These course assessments are for the purpose of improving pedagogy and the program in general. Student course evaluations remain confidential for the first two semesters in which a particular faculty member teaches one of these seminars. Evaluations from the third and subsequent semesters become part of departmental personnel files. Reports of the assessment of student writing in the courses will remain confidential.

m. Quantitative Reasoning Assessment Committee (QuAC)
   Shall review for approval or rejection all proposals for Quantitative Reasoning courses designed to count toward General Education credit for CAS students. Shall develop and implement a plan for ongoing assessment of these courses, incorporating timely procedures for providing feedback to instructors. Assessments should include a course syllabus, handouts, all assignments, and any other materials the instructor wishes to include, as well as comments and responses to questionnaires from students. These course assessments are for the purpose of improving pedagogy, and will be kept separate from evaluations for tenure and promotion.