

## **The College Academic Administrators Council By-Laws**

### **Preamble**

The College Academic Administrators Council (CAAC) is primarily a body to review academic programs, policies and procedures and other issues that relate to academic administration.

### **Article I. Functions**

CAAC's Charge is referenced in Article VI Sections 4 and 6 of the Constitution of the General Faculty of the University of Arizona. These sections refer to CAAC's participation in the process of shared university governance.

Among the functions to be exercised by CAAC

1. Evaluation and review of proposals for new programs of study policies and substantial modifications of existing programs and policies. As defined by the Senior Vice Provost for Academic Affairs and the Strategic Planning and Budget Advisory Committee (10/21/15), CAAC is charged with identifying overlap with existing programs and courses, and with considering the financial implications, both in terms of impact on existing programs as well as the viability of the proposed option.
2. Serve as a liaison and advisory body linking University Governance Committees with University Administration.
3. Provide a forum for discussion of shared college administrative concerns across the university.

### **Article II. Membership**

1. Vice Deans, Associate Deans, Assistant Deans and other administrators from each of the University's Colleges, at least one per college, plus representatives from Curricular Affairs and the Dean of Students office, comprise the membership of CAAC. Administrators from other units, such as the University of Arizona Library, are also welcome to attend as non-voting members.
2. As membership on CAAC is connected to administrative appointments, there are no term limits for serving on this committee.

### **Article III. Officers**

Members will elect two officers, a Chair and a Vice-Chair. Officers will hold their positions for a period of two years, renewable with the approval of the membership.

### **Article IV. Meetings**

1. CAAC meets monthly from August through May. Proposals routed between meetings or during Summer sessions may be reviewed via email in rare cases if

- urgency is required, but typically will be reserved for review at the next regular meeting.
2. Meeting minutes are taken by a Recording Secretary from the Office of Curricular Affairs. The Recording Secretary sends the minutes to the chair for distribution before each subsequent meeting.
  3. CAAC meetings for the following academic year are scheduled by the end of each academic year, and the meeting schedule is provided to Committee Members in advance of the start of classes each year.
  4. Customarily CAAC meets one Tuesday each month, from 11:00 am to 1:00 pm.

#### **Article V. Duties and Responsibilities**

1. Members are responsible for
  1. Attending meetings regularly. They are welcome to designate a proxy if they are unable to attend.
  2. Reviewing the agenda and items for discussion in advance of the meeting in which those items are to be discussed.
  3. Representing and sharing the concerns of their college or administrative unit.
  4. Reporting back to their college or administrative unit on topics discussed and decisions made at CAAC meetings.
2. The Chair is responsible for convening and chairing the meeting, preparing the agenda, collating and sharing materials for review with the committee, and maintaining the CAAC listserv.
3. The Vice-Chair is responsible for assisting the Chair in preparing for meetings, serving as co-owner/administrator of the CAAC listserv, presiding over meetings in the Chair's absence, and leading discussion and voting on proposals that come from the Chair's college, to avoid conflict of interest.

#### **Article VI. Voting:**

1. Each academic college has one voting member (although multiple representatives from a college may attend meetings). As of Fall 2017, the participating colleges include:
  - College of Agriculture & Life Sciences
  - College of Architecture, Planning & Landscape Architecture
  - College of Education
  - Eller College of Management
  - College of Engineering
  - College of Fine Arts
  - Graduate College
  - College of Humanities
  - Honors College
  - James E. Rogers College of Law
  - College of Medicine
  - Mel & Enid Zuckerman College of Public Health
  - College of Nursing

College of Optical Sciences  
College of Pharmacy  
College of Science  
College of Social & Behavioral Sciences  
UA South

The Colleges of Letters, Arts and Science (CLAS) is represented by the representatives from its constituent colleges.

2. Voting on motions before UWGEC are by voice, by a show of hands, or by paper or email ballot, as decided by the chair, provided, however, that it shall always be in order to move for a vote by ballot.
3. A quorum is defined as at least 51% of voting members present. Once a quorum is reached, a majority vote of those members voting will carry a motion.
4. Members who are unable to attend a meeting may vote by proxy. A member who is voting by proxy is considered 'present' for calculation of a quorum. Voting by proxy requires:
  - a. That the voting member identify a designee to have the authority to cast a vote on his or her behalf; and
  - b. That the designee agrees to serve as proxy for the requesting member; and
  - c. That the member designated as proxy has the authority to change the absent members' intended vote in light of committee discussion.
5. Members may not send in their votes in advance of a meeting rather than designating a proxy. Votes cast during meetings must be cast with the benefit of committee discussion.
6. Should the chair request an email vote, a minimum of three business days shall be allowed for members to vote. Email votes shall have the options 'yes', 'no', 'abstain' or 'prefer to discuss at the next meeting'.
7. Generally, procedures related to motions and voting may be drawn from Roberts' Rules of Order, at the discretion of the chair.

**Article VII. Agendas:**

1. Regular agenda: Regular agenda items are received by the chair and provided to members no later than five business days prior to a meeting.
2. Emergency agenda: Emergency agenda items may be added to the regular agenda at the discretion of the chair, provided, however, that it shall always be in order to request that emergency agenda items be moved to the regular agenda of the subsequent meeting.
3. Consent agenda: The chair may decide to utilize a consent agenda.
  - a. The consent agenda and associated documents are distributed in the same timeframe as other documents.

- b. If a voting member requests that an item be moved from the consent agenda, it must be moved. A member can move an item to discuss the item, to query the item, or to vote against it. Once an item is moved from the consent agenda it will be voted upon separately.
- c. After all requested items have been moved, the chair identifies the remaining consent items and then move to adopt the consent agenda.
- d. Hearing no objections, the items on the consent agenda are adopted. It is not necessary to take a vote on consent agenda items.

**Article. VIII. Amendments and Alterations:**

Any voting committee member may propose amendments to the Bylaws at any time. Proposed changes must be sent to CAAC for review at least 5 calendar days prior to the meeting in which action is to be taken (i.e. the Thursday before a Tuesday meeting).