

Proposed policy for Education Department Meetings/Actions. (Revision for current policy dated 5-3-96)

Introduced at 4/10/02 department meeting

On agenda for discussion at 12/17/02 department meeting

On agenda for discussion at 1/21/03

Policy passed 2/12/03

Note: This policy is consistent with Article 20 of the MnSCU/IFO Agreement. Article 20 is "Departments and Department Chairpersons."

1. Regular and special department meetings are called by the chair or designee. Regular meeting times will be agreed upon at the year-long scheduling process. No education class shall be held during the regular department meeting times.

2. Decision-making with regard to space allocation and management, budget, curriculum, deadlines, course and event scheduling and personnel will be at the department level. Typically proposals in these areas come to the department from individuals, advisory committees, the Accreditation Leadership Team, development teams, and/or other committees.

3. Agendas for the regular meetings are developed by the chair, with input from department members, and who uses her/his discretion in planning the semester schedule for the topics that need discussion and/or action at department meetings. A faculty member, staff member or student representative** to department meetings may forward agenda topics to the chair at any time. There will be time at the beginning of each meeting for brief announcements. Topics may be added under other at the discretion of the chair.

4. Action will include the consensus model and/or the majority vote model, using Robert's rules of order.

5. Decision-making and action can be taken only when an agenda topic has been discussed during at least one previous department meeting. To facilitate input from everyone, and to allow adequate time for thinking and researching relevant background material, the process for introducing topics for discussion and possible action will be as follows:

a. Introduce topic for discussion at one meeting, providing written material pertinent to the discussion.

b. Department decides

-if action is to be taken at the next department meeting

-if a retreat discussion is needed with more time to collect information

-if a committee, team, or individual should prepare a proposal to bring back for discussion at a future meeting.

Item 5 can only be waived with a unanimous vote of those in attendance and for an emergency situation only.

6. Once the meeting has reached its published ending time, it is understood that those present may need to leave to prepare for classes, meet with advisees, hold office hours, etc. No action should be taken after that time.

7. Records of actions taken at department meetings are placed in department files and made available to department faculty, staff, student representatives, and the Dean of College of Business, Education, and Professional Studies.

8. The Department will set priorities for agenda items at the beginning of the academic year (e.g. current full-time student needs, alumni issues, common market issues).

**Each semester the department recognizes from 1-3 students representatives as non-voting participants at department meetings. The students are recommended by FACE and EMSP.