

Faculty Council meeting, December 4, 2019

BR 33

In attendance: M. Barnes, B. Brossmann, A. Canda, M. Chercourt, J. Dyck, K. Ehrhardt, J. Feerick, G. Guest, K. Gygli, B. Hull, D. Kilbride, M.L. Kwan, S. Lim, M. Lynn, E. Manilich, Z. Saritoprak, B. Saxton, Y. Shang, C. Sheil, E. Spurgin, C. Swearingen, K. Tobey, M. Waner, G. Weinstein
J. Krukones, W. Elliott

Agenda

1) Minutes of the November 6, 2019 FC meeting (attached).

Motion to accept: B. Saxton

2nd C. Sheil:

Accepted by acclamation

Items:

1) New program proposal ready to be forwarded to faculty: personal financial management;

Motion to move proposal to next General Faculty meeting: E. Spurgin

2nd B. Brossmann:

Unanimous yay, 0 nay, 0 abst.

2) Faculty council constitution review, for real this time: next steps; Outline of proposed changes. Some things to decide prior to sending to faculty. Faculty may suggest further changes, but we should put something forward.

4 or 3 per division? (now 4 rather than 5 div)

J. Feerick spoke to this; going to 3 representatives per division would be big change.

G. Weinstein spoke in support of 3 representatives per division (perhaps keeping 5 div.).

Can someone be both division representative and at-large chair/secretary/vice-chair?

Not currently specified.

If this was allowed it would be an issue for quorum number.

Can one be on Faculty Council and chair a committee? Yes, given how the proposal is written

What's better? More palatable? (4 vs 5 divisions, 3 vs 4 representatives).

J. Dyck stated that if we keep 5 divisions, we still have a rebalancing problem to address (i.e. making div more equal in size).

D. Kilbride pointed out that division 5 is considerably smaller than division 1.

Perhaps put the possible options of divisional reshuffling forward?

K. Ehrhardt looked up the current numbers

Current: division 1 – 43, division 2 – 42, division 3 – 39, division 4 – 34, division 5 – 30

Option A (library not in division 1)

43, 51, 44, 51 (4 divisions, respectively)

Option B (library in division 1 rather than 3)

48, 51, 39, 51

(Discrepancy in totals has to do with on leave counted or not).

Show the option to change and let faculty discuss it and decide if they want to. Clean up the numbers (to consider those 'on leave' consistently) and put those with the agenda for general faculty meeting.

Motion to send along item 1 (Faculty Handbook amendments) as a single unit.:

B. Saxton, 2nd M. Lynn

Unanimously passed, 0 nay, 0 abstain

3) CAP/UCEP issues tabled from last time:

a. Course withdrawal deadline;

Some discussion about pros and cons of suggested change.

M. Lynn thinks that if student pays for a class, they should be allowed to wait and drop class at the later time.

A. Canda asked how this stacks up with when we are meeting with advisees (re: registration). In her classes, midterm grade often not what the final grade will be.

M.L. Kwan would like midterm grade submission pushed a couple days later. Would give professors time to adjust their teaching and help students better succeed. This would improve retention. Do the Faculty want midterm changed to 3 days later?

B. Saxton took it back to A. Canda comments. How it lines up with registration would be an issue. Would be hard to meet with students if the drop date was at the same time.

M. Barnes pointed out that this semester the date would have been Nov. 4 rather than Nov. 18. When meeting with many students and looking at midterm grades with them. Issue for Fr. and Soph. advisees who are meeting with advisors later in the semester for registration.

E. Manilich easier to make decision if we know how many students drop courses and how many are Fr. vs. Sr.

M. Waner pointed to a rationale presented by members of UCEP was 'why should we have a D/F student stay in a class they can't pass'. Those students would be better served to spend more time with other courses to improve those grades

Motion to take no action on this at this time: G. Weinstein 2nd : M. Lynn.

14 yay, 7 nay, 1 abstain

D. Kilbride to communicate with UCEP about our discussion, concerns and questions for their further consideration.

b. Credit from previously awarded degrees;

Motion to move this proposed policy change to the next General Faculty meeting:

B. Saxton 2nd : K. Ehrhardt

20 Yay, 0 nay, 1 abstain

c. pre-CAP screening for new program proposals (see p. 2 of minutes from 11/6);

Skipped this

4) Is there a better time for the open period currently @ W 2 pm?

A. Miciak suggestion that Friday afternoon become the open meeting time.

G. Weinstein originally the planned open time was to get better Faculty Forum attendance. This hasn't really happened and some faculty schedule things for students during that open time.

E. Spurgin expressed concern for even worse turn out on Friday afternoon.

J. Feerick expressed that the Mon/Fri afternoon classes were pedagogically problematic for her.

D. Kilbride pointed out that Mon./Fri. afternoon courses are few in number.

M.L. Kwan asked whether we should do a survey to find out why people do/don't attend General Faculty meetings?

J. Dyck asked whether there is there an argument against Mon. rather than Wed. or Fri. for this open meeting time.

It was pointed out that there are now 5pm classes, which had not been the case in the past.

Y. Shang said that the Mon./Fri. at 2pm works well pedagogically for her course and would be better than Mon./Wed., which would mean 5 days between class meetings.

D. Kilbride will bring this conversation up at the General Faculty meeting for further input.

5) Update from Faculty Load and Compensation committee: electronic contracts & signatures;

Question asked about faculty representation on this committee.

D. Kilbride stated that no faculty are on the committee.

Their suggestion is to make paper contract into electronic contract that would be distributed and signed electronically.

D. Kilbride stated that this is just a heads up at this point.

Z. Saritoprak asked what would be the benefit. Would someone who isn't returning paper copies also delete or ignore email?

D. Kilbride stated that this proposal would not address those folks.

6) Committee updates.

N/A

Last meeting for B. Saxton and J. Feerick as their terms are ending. Thank you!

Time adjourned: 3:15pm

Attachments to agenda: minutes, 11/6/19; new program proposal in personal financial management; FC constitution comparison; UCEP: course withdrawal deadline; UCEP: credit from previously awarded degrees; two files with course withdrawal data.

John Carroll University Educational Policy Proposal

Date: October 2019

Authors/Sponsors: Registrar's Office/ UCEP Policy Sub-group

Policy Name: Revision to the Withdrawal Deadline

Time Sensitivity: Implementation beginning fall 2020

- **Current University Policy**

The terms “drop” and “withdrawal” are not interchangeable at John Carroll. A student drops, or removes a registered course from their schedule, during the Add/Drop period specified by the Office of the Registrar. Dropping a course leaves no record of registration on the transcript. After the Add/Drop period ends, a student withdraws from a course to remove it from their schedule. A course withdrawal is noted as a W on the transcript and does not impact a student's grade point average. Students are considered enrolled in a course until they have completed formal drop and/or withdrawal procedures. Students who never attend or stop attending a course without following proper drop and/or withdrawal procedures automatically receive a WF, which is a failing grade and is computed in the cumulative average.

New, first-year and transfer students in their first term of enrollment who wish to drop or withdraw from a course must first consult with their advisor. The advisor will provide a signed Academic Program Recommendation (APR) form, which is to be submitted to Student Enrollment and Financial Services in order to complete the drop or withdrawal. All other continuing students are not required to use an APR, but must still visit Student Enrollment and Financial Services to process the drop or withdrawal.

Registration guidelines, dates, and deadlines for part-term and full-term courses are posted on the Office of the Registrar's webpage:

<http://sites.jcu.edu/registrar/pages/f-a-q/course-schedule-information/>.

- **Revised or New University Policy and Process**

No changes to the Bulletin policy language. For internal purposes:

The Office of the Registrar will set the withdrawal date as the end of the 10th week of classes. These dates will be set when the academic calendar dates are published. The Withdrawal deadline applies to both course withdrawals and complete withdrawals from the University.

Administrative withdrawals may be done for students in exceptional circumstances (e.g., sudden illness/surgeries, car crashes, etc.) that occur after the Withdrawal deadline.

- **Rationale and Discussion**

Moving the withdrawal deadline from the 12th week of the semester to the 10th week aligns our Withdrawal policy with the recently revised Mid-Term Grades and Incomplete Grade policies in terms of

supporting advising efforts. An earlier deadline allows for earlier intervention on the part of advisors, who will have access to all of the student's mid-term grades. Advisors will have the opportunity to counsel students on their options, including registering for part-of-term courses to make up for the loss of credits a course withdrawal may cause. An earlier deadline also keeps students from remaining in a course too long, which can result in lower grades in other courses and places additional burden on the course instructor. Benchmarking peer and other AJCU institutions shows a variation of Withdrawal deadlines, with the average being 10-11 weeks.

The choice to focus on a specific date came from consultation with Financial Aid. This will help ensure that the withdrawal date comes after a minimum of 60% of the semester has passed. The November and April deadlines fall far enough after the 60% semester mark so that it does not impact the tuition refund policy, or affect compliance with the Title IV return of funds process.

- **Implementation Timeline, Budget, and Recommendations**

The implementation would be effective with the publication of the 2020-2021 Undergraduate and Graduate Bulletins. The chosen dates ensure that the new policy does not affect the tuition refund policy or compliance with Title IV return of funds.

- **Appendix Documents**

Benchmarking data can be found in the [UCEP shared drive](#).

Policy Routing Checklist

Please attach to proposed policy in UCEP template and relevant supporting documents:

Policy Developer: Registrar's Office

Policy Name:

Policy Home:

Scope of Policy. Note Target Offices for Policy Notification:

- | | |
|--|--|
| <input type="checkbox"/> Office of Academic Advising | <input type="checkbox"/> CAS and Boler Deans |
| <input type="checkbox"/> Office of the Registrar | <input type="checkbox"/> Dean of Students |
| <input type="checkbox"/> Student Enrollment and Financial Services | |
| <input type="checkbox"/> Other: | |

Policy Review Steps:

1. **UCEP Review. Date(s) of Review:**
 - No Changes. Review complete.
 - Revisions needed –track changes and submit relevant supporting documents to UCEP Chair(s).
 - Retire Policy - no longer relevant.
 - Do not approve.
 - Approve. Effective Date:

2. **Faculty Council Review, as appropriate. Date:**

Does policy require formal review by the Faculty? Yes No
If so, is policy approved by Faculty? Yes No.
Date of approval:

3. **Senior Leadership Team Review, as appropriate. Date:**

4. **Other Campus Committees Review, as appropriate.**

Staff Council – Date:
Student Union – Date:
Administrative Policies – Date:

5. **Posted on Inside JCU and UCEP website for thirty-day period. Dates:**

6. **Final UCEP Review. Date:**

7. **UCEP Comments:**

Original text

Constitution of the Faculty Council John Carroll University

Approval and amendment timeline

1. Constitution Approved by written ballot of the Faculty, April 2009¹
2. Appendix B amended by approval of the Faculty Council, March 2010²
3. Appendix B—duties of the Committee on Compensation—amended by approval of the Faculty Council, February 2011³
4. Appendix B—duties of the Committee on Elections—amended by approval of the Faculty Council, April 2011⁴
5. Appendix G – Policy on absences. Approved by Faculty Council, October 2011⁵
6. Appendix C—Guidelines for determining need for review or not by CAP; adopted by Faculty Council, February 2012⁶
7. Appendix B amended to add standing Committee on Enrollment. Approved by Faculty Council, April 2012⁷
8. Appendix D—Protocols for treatment of Changes in Benefits. Approved by Faculty Council, May 2012⁸
9. Appendix E—Specification of additional duty of Vice-Chair and various Committee Chairs to represent Faculty Council on the Provost Council Approved by Faculty Council, May 2012⁹
10. Appendix F—Specification of additional responsibility to Faculty Council Officers regarding distribution of CLRs or stipend equivalents. Approved by Faculty Council resolution of May 2012¹⁰
11. Appendix H – Policy on elected committee service and leaves of absence. Approved by Faculty Council, November 2013¹¹
12. Appendix B amended to add standing Committee on Revenue and Spending. Approved by Faculty Council, April 2014¹²
13. Appendix A – Divisional Structure of the Faculty – amended by approval of the Faculty Council, December 10, 2014¹³

Proposed revised text

Constitution of the Faculty Council John Carroll University

Approval and amendment timeline

1. Constitution Approved by written ballot of the Faculty, April 2009¹
2. Amended Constitution – approval pending, Sept. 2019

¹ For timeline of amendments prior to September 2019, see the archived version of the May 2019 Constitution on the Faculty Council website.

Rationale for changes:

This is a fully revised draft that incorporates the spirit of many of the amendments added over the past decade. We have deleted the original list of amendments here and suggest that item be linked to the current (i.e., unrevised, 2015) edition of the Constitution.

Throughout this comparison document, any non-substantive changes (e.g., “By-laws” to “bylaws” or formatting differences) will not be highlighted.

Constitution of the Faculty Council John Carroll University

PREAMBLE

Principal Responsibilities of the Faculty in University Governance

All members of the John Carroll University Faculty on active or visiting status have voting rights and share in the rights and responsibilities of Faculty Governance. The Faculty shall have primary responsibility for recommendations on policy in such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, faculty development, and those aspects of student life which relate to the educational process. Responsibilities shall include, but not be limited to:

- A. Curricula, minimum requirements for degrees, new academic programs, academic calendar, grading, honors, and similar matters. (Note: Since the awarding of honorary degrees has traditionally been reserved to the Board of Directors, the Faculty will have no responsibility in this matter.)
- B. Policies on Faculty appointments, reappointments, promotions, compensation, the granting of tenure, and dismissal.
- C. Policies on use and improvement of learning resources (library, computing facilities, instructional technology, etc.).
- D. Standards of admission of students.
- E. Policies on innovations in the teaching process.
- F. Policies for promoting a healthy diversity of gender and ethnic background among the Faculty.

On the above matters, the power of review and final decision lodged in the President and/or the Board of Directors should be exercised adversely only in exceptional circumstances and for reasons communicated to the Faculty. Through its committee structure, the Faculty shall also exercise its responsibilities in the following area:

- G. Sharing in university budget decisions, especially those which affect academic policies.

PREAMBLE

Faculty Council is a standing committee of the Faculty, as per the Faculty Handbook.

Principal Responsibilities of the Faculty in University governance: All members of the John Carroll University Faculty on active or visiting status have voting rights and share in the rights and responsibilities of Faculty governance. As described in the Faculty Handbook, the Faculty “have primary responsibility for recommendations on policy in such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, faculty development, and those aspects of student life which relate to the educational process.”

Rationale for changes:

We added a reminder of Council’s status as a standing committee of the Faculty. Throughout the document, we have minimized quotations from the Faculty Handbook and have instead referred readers explicitly to the Faculty Handbook.

CONSTITUTION

I. Title Faculty Council

II. Responsible to Faculty

III. Basic Objective To carry out such procedural functions as shall be necessary for the efficient operation of the Faculty in all matters where the Faculty shall be called upon to express its opinion or render a decision; and to function as an advisory vehicle for effective interchange of ideas, questions, problems, and/or general information between the Faculty and the President through the exercise of the duties listed below.

IV. Composition **Five members of the Faculty from each of five divisions** elected by the Faculty in each division for staggered terms of three years with terms beginning at the spring commencement.

V. Duties and Responsibilities

A. **to meet in May as a newly-elected Faculty Council to elect a chair, vice-chair, and secretary from among its own members for the next Academic Year; officers will assume their duties at Spring Commencement**

B. to meet at least once in each full month of the academic year and approximately two weeks before regularly scheduled Faculty Meetings, or more often as urgent business dictates

C. to create standing committees of the Faculty Council necessary to facilitate the exercise of the Faculty's principal responsibilities in university governance, **and to appoint chairs of these committees from among the membership of the Faculty Council**

D. to create ad hoc committees as are deemed necessary. The composition of such committees should be representative consistent with the purpose of the committee

E. to determine, in consultation with the administration and relevant Faculty, the election and/or appointment of Faculty representatives to university committees

F. to generate and receive proposals from members of the university community and refer them to appropriate committees

G. to handle procedural issues concerning Faculty Council business such as committee reports, returning proposals to committees or forwarding proposals for discussion and action at Faculty Meetings

H. to report recommendations of the Faculty to the President

I. to communicate to the Faculty decisions of the President and/or the Board of Directors on Faculty recommendations

J. to request information or interpretation of policy in order to promote better Faculty understanding, and to present questions for clarification

K. to approve agenda for and to plan and conduct Faculty Meetings as prescribed in Section VII below

L. to conduct all elections and other votes (e.g., amendment of the Faculty Handbook) involving the Faculty and to certify the results thereof

M. to carry out the selection by lot of members of each Faculty Grievance Committee and Faculty Board of Review as prescribed in the descriptions of those committees

N. to distribute minutes of its meetings to all members of the Faculty

O. to submit an annual report to the Faculty

CONSTITUTION

I. **As outlined in the Faculty Handbook**, Faculty Council is responsible to the Faculty, and its basic objective is to "carry out such procedural functions as shall be necessary for the efficient operation of the Faculty in all matters where the Faculty shall be called upon to express its opinion or render a decision; and to function as an advisory vehicle for effective interchange of ideas, questions, problems, and/or general information between the Faculty and the President through the exercise of the duties listed below."

II. Composition

A. **Four members of the Faculty from each of four divisions**, elected by the Faculty in each division for staggered terms of three years, with terms beginning at the spring commencement.

B. **Chair, Vice Chair, and Secretary elected by the Faculty at large, for staggered terms of two years, with terms beginning at the spring commencement.**

III. Duties and Responsibilities

A. To meet at least once in each full month of the academic year and approximately two weeks before regularly scheduled General Faculty meetings, or more often as urgent business dictates;

B. To create standing committees of Faculty Council as appropriate;

C. To create ad hoc committees as are deemed necessary, the composition of which should be representative consistent with the purpose of the committee;

D. To determine, in consultation with the administration and relevant Faculty, the election and/or appointment of Faculty representatives to University **and Board committees;**

E. **to determine, in consultation with the relevant body, the disposition of positions on Faculty Council, committees of Faculty Council, and University committees that are left vacant due to faculty leave or resignation from a position;**

F. To generate and receive proposals from members of the University community and refer them to appropriate committees;

G. To handle procedural issues concerning Faculty Council business such as committee reports, returning proposals to committees, or forwarding proposals for discussion and action at General Faculty meetings;

H. **To determine the resolution of tied votes in Faculty elections;**

I. To report recommendations of the Faculty to the President;

J. To communicate to the Faculty decisions of the President and/or the Board of Directors on Faculty recommendations;

K. To request information or interpretation of policy in order to promote better Faculty understanding, and to present questions for clarification;

L. To approve agenda for and to plan and conduct General Faculty meetings as prescribed in Section IX below;

- P. to publish at least annually an official list of Faculty and identify the members having the right to vote
- Q. to select each year a Parliamentarian from the Faculty
- R. to perform such other duties as may be assigned to it from time to time or permanently by the Faculty
- S. If substantial changes in faculty numbers occur, the Faculty Council will restructure the divisions from which faculty are elected, to be effective in the next academic year. The goals of any such restructuring will be to have approximately equal numbers of faculty in each division and to have departments from areas traditionally regarded as close in the same division, to the extent possible.

- M. To conduct all elections and other votes (e.g., amendment of the Faculty Handbook) involving the Faculty and to certify the results thereof;
- N. To carry out the selection by lot of members of each Faculty Grievance Committee and Faculty Board of Review as prescribed in the descriptions of those committees;
- O. To distribute minutes of its meetings to all members of the Faculty;
- P. To submit an annual report to the Faculty;
- Q. To publish at least annually an official list of Faculty and identify the members having the right to vote;
- R. To select each year a Parliamentarian from the Faculty;
- S. To perform such other duties as may be assigned to it from time to time or permanently by the Faculty;
- T. To redistribute departments among the four divisions, as appropriate;
- U. To establish and adhere to a timeline for regular review of the Constitution.

Rationale for changes:

Reflective of the smaller size of the Faculty, we recommend a smaller Faculty Council. Given that the Executive Committee represents the Faculty as a whole, it is appropriate that they be elected at large, with two-year terms providing for continuity. Additionally, with the Executive Committee elected at large, there is no longer a need for a May administrative meeting. In an attempt to balance faculty workload for committee chairs, we are recommending that they be elected at large, rather than appointed from among the members of Faculty Council; electing them at large widens the pool of nominees, as well as freeing candidates from the burden of serving on both Council and a committee, unless they desire to do so. One of the duties of committee chairs is to attend Council meetings when Council discusses business relevant to that committee. Recognizing that there may be tied elections, it seems appropriate for Faculty Council to determine the appropriate resolution.

n/a

IV. Executive Committee

- A. The Executive Committee of Faculty Council will consist of the officers: Chair, Vice Chair, and Secretary.
- B. The Executive Committee will consult with the Provost and Academic Vice President to determine course load reductions (CLRs) or other compensation for members of the Faculty for the time required to carry out their duties related to Faculty Council and its committees. Normally, such compensation will be offered to the Faculty Council Chair and Secretary, as well as to the chairs of heavily-burdened Faculty Council committees. The Chair will announce the recipients of such compensation at the beginning of each academic year.
- C. The Executive Committee will meet regularly with the Provost and Academic Vice President.
- D. The Executive Committee may, at its discretion, forward routine matters to the appropriate committee, notifying Faculty Council at the next Faculty Council meeting.

Rationale for changes:

Spelling out Executive Committee duties in parts A-C regularizes past practice. The addition of part D arises from the ongoing concern with faculty governance, namely that the structure moves too slowly. Giving the Executive committee this ability allows Faculty Council to move proposals through the pipeline more quickly.

<p>VI. Officer Responsibilities</p> <p>A. The Chair will:</p> <ol style="list-style-type: none"> 1. Prepare agendas for Faculty Council meetings. 2. Preside over meetings of the Faculty Council and over Faculty Meetings. 3. Serve as the Faculty representative to the Board of Directors. 4. Schedule Faculty Council meetings and Faculty Meetings. 5. Oversee the Faculty Governance budget. <p>B. The Vice-Chair will:</p> <ol style="list-style-type: none"> 1. Assume the responsibilities of the Chair when the Chair is unavailable. <p>C. The Secretary will:</p> <ol style="list-style-type: none"> 1. Take minutes at meetings of the Faculty Council and at Faculty Meetings. 2. Distribute minutes of these meetings to the Faculty in a timely manner. <p>D. The Parliamentarian will: Advise the Chair and, as requested, other members of the Faculty on procedural issues related to meetings of the Faculty Council and of the Faculty. The Chair (or presiding officer of a Faculty meeting) may appoint any member of the faculty to serve as parliamentarian for any particular meeting of the Faculty.</p>	<p>V. Officer Responsibilities</p> <p>A. In addition to the duties of the Executive Committee, the Chair will:</p> <ol style="list-style-type: none"> 1. Prepare agendas for Faculty Council and Faculty meetings in consultation with the Vice Chair and Secretary, and circulate agenda and relevant documents to the Faculty in advance of each meeting; 2. Preside over Faculty Council meetings and General Faculty meetings; 3. Serve as the Faculty representative to the Board of Directors and as ex officio faculty liaison to the Board's Academic Affairs Committee; 4. Serve as Faculty representative to other strategic governing committees, as determined by Faculty Council, with the possibility of the Vice Chair replacing the Chair on one committee, subject to Faculty Council approval; 5. Ensure that Faculty Council appoints a Parliamentarian for the year. 6. Appoint another member of the Faculty to serve as temporary parliamentarian in the case that the Parliamentarian is unable to attend either a Faculty Council or General Faculty meeting; 7. Schedule Faculty Council meetings and General Faculty meetings; 8. Call special meetings of the Faculty as described in Section IX.B. 9. Oversee Faculty governance matters; 10. Receive and respond to faculty comments and concerns that inevitably arise. <p>B. In addition to the duties of the Executive Committee, the Vice Chair will:</p> <ol style="list-style-type: none"> 1. Assume the responsibilities of the Chair when the Chair is unavailable; 2. May replace the Chair as representative to a strategic governing committee, subject to Faculty Council approval. <p>C. In addition to the duties of the Executive Committee, the Secretary will:</p> <ol style="list-style-type: none"> 1. Take minutes at Faculty Council meetings and at General Faculty meetings; 2. Distribute minutes of these meetings to the Faculty in a timely manner; 3. Maintain the Faculty Council website; 4. Maintain and manage the Faculty Council archive, including the archive of membership of faculty committees.
--	---

Rationale for changes:
We removed A.5, as there is no faculty governance budget to be overseen. Information on appointment of the Parliamentarian (D) has been moved into the duties of Faculty Council and officers. Duties of the Parliamentarian have been moved into the sections on Faculty Council meetings and General Faculty meetings. Additions to the duties of the officers regularize past practice.

<p>n/a</p>	<p>VI. Responsibilities of Members of Faculty Council</p> <p>A. Attendance Policy</p> <ol style="list-style-type: none"> 1. Any Faculty Council member who misses more than three Faculty Council meetings (including any special meetings) in one academic year has officially resigned from Faculty Council. 2. Any Faculty Council member who misses more than three General Faculty meetings (including special meetings) in one academic year has officially resigned from Faculty Council.
------------	--

B. Review pertinent documents before each meeting, as circulated by the Chair of Faculty Council.

Rationale for changes:

This spells out the duties of members of Faculty Council, including moving the attendance policy up from Appendix G into the body of the Constitution.

VII. Meetings of the Faculty Council

- A. The Faculty Council will meet at least once each September, October, November, February, March and April, approximately two weeks before regularly scheduled Faculty Meetings. During each regularly scheduled meeting, the Faculty Council will approve an agenda for the upcoming Faculty Meeting. The Faculty Council may call additional meetings as necessary.
- B. A quorum for a Faculty Council meeting will be two-thirds of its members.
- C. Meetings of the Faculty Council will be open to all Faculty members.
- D. Meetings of the Faculty Council will be held in rooms large enough to accommodate all faculty members who wish to attend.
- E. A portion of each Faculty Council meeting will be set aside for any faculty member to present and discuss issues.
- F. The Faculty Council has the power to vote on any procedural issues affecting the Faculty. Substantive issues will be addressed at Faculty Meetings, when the Faculty Council votes to advance such issues to the Faculty Meeting agenda. Decisions as to whether a motion is procedural or substantive will be decided by a vote of the Faculty Council.

VII. Meetings of Faculty Council

- A. Faculty Council will meet at least once each September, October, November, February, March, and April, approximately two weeks before regularly scheduled General Faculty meetings. During each regularly scheduled meeting, the Faculty Council will approve an agenda for the upcoming General Faculty meeting. Faculty Council may call additional meetings as necessary.
- B. A quorum for a Faculty Council meeting will be two-thirds of its members. **The Executive Committee will determine which agenda items may be acted on in the absence of a quorum.**
- C. Meetings of Faculty Council will be open to all faculty members and held in rooms large enough to accommodate all faculty members who wish to attend.
- D. **In the event that Faculty business must be carried out remotely or in between regular meetings of Faculty Council, that business will be carried out in such a way that faculty will be notified in advance, will be able to weigh in, and can observe the discussion. A quorum of Faculty Council members must have participated in the discussion before any vote can be held. Such a vote will be valid provided that a quorum of Faculty Council members have voted.**
- E. Any faculty member who wishes to present or discuss issues at a Faculty Council meeting **may propose an agenda item to the Chair in advance of the meeting.**
- F. Faculty Council has the power to vote on any procedural issues affecting Faculty Council business. Substantive issues will be addressed at General Faculty meetings, when Faculty Council votes to advance such issues to the General Faculty meeting agenda. Decisions as to whether a motion is procedural or substantive will be decided by a vote of Faculty Council. **Examples of procedural issues are sending proposals to a committee, forwarding proposals for discussion and action, and setting the agenda for a General Faculty meeting. Examples of substantive issues are curricular changes, educational policies, and other items that require the consensus of the Faculty.**
- G. **Faculty Council meetings will be conducted under the most recent edition of Robert's Rules of Order. The Parliamentarian will advise the Chair and, as requested, other members of the Faculty on procedural issues related to the meeting.**

Rationale for changes:

The additions in parts B and D allow for the Executive Committee to ensure that business moves forward appropriately; the election of these officers at large ensures that they are more broadly representative of the Faculty.

VIII. Voting Rights

- A. All elected members of the Faculty Council, except the Chair, have voting rights at all Faculty Council meetings.
- B. The Chair will vote only to break ties. (This ensures that the Chair serves a primarily executive role by running meetings and representing the will of the Faculty.)
- C. Each member of the Faculty Council will have one vote at Faculty Council meetings. Proxy voting is not allowed.
- D. The Parliamentarian has voting rights at Faculty Council meetings only if he or she is an elected member of the Faculty Council.

VIII. Voting Rights

- A. All elected members of Faculty Council, except the Chair, have voting rights at all Faculty Council meetings.
- B. The Chair will vote only to break ties. This ensures that the Chair serves a primarily executive role by running meetings and representing the will of the Faculty.
- C. Each member of Faculty Council will have one vote at Faculty Council meetings. Proxy voting is not allowed.
- D. The Parliamentarian has voting rights at Faculty Council meetings only if they are an elected member of Faculty Council.

Rationale for changes:

No substantive changes.

IX. Faculty Meetings

- A. Ordinarily meetings will be held in each full month of the Academic Year. A minimum of one meeting per semester during the academic year shall be held.
- B. The Chair of the Faculty Council may call a special meeting at any time and must call a special meeting upon written request from any ten members of the Faculty or at the request of the President.
- C. Substantive issues are normally considered at a Faculty Meeting after study by one of the Standing Committees or ad hoc committees of the Faculty Council. Proposals to be considered by the Faculty should be sent to the Faculty Council, through the Chair of the Faculty Council, so that they may be studied by the appropriate committee of the Council prior to consideration at a Faculty Meeting. Any member of the Faculty may put forth a proposal in this way. There may also, from time to time, be the need for the Faculty to consider substantive issues without first having a committee conduct hearings and present a report. Such issues may be placed on the agenda for a Faculty Meeting by the Faculty Council, or may even be raised at a Faculty Meeting, should the occasion warrant immediate action.
- D. A quorum for passing procedural motions, amendments to proposals, and decisions on whether to advance substantive issues to a written vote of the full faculty consists of 20% of the Faculty who are eligible to vote.
- E. Procedural questions, amendments to proposals, and decisions on whether to advance substantive issues to a written vote of the full Faculty may be decided by a majority vote of those present and voting, if a quorum is present.
- F. If a quorum is not present and if a quorum of the Faculty Council is present, then procedural questions, amendments to proposals, and decisions on whether to advance substantive issues to a written vote of the full Faculty may be decided by a majority vote of the members of the Faculty Council present.
- G. Substantive questions shall be decided only by a majority vote of those voting on a written ballot made available to all Faculty members who have the right to vote.
- H. The Chairperson of each Faculty Meeting shall be the highest ranking member of the Faculty Council present at the Faculty Meeting.
- I. Proposals for agenda should be forwarded to the Chair of the Faculty Council as far in advance of the meeting as possible.
- J. All members of the Faculty are members with full rights and votes, except as noted in Part I, Section II of the *Faculty Handbook*.

IX. General Faculty Meetings

- A. In accordance with the *Faculty Handbook*, meetings will ordinarily be held monthly during the Academic Year, with a minimum of one meeting per semester. Procedures for General Faculty meetings will be in accordance with the *Faculty Handbook*, which discusses quorum and voting procedures.
- B. The Chair of Faculty Council may call a special meeting at any time and must call a special meeting upon written request from any ten members of the Faculty or at the request of the President.
- C. Substantive issues, as described under the section on meetings of Faculty Council, are normally considered at a General Faculty meeting after study by a standing committee or an ad hoc committee of Faculty Council. Proposals to be considered by the Faculty should be sent to Faculty Council, through the Chair of Faculty Council, so that they may be studied by the appropriate committee of Faculty Council prior to consideration at a General Faculty meeting. Any member of the Faculty may put forth a proposal in this way. There may also, from time to time, be the need for the Faculty to consider substantive issues without first having a committee conduct hearings and present a report. Such issues may be placed by Faculty Council on the agenda for a General Faculty meeting, or may even be raised at a General Faculty meeting, should the occasion warrant immediate action.
- D. All members of the Faculty are members with full rights and votes, except as noted in the *Faculty Handbook*.
- E. General Faculty meetings will be conducted under the most recent edition of Robert's Rules of Order. The Parliamentarian will advise the Chair and, as requested, other members of the Faculty on procedural issues related to the meeting.

Rationale for changes:

Removal of parts D-J is to minimize Handbook quotations.

X. Standing Committees of the Faculty Council

The Faculty Council has the authority to create standing committees of the Faculty Council that are deemed necessary to facilitate the exercise of the Faculty's responsibilities in university governance. Because the standing committees may be changed by the Faculty Council, they are listed in an appendix rather than in the constitution itself.

X. Standing Committees of Faculty Council: Faculty Council has the authority to create standing committees of Faculty Council as appropriate. Because the standing committees may be changed by Faculty Council, they are listed in an appendix rather than in the Constitution itself.

Rationale for changes:

No substantive changes.

XI. By-Laws of the Faculty Council

- A. Faculty Meetings and Faculty Council meetings will be conducted under Robert's *Rules of Order* (latest edition)
- B. Each division of the faculty will be represented on the Faculty Council by 5 faculty members. No more than three representatives may come from the same department.
- C. Faculty members may serve no more than two consecutive terms on the Faculty Council.
- D. Faculty members may serve on no more than two Committees of the Faculty Council, including the Faculty Council itself.
- E. Members of the university community who are not members of the Faculty may attend meetings of the Faculty or Faculty Council as observers without the right of voting. With the consent of the members present, the Chair may accord observers the privilege of speaking.
- F. Committees of the Faculty Council shall normally hold open hearings on proposals before presenting final reports and recommendations.
- G. The full procedure for preparation of reports to the Faculty comprises the following steps, not all of which need be followed in every instance:
 - 1. Announcement of the subject under consideration by the committee
 - 2. Preliminary hearings to ascertain campus sentiment
 - 3. Formulation of a specific proposal by the committee and communication of this proposal to the Faculty, administrators and students
 - 4. Further hearings by the committee on the proposal itself
 - 5. Preparation of a final report for presentation to the Faculty
- H. Reports on issues requiring Faculty action will follow the format prescribed by the Faculty Council. Such format will include at least:
 - 1. A concise statement of the problem
 - 2. Recommendations, preferably in the form of a motion
 - 3. Alternatives considered
 - 4. Results expected
 - 5. Communications provisions
 - 6. Details necessary to support the recommendations
- I. Amendment of the Constitution or By-Laws will be handled as a substantive issue in a Faculty Meeting. Therefore, amendment requires approval by a majority of Faculty members voting on the issue.

XI. Bylaws of the Faculty Council

- A. As stated in the Faculty Handbook, Faculty Council members are elected by the Faculty in each division; no more than two non-officer members may come from the same department; representatives are elected for staggered terms of three years.
- B. Faculty members may serve no more than seven consecutive years on Faculty Council.
- C. Faculty members may serve on no more than two standing committees of Faculty Council, including Faculty Council itself.
- D. Members of the university community who are not members of the Faculty may attend General Faculty or Faculty Council meetings as observers without the right of voting. The Chair may accord observers the privilege of speaking.
- E. Before presenting final reports and recommendations, committees of Faculty Council will solicit feedback from the Faculty in a forum that is accessible to all faculty members.
- F. Reports on issues requiring Faculty action will include the following, as appropriate:
 - 1. A concise statement of the problem.
 - 2. If appropriate, recommendations, preferably in the form of a motion.
 - 3. A summary of feedback received from faculty.
 - 4. Analysis of any alternatives to the recommended motion.
 - 5. Results expected of following the recommendations.
 - 6. Any other information the committee deems relevant.
- G. Changes to the Faculty Council Constitution or Bylaws that are not impacted by the Faculty Handbook will be handled as substantive issues in General Faculty meetings. Therefore, amendment requires approval by a majority of faculty members voting on the issue.

Rationale for changes:

Rather than stipulating no more than two consecutive full terms, we are suggesting no more than seven consecutive years to allow for someone to serve the final year of a term and then two full terms, or for someone to serve an additional year if there is an appropriate candidate who could run in a year's time.

Procedures for meetings have been moved into Sections VII and IX. New numbers of Council members from each division, and numbers of Council members from any particular department, reflect the recommended smaller size of Council. We have eliminated the former section G because it is covered by the new E and F.

APPENDIX A

Divisional Structure of the Faculty

The divisional structure of the Faculty is not part of the Constitution of the Faculty Council, and may be modified by the Faculty Council, if it is deemed necessary for maintaining appropriately broad Faculty representation on committees.

Division I:

Accountancy
Economics and Finance
Management, Marketing and Logistics
Military Science

Division II:

Biology
Chemistry
Exercise Science
Mathematics and Computer Science
Physics
Faculty without departmental affiliation

Division III:

History
Political Science
Psychology
Sociology
Library

Division IV:

Art History and Humanities
Classical and Modern Languages and Cultures
Communication and Theater Arts
English

Division V:

Education and Allied Studies
Counseling
Philosophy
Religious Studies

APPENDICES

Appendices are not part of Faculty Council Constitution, nor the Faculty Handbook, and therefore may be modified by Faculty Council as it deems necessary and appropriate.

APPENDIX A

Divisional Structure of the Faculty

The number of divisions of the Faculty is specified by the Faculty Handbook and, therefore, the Faculty Council Constitution. However, the distribution of departments among the divisions of the Faculty is not specified by the Faculty Handbook and may be modified by the Faculty Council, if it is deemed necessary.

Option A	Option B
<u>Division I:</u> Accounting Economics and Finance Management, Marketing, and Supply Chain Military Science Faculty without departmental affiliation	<u>Division I:</u> Accounting Economics and Finance Management, Marketing, and Supply Chain Military Science Faculty without departmental affiliation
<u>Division II:</u> Biology Chemistry Exercise Science and Sports Studies Mathematics and Computer Science Physics Psychology	<u>Library</u> <u>Division II:</u> Biology Chemistry Exercise Science and Sports Studies Mathematics and Computer Science Physics Psychology
<u>Division III:</u> Art History Education and School Psychology History Library Political Science Sociology	<u>Division III:</u> Art History Education and School Psychology History Political Science Sociology
<u>Division IV:</u> Classical and Modern Languages and Cultures	<u>Division IV:</u> Classical and Modern Languages and Cultures

Communications
Counseling
English
Philosophy
Theology and Religious Studies

Communications
Counseling
English
Philosophy
Theology and Religious Studies

Rationale for changes:

We added a reminder that the appendices may be amended by Faculty Council as needed. The Division options are identical, except for the affiliation of the Library faculty. Option A puts the Library faculty in a division with CAS faculty, while Option B puts the Library faculty in a division with BCOB faculty. Only one option will be listed in the final version of the document, but we felt it was worth discussion in itself.

APPENDIX B

Standing Committees of the Faculty Council

A. Committee on Academic Policies

1. Composition:

- a) Five divisional representatives
- b) One at-large member
- c) Committee chair from the Faculty Council

2. Duties:

- a) Conduct continuing review of curricula, both core and departmental.
- b) Review and recommend policy on requirements for degrees, standards of admission, grading, examinations, library, computing facilities, and use and improvement of instructional technology.
- c) Evaluate all proposed new degree programs. (See Appendix C for Guidelines on determination of "new" program.)
- d) Investigate other appropriate matters referred to it by the Faculty Council.
- e) Report its findings and recommendations to the Faculty Council for action by the Faculty.
- f) Submit an annual report of its activities to the Faculty.

APPENDIX B

Standing Committees of Faculty Council

A. Committee on Academic Policies (CAP)

1. Composition:

- a. Four divisional representatives
- b. One at-large member
- c. Committee chair elected at large

2. Duties:

- a. Evaluate all proposed new degree programs.
- b. Conduct review of existing curricula, as directed by Faculty Council
- c. Review and recommend policy on other aspects of the academic experience, such as requirements for degrees, standards of admission, and grading.
- d. Investigate other appropriate matters referred to it by Faculty Council.
- e. Report its findings and recommendations to Faculty Council for possible action by the Faculty.
- f. Submit an annual report of its activities to the Faculty.

Rationale for changes:

Change in the composition of the committee reflects changes to the structure of Faculty Council. (See Parts IV and V of the original Constitution, in comparison with Parts II and III of the proposed revised Constitution.) Appendix C was removed because the revised description of the duties of CAP should be clear enough for Faculty Council to determine whether or not a program proposal needs to go to CAP for evaluation. The other matters that go to CAP were not covered by Appendix C.

<p>B. Committee on Policies for Rank, Tenure and Promotion</p> <p>1. Composition:</p> <ul style="list-style-type: none"> a) Five divisional representatives b) One at-large member c) One member of the Committee on Gender and Diversity, as a non-voting member, to establish liaison between the committees d) Committee chair from the Faculty Council <p>2. Duties:</p> <ul style="list-style-type: none"> a) Review and recommend policy on appointments, promotions, and tenure. b) Review and recommend policy on availability and distribution of faculty positions. c) Investigate other appropriate matters referred to it by the Faculty Council. d) Report its findings and recommendations to the Faculty Council for action by the Faculty. e) Submit an annual report of its activities to the Faculty. 	<p>B. Committee on Policies for Rank, Tenure, and Promotion (RTP)</p> <p>1. Composition:</p> <ul style="list-style-type: none"> a. Four divisional representatives b. One at-large member c. Committee chair elected at large <p>2. Duties:</p> <ul style="list-style-type: none"> a. Review and recommend policy on appointments, promotions, and tenure. b. Before making any recommendation, RTP will consult with a wide range of faculty and faculty groups, such as the Committee on Gender and Diversity and the Untenured Faculty Organization. c. Investigate other appropriate matters referred to it by Faculty Council. d. Report its findings and recommendations to Faculty Council for possible action by the Faculty. e. Submit an annual report of its activities to the Faculty.
--	--

Rationale for changes:
Change in the composition of the committee reflects changes to the structure of Faculty Council. Given that the issues RTP works on are of broad concern to faculty, it is incumbent on RTP to hold discussions with a wide range of faculty and faculty groups.

<p>C. Committee on Policies for Research, Service and Faculty Development</p> <p>1. Composition:</p> <ul style="list-style-type: none"> a) Five divisional representatives b) One at-large member c) Committee chair from the Faculty Council <p>2. Duties:</p> <ul style="list-style-type: none"> a) Review and recommend university-wide policies for research, service and faculty development. b) Recommend to the Faculty Council which members of the Committee on Policies for Research, Service and Faculty Development should be appointed to the University Committee on Research and Service. (Note: Fifty percent of the University Committee on Research and Service will consist of elected members of the Faculty Committee on Research, Service and Faculty Development and the one elected Faculty representative on the University Committee. In recommending members to serve on the University Committee, the Faculty Council committee should strive for balance in terms of university-wide representation.) c) Review and recommend means for professional development of the Faculty. d) Investigate other appropriate matters referred to it by the Faculty Council. e) Report its findings and recommendations to the Faculty Council for action by the Faculty. f) Submit an annual report of its activities to the Faculty. 	<p>N/A: committee to be dissolved. Language removed from appendix.</p>
--	--

Rationale for changes:
We recommend the dissolution of RSFD because the normal workload of the committee has been to staff the University Committee on Research and Service. We recommend electing representatives directly to UCRS and that, when necessary, FC appoint an ad hoc committee to review or recommend policy related to research, service, and faculty development.

D. Committee on Elections

1. Composition:

- a) Five divisional representatives
- b) One at-large member
- c) Committee chair from the Faculty Council

2. Duties:

Review and recommend policies for university elections and referenda.

- a) Prepare a slate of nominations for positions on Faculty committees and faculty positions on university committees to be elected by the Faculty.
- b) Conduct Faculty elections and referenda. Elections resulting in a tie shall be decided by use of a runoff election.
- c) Maintain an archive of membership of all Faculty committees.
- d) Investigate other appropriate matters referred to it by the Faculty Council.
- e) Report its findings and recommendations to the Faculty Council for action by the Faculty.
- f) Submit an annual report of its activities to the Faculty.

C. Committee on Elections and Nominations

1. Composition:

- a. Four divisional representatives
- b. Committee chair elected at large

2. Duties:

- a. Review and recommend policies for university elections and referenda.
- b. Maintain and update a list of positions to which faculty must be elected.
- c. Prepare a slate of nominations for elected positions held by faculty representatives. This includes faculty committees as specified in the Faculty Handbook and Faculty Council committees.
- d. Conduct elections on faculty positions and proposals. Faculty Council shall determine how to resolve any tied result.
- e. Notify successful candidates and the conveners of committees of results of elections.
- f. Investigate other appropriate matters referred to it by Faculty Council.
- g. Report its findings and recommendations to Faculty Council for possible action by the Faculty.
- h. Submit an annual report of its activities to the Faculty.

Rationale for changes:

Change in the composition of the committee reflects changes to the structure of Faculty Council. An at-large member is not needed to carry out the duties of the committee. It is not always feasible to conduct a runoff election, particularly at the end of the academic year. Maintenance of an archive of committee members has been moved to the duties of the Secretary.

E. Committee on Finance, Faculty Compensation, and Work-Related Policies

1. Composition:

- a) Five divisional representatives
- b) Three at-large members
- c) Committee chair from the Faculty Council

2. Duties:

- a) Become familiar with negotiation skills and collective bargaining from sources determined to be relevant by the committee chair, including course readings and expertise from faculty at JCU. Costs of training seminars or institutes—including registration fees, travel, and meals— will be requested from University funds.
- b) When required, negotiate matters of compensation and work-related policies on behalf of the Faculty with appropriate administrators. Any agreement involving a reduction in compensation or an increase in workload is only ratified when approved in accordance with the relevant requirements of the Faculty Handbook. Failure on the part of Faculty to ratify a proposed agreement as written will require the Committee either to renegotiate or cease negotiations on the issue or issues in question.
- c) Prior to any Faculty vote that may be required for ratification, the Committee will present negotiated agreements as proposals, along with the Committee's rationale and recommendations, at a general meeting of the Faculty.
- d) Review and recommend policies for promoting and supporting competitive compensation and equitable working conditions. Matters concerning gender and diversity will be referred to the Gender and Diversity Committee; collaboration will be offered.
- e) Create and maintain an archival record of negotiations between the Faculty and administration and the outcomes of those negotiations. Access to this archive will be available to all members of the Faculty.
- f) Review and recommend policies for Faculty compensation (e.g., salary and fringe benefits) and workload expectations (e.g., advising load, course-load reductions).
- g) Biannually, request and receive reports from the administration on the distribution of faculty salaries in relation to the CUPA special study. The reports are to be due from the administration every March 16 and October 15 and are to include:
 - a) Current benchmark data on CUPA special study percentiles by rank and discipline
 - b) Current data on the distribution of JCU faculty salaries by rank across CUPA special study percentiles.
 - h) Investigate other appropriate matters referred to it by the Faculty Council.
 - i) Report its findings and recommendations to the Faculty Council for possible action by the Faculty.
 - j) Submit an annual report of its activities to the Faculty.

D. Committee on Faculty Compensation

1. Composition

- a. Four divisional representatives
- b. One at-large member
- c. Committee chair elected at large

2. Duties

- a. Review and recommend policies for promoting and supporting competitive compensation (e.g., salary and fringe benefits) and equitable working conditions and expectations (e.g., advising load and course load reductions).
- b. When appropriate, coordinate with the Faculty Handbook Committee on compensation issues that are addressed by the Handbook.
- c. Annually, request and receive reports from the administration on the distribution of faculty salaries in relation to our peer institutions. The reports are to be due every October 15 and are to include:
 - 1) Current benchmark data by rank and discipline;
 - 2) Current data on the distribution of JCU faculty salaries by rank.
- d. Investigate other appropriate matters referred to it by Faculty Council.
- e. Report its findings and recommendations to Faculty Council for possible action by the Faculty.
- f. Submit an annual report of its activities to the Faculty, including a summary and analysis of the data received from the administration.

Rationale for changes:

Change in the composition of the committee reflects changes to the structure of Faculty Council and an overall desire for smaller committees. We recommend removing language that refers to “negotiation,” since we do not have a collective bargaining relationship with the Administration. We also recommend removing language referring to a specific study (CUPA) that may or may not continue to exist in the future. One report per year from the administration is sufficient.

<p>F. Committee on Gender and Diversity</p> <p>1. Composition:</p> <ul style="list-style-type: none"> a) Four members elected at-large b) One member from among those nominated by the organization(s) representing faculty of color and elected by the Faculty as a whole c) One member from among those nominated by the organization(s) representing women faculty and elected by the Faculty as a whole d) Committee chair from the Faculty Council <p>2. Duties:</p> <ul style="list-style-type: none"> a) Review and recommend policies for promoting and supporting equity and diversity among the Faculty. b) Serve as liaison between the Faculty and administration on issues of equity and diversity among the Faculty. c) Recommend to the Faculty Council which members of the Committee on Gender and Diversity should be appointed to serve on university committees dealing with issues of gender and diversity. d) Provide an informal venue for Faculty to voice concerns regarding equity and diversity. When appropriate, the Committee will forward these issues to the Faculty Council for formal action. e) Investigate other appropriate matters referred to it by the Faculty Council. f) Report its findings and recommendations to the Faculty Council for action by the Faculty. g) Submit an annual report of its activities to the Faculty. 	<p>E. Committee on Gender and Diversity</p> <p>1. Composition</p> <ul style="list-style-type: none"> a. Three members elected at large b. Two members appointed by Faculty Council to ensure an appropriate balance of diverse and inclusive viewpoints c. Committee chair elected at large <p>2. Duties:</p> <ul style="list-style-type: none"> a. Review and recommend policies for promoting and supporting equity and diversity on issues relevant to the Faculty. b. Coordinate with other campus groups, particularly the university-wide Diversity, Equity, and Inclusion Committee. c. Consult with Faculty Council concerning faculty appointments to university committees that deal with issues of gender and diversity. d. Provide an informal venue for faculty to voice concerns regarding equity and diversity. e. Investigate other appropriate matters referred to it by Faculty Council. f. Report its findings and recommendations to Faculty Council for possible action by the Faculty. g. Submit an annual report of its activities to the Faculty.
--	---

Rationale for changes:
Change in the composition of the committee reflects a desire for smaller committees. The organization(s) representing faculty of color and women faculty are loosely defined and without clear administrative structure, so it has historically been hard to get nominations from those organizations. We also recognize that organizations representing other diverse groups may arise in the future. Election of at-large members followed by appointments by Faculty Council seems more likely to produce a broadly representative committee.

<p>G. Committee on Enrollment, Financial Aid, and Student Life</p> <p>H. Committee on Revenue and Spending (Dissolved by Faculty Council on October 7, 2015)</p>	<p>N/A: removed sections on dissolved committees.</p>
--	---

Rationale for changes:

<p>APPENDIX C</p> <p>What constitutes a “new academic program” in the sense that it needs to be reviewed by CAP? <i>Adopted by Faculty Council 2/8/12</i></p>	<p>APPENDIX C</p> <p>Meeting agenda templates</p>
--	--

Rationale for changes:
Previous Appendix C was removed because the revised description of the duties of CAP (above, Appendix B.A) should be clear enough for Faculty Council to determine whether or not a program proposal needs to go to CAP for evaluation. The other matters that go to CAP were not covered by this document in any case.

<p>The new Appendix C provides templates for future chairs to use for agendas for both Faculty Council Meetings and General Faculty Meetings, both of which include space to record the quorum for substantive business to be conducted in a given term.</p>	
<p>APPENDIX D Protocols for Treatment of Changes in Benefits <i>Adopted by Faculty Council, May 2012</i></p>	<p>APPENDIX D (Faculty Council should discuss how, or even whether, to amend this appendix.) Protocols for Treatment of Changes in Benefits <i>Adopted by Faculty Council, May 2012</i></p>
<p>Rationale for changes: This appendix was not changed, however we urge Faculty Council to discuss keeping or amending this appendix.</p>	
<p>APPENDIX E Specification of Faculty Council Representatives for Service on “Provost’s Council” <i>Adopted by Faculty Council, May 2012</i></p>	<p>Appendix E removed</p>
<p>Rationale for changes: Provost’s Council is defunct</p>	
<p>APPENDIX F Specification of responsibility to FC Officers for determination of distribution of CLRs or equivalent stipends <i>Authorized by Faculty Council Resolution of May 2, 2012</i></p>	<p>Appendix F removed</p>
<p>Rationale for changes: The content of this appendix has been added to the duties of the Executive Committee above.</p>	
<p>APPENDIX G Attendance Policy for Faculty Council <i>Authorized by Faculty Council resolution of October 12, 2011</i></p>	<p>Appendix G removed</p>
<p>Rationale for changes: The content of this appendix has been added to the responsibilities of Faculty Council members above.</p>	
<p>APPENDIX H Policy on elected Faculty Council and University committee service and leaves of absence. <i>Authorized by Faculty Council resolution of November 6, 2013</i></p>	<p>Appendix H removed</p>
<p>Rationale for changes: This content was also added to the responsibilities of Faculty Council members above.</p>	
<p>Endnotes: Links to Policy Statements and Faculty Council minutes</p>	<p>Endnotes removed</p>
<p>Rationale for changes: The Endnotes of this document were linked to the “Approval and amendment timeline” from the first page of the document--that list was deleted, so these links (many of which are broken anyway) have also been removed.</p>	

Undergraduate Program Proposal Memo

Date: September 04, 2019

From: William Elliott (Department of Economics and Finance)

Through: Gerald Weinstein, Chair of the Boler Undergraduate Curriculum Committee

Through: Dean Alan Miciak, Boler College of Business

To: Dan Kilbride, Chair of the Faculty Council

Subject: Proposal to add a new undergraduate major in Financial Planning and Wealth Management (FPWM) to the BSBA program

Key Highlights

- 1) *Requires the Boler Business Core.*
- 2) *Will include one course that is already offered as part of the Corporate Finance major (FN 342 - Investments)*
- 3) *Requires the addition of six new courses. Intro to Financial Planning (PFP 301), Tax Planning (PFP 371), Retirement Planning (PFP 372), Estate Planning (PFP 373), Risk Management and Insurance (PFP 374), and Cases in Financial Planning (PFP 490). The new courses are detailed in Appendix A.*
- 4) *The CFP Board (the organization that grants the Certified Financial Planner designation) has approved the JCU Financial Planning and Wealth Management program as one of their Registered programs.*
- 5) *Media budget to advertise the new program.*
- 6) *The addition of one tenure-track faculty line to champion and teach in the program.*

1 General Description and Rationale for the Program

Approximately one-third of our current finance majors take entry-level positions as financial planners or as wealth managers. However, the curriculum of the finance major is primarily designed to prepare students for a career path in corporate finance.¹ The area of financial planning and wealth management requires emphasis on developing a holistic financial plan for an individual or a family that will allow that party to achieve their long-term financial goals. Tax planning, estate planning, education planning, retirement planning, and insurance planning are areas of study that are critical for a financial planner. However, these areas currently receive only limited or no coverage at all in the existing finance major. While there is significant overlap

¹ Because more than 50 publicly traded corporations are headquartered in the greater Cleveland area, the focus on corporate finance in the JCU Finance major continues to make sense. We continue to have excellent placements in the greater Cleveland area as well as an increased presence in Pittsburg, Chicago and New York City.

between both fields, we believe that a program specifically designed for financial planning and wealth management would better serve our students. We also expect that such a program would allow us to attract new students, whose primary interests are in the area of financial planning and wealth management. As of May 2019, the proposed Financial Planning and Wealth Management program has been approved by the Certified Financial Planning Board (CFP Board) as a registered program.² Such certification means that the CFP Board recognizes the course content of the program to meet the requirements needed to sit for the CFP exam.

1.1 Status of the Current Finance Major

The Finance major at John Carroll has always been a popular program for students in the Boler College of Business (see Figure 1). Recent enrollments have expanded at a high rate and many of our graduates begin careers with firms that specialize in financial planning and wealth management services. For the last two years, the finance major has graduated more students than any other major on campus (83 2018 grads and XX 2019 grads). As a result of this rapid increase in finance majors along with a net loss of one faculty member, our section enrollments have grown to be among the largest on campus.³

Of the 83 students that took FN 440 during the Fall 2017 semester (nearly all students in this class are graduating seniors), more than 30% identified financial planning and/or wealth management as their primary area of interest (an additional 15% indicated financial planning as a secondary area of interest). Twenty-seven of those students enrolled in the Survey of Financial Planning course (FN 405) in the Spring 2017 semester (FN 405 is a special topics course that allows the area to offer trial or temporary courses). While we expect some current finance majors to change to, or add FPWM as a second major, we also expect that the FPWM major will attract new students to John Carroll. We expect to engage in intensive promotion of the new program regionally and in select national markets.

1.2 Demand for Financial Planners and Wealth Managers

Demand for financial planners and wealth managers is growing and starting salaries are attractive. The Bureau of Labor Statistics estimates that the need for financial planners will increase by 15% over the next decade. Further, many of the 272,000 financial planners are nearing retirement and this is expected to lead to an increased need for planners of approximately 50,000. The median salary for a financial planner is slightly more than \$90,000 and the salary for those in the 10th percentile is nearly \$41,000. In the Cleveland-Elyria region, the BLS data reports 1,620 personal financial planners. Thus, the regional demand during the upcoming decade for financial planners is likely to be in excess of 500.

² See Appendix B for details of the CFP Board requirements for CFP Registered programs.

³ Dr. Navratil retired and Dr. Moore moved to the Dean's office as an Associate Dean; we hired Dr. Kang as a new tenure-track faculty member.

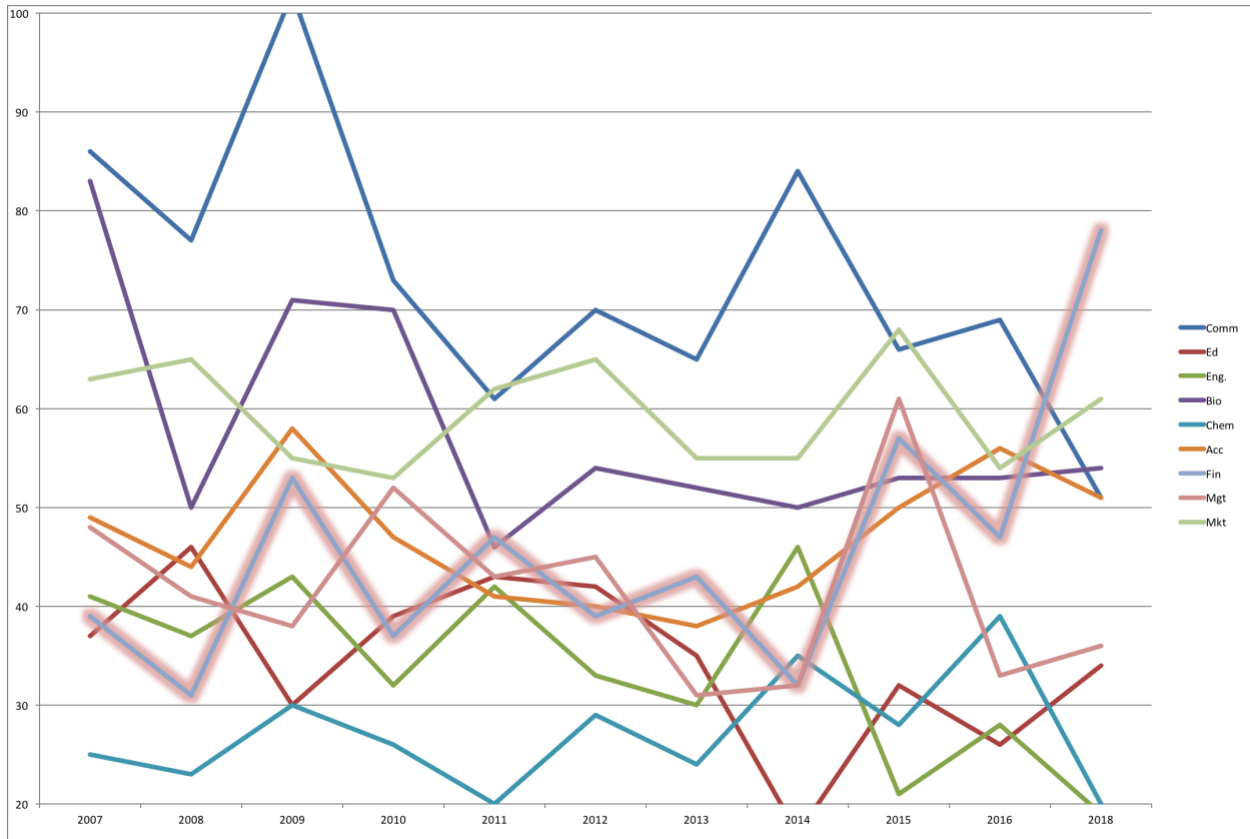


Figure 1. Number of graduates by major (2007 – 2018)
Finance major is ‘highlighted.’

1.3 Other Competing Undergraduate Programs and Why Boler

The only two programs that we are aware of in the region are offered by the University of Akron and Youngstown State University. The Akron program was founded about 5 years ago and has several dozen graduates each year. We have consulted with a variety of professionals in the area and, despite the successful programs at Youngstown State and the University of Akron, their recommendation is that there continues to be a deficit in supply of well-trained individuals.

We plan to differentiate the Boler Financial Planning and Wealth Management (FPWM) program from that of Akron and Youngstown State. In particular, we will incorporate a focus on ethics and sustainable/socially-responsible investing in our FPWM program. The financial planning/wealth management industry can broadly be divided up into fee-based planners and commission based planners. We will strive to partner with firms that are predominately fee-based planners, as there are fewer misalignments of incentives between planners and clients in this model. We believe that both an emphasis on ethics and sustainability/social-responsibility as well as a focus on the fee-based side of the profession is most consistent with the Jesuit principles and will also create a comparative advantage for our students in the job market.

1.4 FPWM Advisory Board

Beginning in the summer of 2017, with the full support of Dean Miciak, the Finance group of the Boler College created an Advisory Board with the specific intent of partnering with external constituents to develop a Financial Planning and Wealth Management program. The Advisory Board was composed of the Finance faculty (including Tony Aveni, our Executive in Residence), Noel Becker of UBS, Era Griffin of The Huntington Private Bank, Elizabeth Scheiderer of NCA Financial (and current president of the Cleveland Financial Planning Association), Joseph Swiderski of First Merit, Terry Sullivan of Paragon Advisors, Scott Swartz of Wellspring Advisors, and Richard Turgeon of Wellspring Advisors. We also met with Larry Rybka, President and CEO of Valmark Financial Group (and two of his associates) in Akron. The curriculum presented below was developed in consultation with and the full support of the Advisory Board.

2 Curriculum Development

2.1 Faculty Resources and the Pilot Program

During the Fall 2017 semester, the Finance Recruitment Committee interviewed a number of candidates with a specialization in Financial Planning and Wealth Management. We were able to hire Sean Zhang. He joined the faculty in January of 2018 as a visiting professor of Finance. At the time of his hire, Dr. Zhang was a doctoral candidate at Texas Tech University. He has since completed all the requirements for the Personal Financial Planning program offered by the College of Human Sciences at Texas Tech University. He graduated this August, 2019. Prior to beginning the PFP program, Dr. Zhang completed all the coursework for the Finance program (offered by the Rawls College of Business)). Beginning this fall (2019), Dr. Zhang will start as a tenure-track member of the department. His primary focus will be in Financial Planning and Wealth Management. He will also serve as the Director of the FPWM program. During the fall 2018 semester, Dr. Zhang offered a course in Retirement Planning (PFP 372). He has lent his expertise in assisting us develop a high quality and rigorous program. Dr. Zhang will also develop and teach the Cases in Wealth Management (PFP 490) course, beginning spring semester 2021.

In the spring 2018 semester Mr. Scott Swartz, of Wellspring Advisors, offered a survey class in Financial Planning (PFP 301; enrollment: 27). Mr. Swartz taught the same class in Spring of 2019 (enrollment: 16) and will offer it again in the Fall 2019 semester (27 registered). In the spring 2020 semester, we will again offer Retirement Planning as well as a course in Tax Planning (PFP 371). Students who graduate in May 2020 with a Finance major may also choose to receive a Concentration in FPWM, by taking the three aforementioned courses (see the current Bulletin for additional details relating to the Concentration in FPWM). Mr. Swartz has agreed to develop an additional course in Estate Planning (PFP 373), which will begin to be offered in the spring 2021 semester.

We anticipate the need to add at least one additional adjunct to assist in offering the Risk Management and Insurance (PFP 374) course.

2.1.1 Summary of Courses and Timetable for Development

Courses that have already been developed:

PFP 301 Intro to Financial Planning (3 Cr. Hr.)

PFP 372 Retirement Planning (3 Cr. Hr.)

Courses to be developed for Spring 2020

PFP 371 Tax Planning (2 Cr. Hr.)

Courses to be developed for Fall 2020

PFP 374 Risk Management and Insurance (2 Cr. Hr.)

Courses to be developed for Spring 2021

PFP 373 Estate Planning (2 Cr. Hr.)

PFP 490 Cases in Wealth Management (3 Cr. Hr.)

2.2 B.S.B.A. in Financial Planning and Wealth Management

The Boler College of Business offers a Bachelors of Science in Business Administration (BSBA) degree. The BSBA program is accredited by the Association to Advance Collegiate Schools of Business (AACSB International). The program offers majors in Accountancy, Economics, Finance, International Business with Language and Culture, Marketing, Management and Human Resources, and Supply Chain Management. The Business Core is common to all majors in the BSBA program.

2.2.1 Requirements for Admission to the Program

- 1) Admission to the Boler College of Business
- 2) Minimum grade in Business Finance (FN 312) of "C."
- 3) Subject to approval by the Chair of the Economics and Finance Department.

2.2.2 Grade Point Average Requirements

Students must maintain a 2.00 GPA over all undergraduate work attempted. A minimum GPA of 2.5 must be maintained in all courses related to the major (FN342, PFP 301, PFP 371, PFP 372, PFP 373, PFP 374, PFP 490). Failure to maintain these averages constitutes unsatisfactory progress and may result in the student's dismissal from the program.

2.2.3 Major Requirements

Major in Financial Planning and Wealth Management: A total of 65 credit hours as described below.

Business Core: 41 credit hours, including MHR 461 or MHR 463, and MHR 499. Prospective financial planning and wealth management majors must complete **FN 312** with a minimum grade of C.

Major Courses: 24 credit hours. EC 302; FN 342; PFP 301, 371, 372, 373, 374, 490; plus one of the following courses: FN 316, 405, 418, 439, 442, 444, 452, 498,

2.3 Proposed Course Rollout

Students graduating in May of 2020, may choose to take a Concentration within the Finance Major (this concentration is already a part of the 2019-2020 Undergraduate Bulletin). For students who plan to graduate in May of 2021 or later, they may choose to major in FPWM (conditioned upon meeting all other requirements of the 2020/2021 Bulletin and approval of the program by the Faculty Council, CAP, and the JCU faculty).

Investments (FN 342) is already offered every semester as part of the finance major (if enrollment in both majors grows as anticipated, we may require an additional section of FN 342 in the future). The finance faculty believe that it is essential that Intro to Financial Planning (PFP 301), Tax Planning (PFP 371), and Cases in Financial Planning (PFP 490), be offered every year. This will allow juniors to take both PFP 301 and PFP 371 in their first year of the major. Because PFP 490 is the capstone experience for FPWM majors, it too must be offered every year. The other three courses that make up the program, PFP 372, PFP 373, and PFP 374, are predominantly comprised of material that is self-contained and therefore it is less sensitive, though not ideal, as to their sequencing over the 2 years of the program. PFP 372, 373, and 374 will be offered once every two years. The table below minimizes the number of sections required over a 2 year window while maintaining essential sequencing among the six required courses.

All new courses required for the program have already been added to the 2019-2020 JCU Undergraduate Bulletin. However, we have included the particulars relating to each new course in Appendix A.

Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024
FN 342	FN 342	FN 342	FN 342	FN 342	FN 342	FN 342	FN 342	FN 342	FN 342
PFP 301	PFP 371 PFP 372	PFP 301 PFP 371 PFP 374	PFP 490 PFP 373	PFP 301 PFP 371	PFP 490 PFP372	PFP 301 PFP 371 PFP374	PFP 490 PFP 373	PFP 301 PFP 371	PFP 490 PFP372
2020 Cohort (FPWM Conc.)		2022 Cohort (FPWM Major)				2024 Cohort (FPWM Major)			
2021 Cohort (FPWM Major)				2023 Cohort (FPWM Major)					

Mauve shading is the academic year where the program will ONLY be a concentration within the Finance Major.

3 Implementation Timeline

See Sections 2.1.1 and 2.3 above.

4 Organization and Administration of the Program

The Program Director is responsible for the general oversight and promotion of the FPWM program. Specifically, the director will develop (with the assistance of IMC and college resources) a plan to promote the new program to potential students in northeast Ohio as well as other regions. The director will also work in conjunction with the chair of the Economics and Finance Department to assure that appropriate courses are available during each semester. Dr. Sean Zhang has agreed to serve as the Program Director for an initial term of three years.

5 Learning Goals and Assessment

5.1 BCOB Mission and Vision

Our Boler College of Business mission and vision are, respectively:

“The Boler College of Business graduates students who live inspired lives. They lead with an ethical foundation, excel in service with and for others, and exemplify professional excellence, a strong work ethic, and superior decision making.”

“Ignite our institutional strength and regional relevance to inspire next-generation business leaders, who will create game-changing assets and enduring value for the region.”

5.2 BCOB Learning Goals

Our Boler College of Business Learning Goals are as follows:

1. Our students will have ethical reasoning skills.
2. Our students will have and use knowledge of all functional areas of business.
3. Our students will have communication skills (oral and written).
4. Our students will have critical thinking and problem solving skills.
5. Our students will have a global perspective.
6. Our students will have knowledge, skills, and abilities appropriate to their major.

5.3 Undergraduate Financial Planning and Wealth Management Program Goals

Upon graduation, FPWM majors from John Carroll University should have a strong academic foundation in financial planning and wealth management. The academic foundation should allow graduating majors to:

- enter a career in financial planning and/or wealth management and have the potential to lead
- enter a quality graduate program in a variety of fields, especially in business
- seek further professional certification in financial planning, such as that of the Certified Financial Planning Board’s Certified Financial Planner (CFP) designation.

5.4 Undergraduate Financial Planning and Wealth Management Learning Goals

5.4.1 Learning Goals

John Carroll's Financial Planning and Wealth Management program intends to provide students with the *knowledge* and *skills* to pursue these goals. Graduating seniors in financial planning and wealth management will have:

- knowledge of the financial planning process, including: establishing client goals, assessing current client financial status, development of a recommendation to meet client goals, and implementation and monitoring of the recommendations.
- knowledge of financial institutions and financial instruments.
- knowledge of tax, retirement, and estate planning.
- knowledge of insurance and risk management as it pertains to financial planning.
- skill to develop and implement a complete financial plan.

We use the terms *knowledge* and *skills* above as they are expressed in the education literature. Halydayna and Rodriguez (2013), for example, indicate that *knowledge* refers to what students know and *skills* refer to what students can do. An example may help clarify these terms: for a tennis player, the size of the court and the scoring system represent *knowledge*; serving, volleying, and hitting ground-strokes represent *skills*.

5.4.2 Assessment of Learning Goals and Program Viability

Assessment of the above learning goals will take place in the capstone course (Cases in Wealth Management PFP 490). We will develop rubrics that will be used to analyze the financial plans that students develop in PFP 490. Data from each assessment period will be compared to prior years to determine whether any changes in course content is required.

To assess the continued viability of the program, we will use enrollments, number of internships, and post-graduation placement.

6 Anticipated Budget

We expect to have a first class (May 2021 graduation) made up of approximately 20 students. A substantial number of those students will come from the current Finance major. During the following five years we expect to attract 'net new' students to the university in the amount of at least an additional 20-25 in each cohort. Thus, we expect to have a total of 40-45 students in each cohort by the May 2026 graduating class. If we achieve this goal, it would likely require that we hire an additional FTE tenure-track faculty member in Financial Planning and Wealth Management (note, this is only an expansion option, so not relevant to the budget).

Expenses Incurred 2017-2019:

One FTE tenure-track position (already in place)	
Two sections per year taught by Executive Faculty	\$9,000
CFP Board Initial Application Review Fee	\$1,000

Future Expenses:

Three sections per year taught by Executive Faculty	\$13,500/yr
Marketing Expenses (first three years)	\$7,500/yr
CFP Board Annual Program Fee (ongoing annual fee)	\$ 500/yr

APPENDIX A

Financial Planning and Wealth Management Course Descriptions

PPF 301 Intro to Financial Planning 3 Cr. Hr. (prereq/coreq: FN 312)

An introductory course concerning the process and principles of financial planning. The course of study will include an examination of the financial planning process, client interactions, financial statements, cash flow and debt management, time value of money, housing, education planning, overview of risk management, investments planning, and retirement plans, and ethics.

PPF 371 Tax Planning 2 Cr. Hr. (prereq/coreq: FN 312, PFP 301)

A detailed study of specific provisions of the current Internal Revenue Code that relate to taxation of individuals, and tax planning concepts in business and individual transactions. This course also examines the alternative minimum tax (AMT), tax management strategies, taxation of real property transactions, passive and at-risk rules, as well as charitable contributions in the context of personal financial planning.

PPF 372 Retirement Planning 3 Cr. Hr. (prereq/coreq: PFP 301, 371)

This course will provide students with a strong and rigorous foundation in retirement planning and employee benefits. In particular, the course will give students an overview of the retirement planning process, knowledge of retirement plans (both public and private plans), and tools and strategies used by financial professionals to help individuals, families, and companies choose and implement an effective retirement planning strategy.

PPF 373 Estate Planning 2 Cr. Hr. (prereq/coreq: PFP 301, 371)

An overview of gift, estate, and generation skipping transfer taxation, including financial and estate planning applications. Topics include trusts, wills, probate, advanced directives, charitable giving, wealth transfers, and related taxes.

PPF 374 Risk Management and Insurance 2 Cr. Hr. (prereq/coreq: PFP 301, 371)

This course is an introduction to risk management and insurance decisions for individuals in the field of personal financial planning. Topics include insurance for health, disability, life, property, and liability risks, as well as annuities, group insurance, and long-term care.

PPF 490 Cases in Wealth Management 3 Cr. Hr. (prereq: PFP 301, 371; prereq/coreq: PFP 372, 373, 374)

This course serves as a capstone experience for students of financial planning and wealth management. Emphasis is on the application of financial planning knowledge and development of a complete financial plan.

APPENDIX B

CFP Coursework Requirement (from the CFP Board website)

As a first step to CFP certification, you must complete CFP Board education requirements in the major personal financial planning areas, including all of the subject areas listed below.

A. Professional Conduct and Regulation (7%)

- A.1. CFP Board's Code of Ethics and Professional Responsibility and Rules of Conduct (FN 371)
- A.2. CFP Board's Financial Planning Practice Standards
- A.3. CFP Board's Disciplinary Rules and Procedures
- A.4. Function, purpose, and regulation of financial institutions (FN 316)
- A.5. Financial services regulations and requirements (FN 316)
- A.6. Consumer protection laws
- A.7. Fiduciary

B. General Principles of Financial Planning (17%)

- B.8. Financial planning process (PFP 301)
- B.9. Financial statements (PFP 301)
- B.10. Cash flow management (PFP 301)
- B.11. Financing strategies (PFP 301)
- B.12. Economic concepts (EC 202)
- B.13. Time value of money concepts and calculations (FN 312)
- B.14. Client and planner attitudes, values, biases and behavioral finance (PFP 490)
- B.15. Principles of communication and counseling (PFP 490)
- B.16. Debt management (PFP 301)

C. Education Planning (6%)

- C.17. Education needs analysis (PFP 301)
- C.18. Education savings vehicles (PFP 301)
- C.19. Financial aid (PFP 301)
- C.20. Gift/income tax strategies (PFP 301)
- C.21. Education financing (PFP 301)

D. Risk Management and Insurance Planning (12%)

- D.22. Principles of risk and insurance (PFP 474)
- D.23. Analysis and evaluation of risk exposures (PFP 474)
- D.24. Health insurance and health care cost management (individual) (PFP 474)
- D.25. Disability income insurance (individual) (PFP 474)
- D.26. Long-term care insurance (individual) (PFP 474)
- D.27. Annuities (PFP 474)
- D.28. Life insurance (individual) (PFP 474)
- D.29. Business uses of insurance (PFP 474)
- D.30. Insurance needs analysis (PFP 474)
- D.31. Insurance policy and company selection (PFP 474)
- D.32. Property and casualty insurance (PFP 474)

E. Investment Planning (17%)

- E.33. Characteristics, uses and taxation of investment vehicles (FN 342)
- E.34. Types of investment risk (FN 342)
- E.35. Quantitative investment concepts (FN 342)
- E.36. Measures of investment returns (FN 342)
- E.37. Asset allocation and portfolio diversification (FN 342)
- E.38. Bond and stock valuation concepts (FN 342)
- E.39. Portfolio development and analysis (FN 342)

- E.40. Investment strategies (FN 342)
- E.41. Alternative investments (FN 342)

F. Tax Planning (12%)

- F.42. Fundamental tax law (PFP 371)
- F.43. Income tax fundamentals and calculations (PFP 371)
- F.44. Characteristics and income taxation of business entities (PFP 371)
- F.45. Income taxation of trusts and estates (PFP 371)
- F.46. Alternative minimum tax (AMT) (PFP 371)
- F.47. Tax reduction/management techniques (PFP 371)
- F.48. Tax consequences of property transactions (PFP 371)
- F.49. Passive activity and at-risk rules (PFP 371)
- F.50. Tax implications of special circumstances (PFP 371)
- F.51. Charitable/philanthropic contributions and deductions (PFP 371)

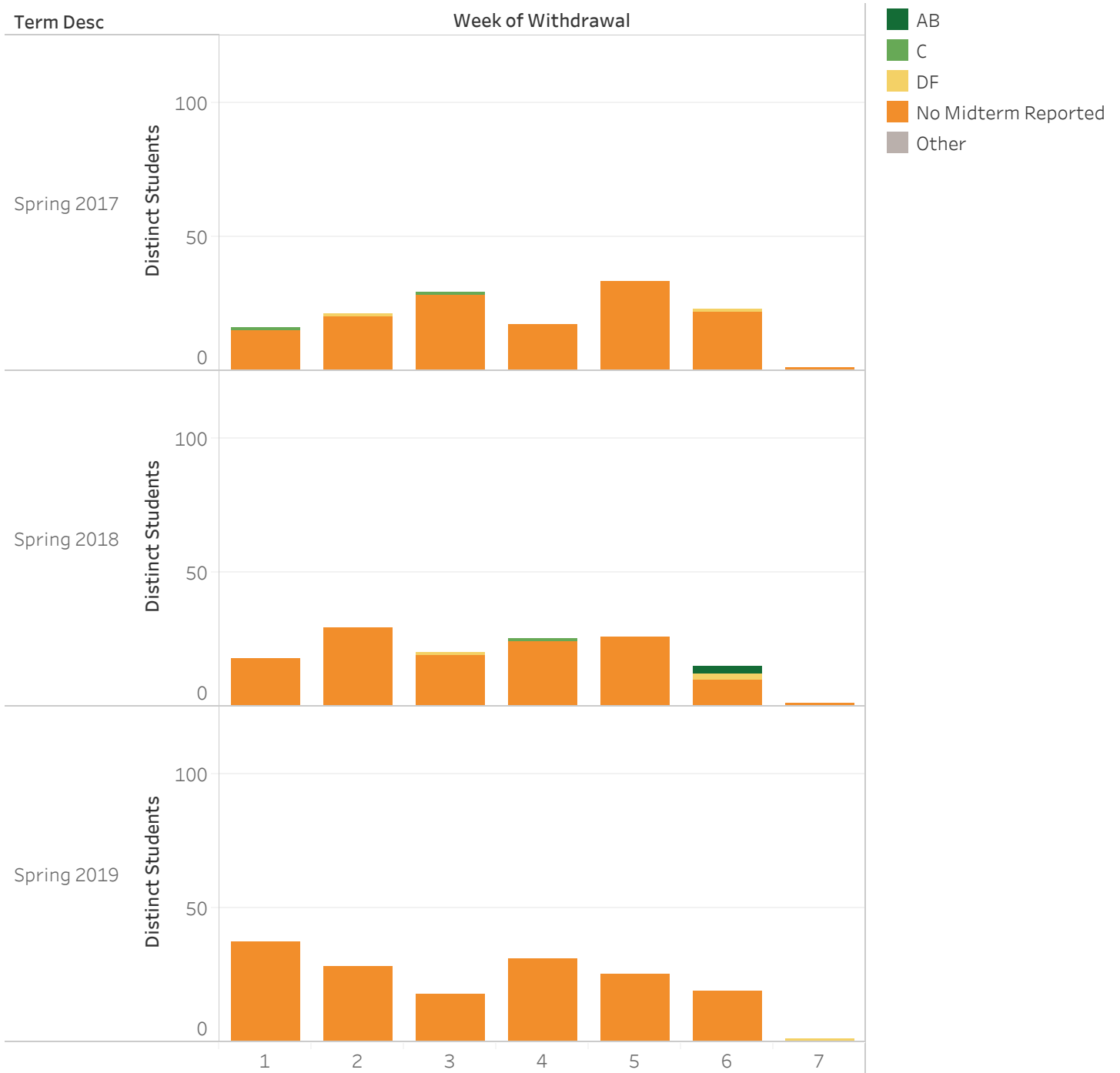
G. Retirement Savings and Income Planning (17%)

- G.52. Retirement needs analysis (PFP 472)
- G.53. Social Security and Medicare (PFP 472)
- G.54. Medicaid (PFP 472)
- G.55. Types of retirement plans (PFP 472)
- G.56. Qualified plan rules and options (PFP 472)
- G.57. Other tax-advantaged retirement plans (PFP 472)
- G.58. Regulatory considerations (PFP 472)
- G.59. Key factors affecting plan selection for businesses (PFP 472)
- G.60. Distribution rules and taxation (PFP 472)
- G.61. Retirement income and distribution strategies (PFP 472)
- G.62. Business succession planning (PFP 472)

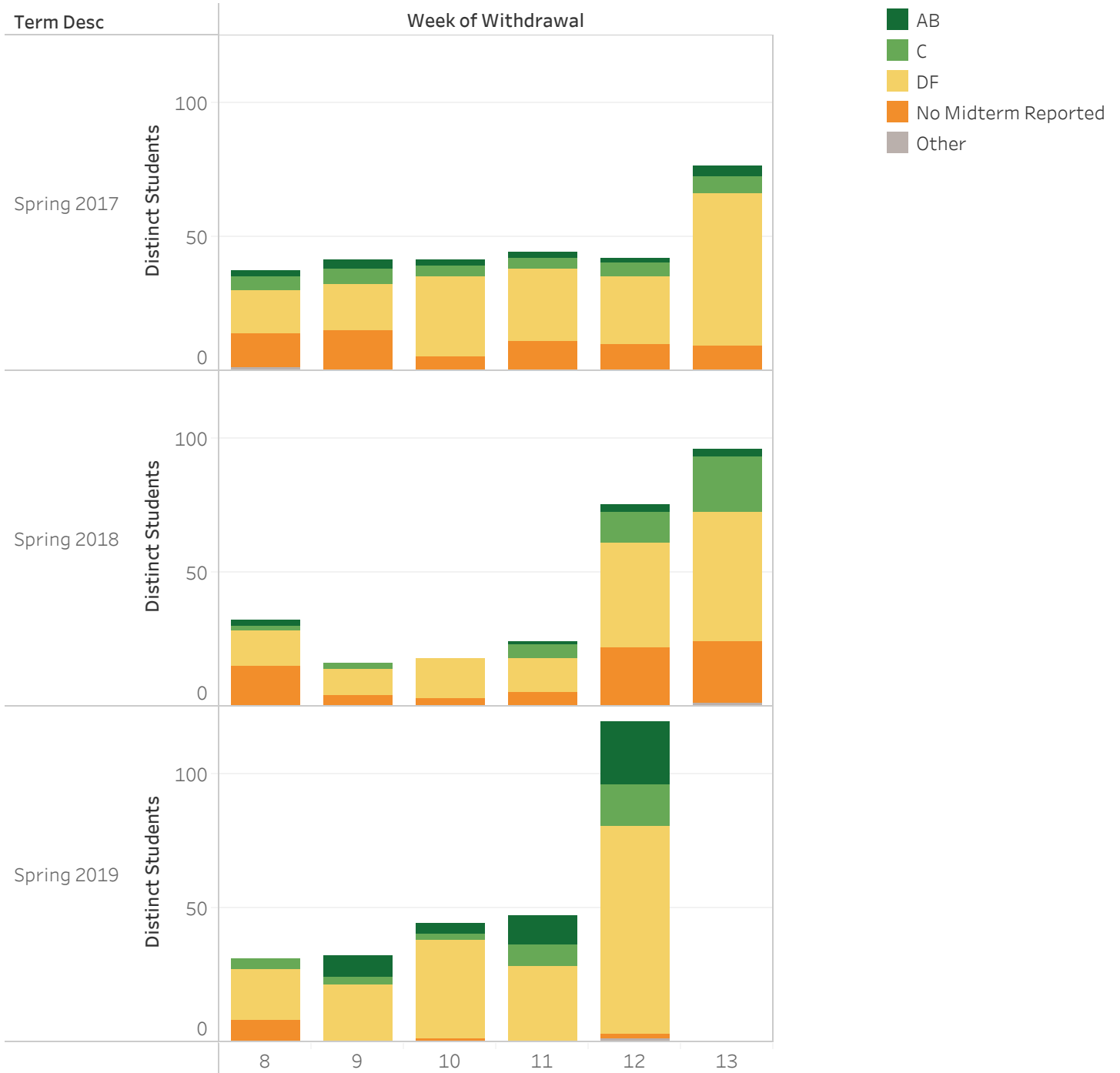
H. Estate Planning (12%)

- H.63. Characteristics and consequences of property titling (PFP 473)
- H.64. Strategies to transfer property (PFP 473)
- H.65. Estate planning documents (PFP 473)
- H.66. Gift and estate tax compliance and tax calculation (PFP 473)
- H.67. Sources for estate liquidity (PFP 473)
- H.68. Types, features, and taxation of trusts (PFP 473)
- H.69. Marital deduction (PFP 473)
- H.70. Intra-family and other business transfer techniques (PFP 473)
- H.71. Postmortem estate planning techniques (PFP 473)
- H.72. Estate planning for non-traditional relationships (PFP 473)

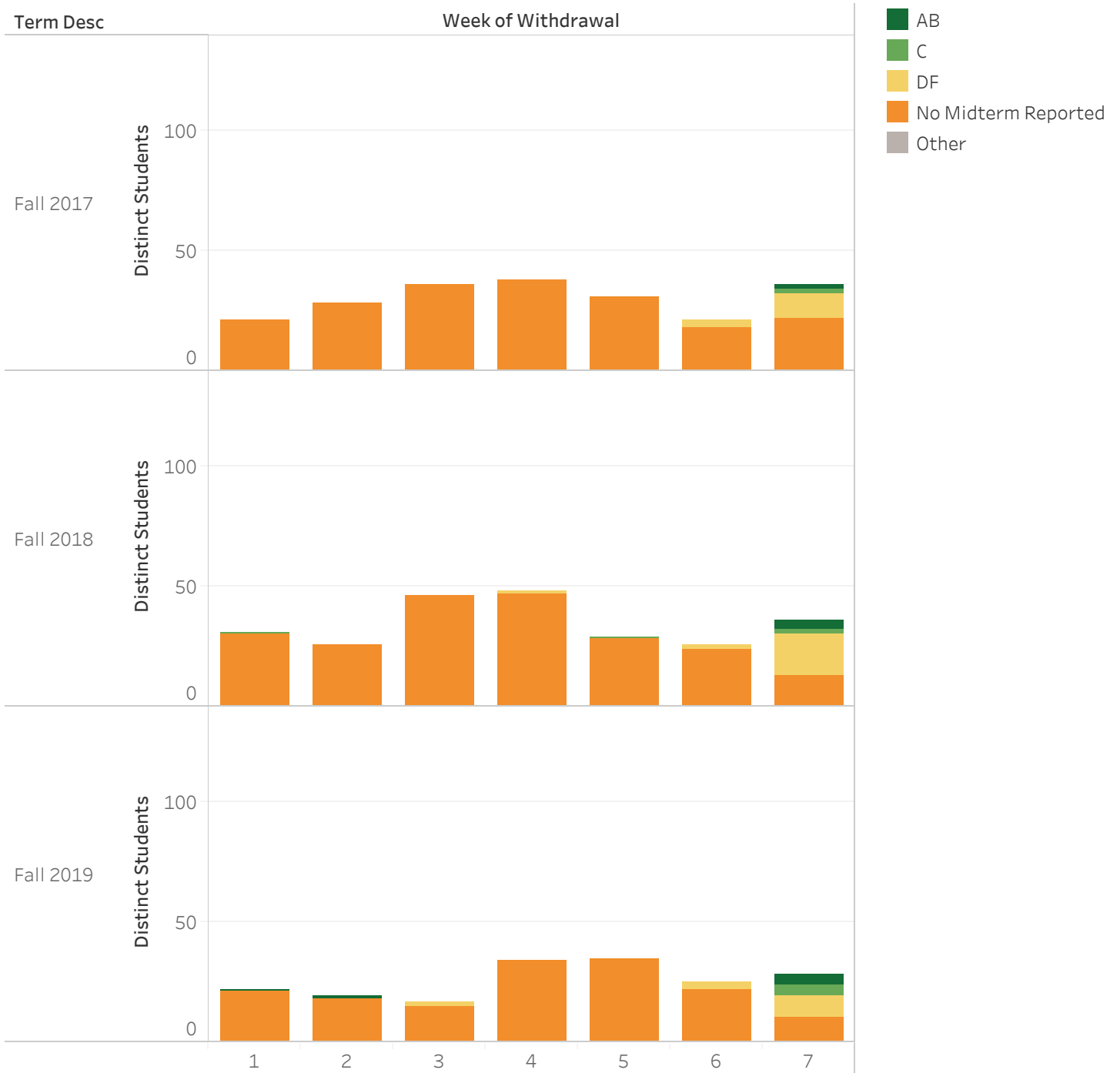
Comparing Spring Terms



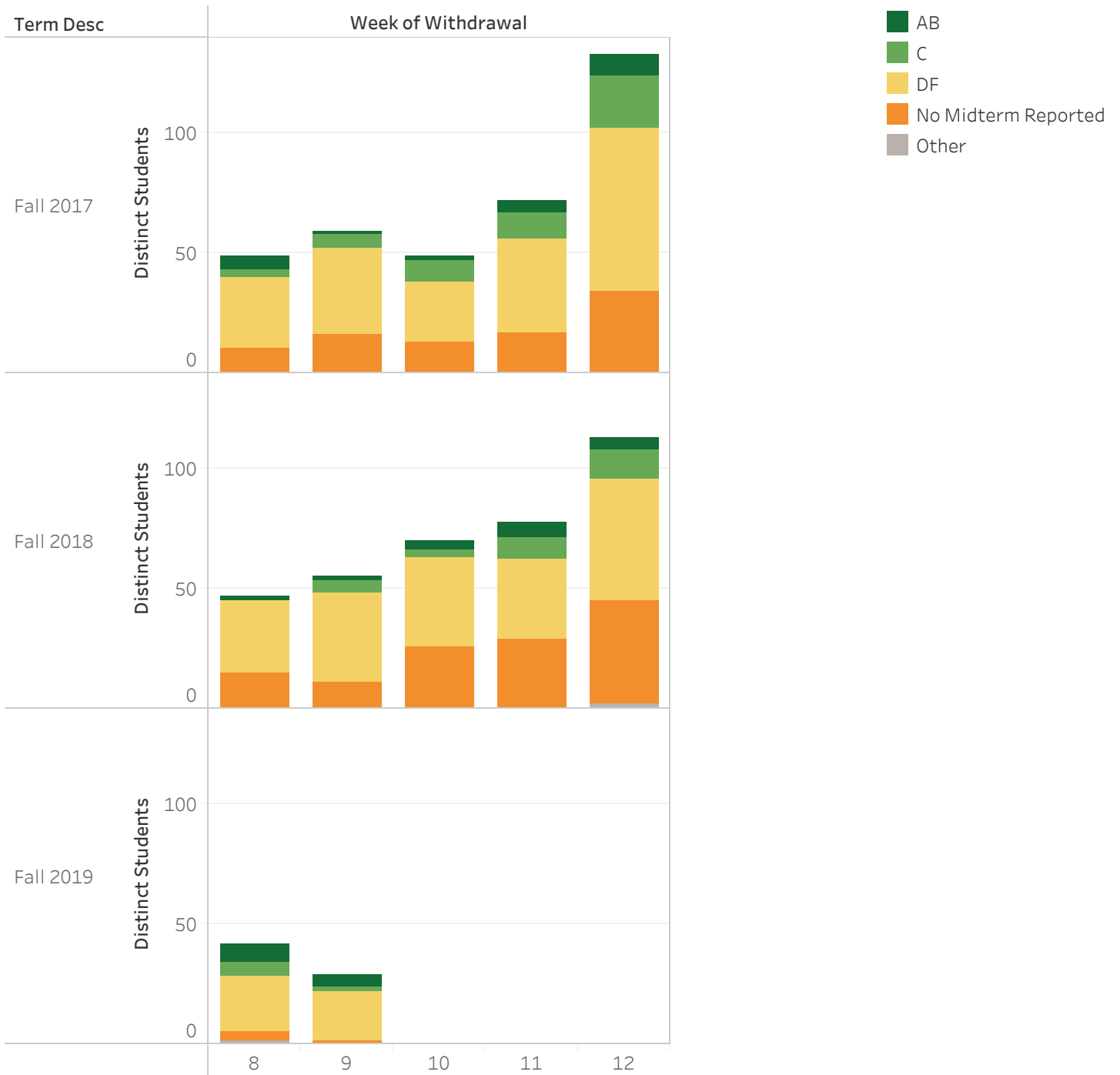
Comparing Spring Terms



Comparing Fall Terms



Comparing Fall Terms



John Carroll University Educational Policy Proposal

Date: January 2019

Authors/Sponsors: UCEP Sub-Committee

Policy Name: Credit from Previously Awarded Degrees

Time Sensitivity: Part of *Undergraduate Bulletin* revision cycle

- **Current University Policy**

There is no formal, written policy at this time. Current university practice says that students with a previously awarded Bachelor's degree can only pursue a second degree if it is different from the first (i.e., they can pursue a B.S. degree if they already have a B.A. degree). No credit from the first degree will transfer, and they must complete all degree requirements.

- **Revised or New University Policy**

Students with a previously awarded Bachelor's degree may pursue a second Bachelor's degree in an area of study different from their first Bachelor's degree. Completing a second degree is not the same as adding a major to an existing degree. Students must complete the following requirements:

- A minimum of 60 credits in residence at John Carroll.
- All major requirements in effect at the time of matriculation.
- All Transfer Core requirements, as identified in our transfer policies.

Students seeking to complete a second degree will apply as transfer students and are subject to transfer student and transfer of credit policies currently in place.

- **Rationale and Discussion**

Student admission requests to complete a second Bachelor's degree are rare. However, recent requests from students seeking a second Bachelor's degree have prompted the development of a formal policy to guide admissions.

A small survey of similar-sized schools was conducted to see how they handled requests for second degrees. The majority of schools agreed that these cases are rare. Although many schools will allow students to pursue a second Bachelor's degree, they also stated it did not seem to be in the best interest of the student and would often counsel students to consider graduate school or post-baccalaureate work instead. UCEP originally agreed with this path. However, during a review CAP determined that students should have the right to make the decision as to what is in their best interests. The above policy recommendation was then revised to enable a second degree, following transfer credit guidelines.

The proposed policy would apply to students who have completed a Bachelor's degree at another U.S. institution, former John Carroll graduates, and international students to ensure consistency among all students. Students interested in pursuing a second degree would be assessed under the current transfer policies and procedures at the time of application, as is common among other schools who allow a second degree. A second degree would require the completion of all major-level coursework and the Transfer Core to ensure that they are completing a degree, and not simply another major. The second degree must be in a different discipline than the student's original degree.

The Committee also consulted with the Office of Financial Aid to better understand what financial support is available for second degrees. Financial aid is available, though it is a limited amount and would most likely not cover the entirety of the coursework students would have to complete. Students would have to be counseled accordingly on the financial ramifications.

- **Implementation Timeline, Budget, and Recommendations**

If approved, this policy would go into effect with the *2020-2021 Undergraduate Bulletin*. There are no budget implications, or recommendations.

- **Appendix Documents**

Listserv responses. [Please see "Table 1. Previously Awarded Degrees"](#).