University Planning and Budgeting Committee Bylaws

I. OBJECTIVES, RESPONSIBILITIES, AND POWERS

A. To evaluate, monitor, and update the planning assumptions as well as the Institutional Strategic Plan, in accordance with the institutional planning model as accepted by the University Senate.

B. To review and recommend the planning, preparation, and allocation of all Western Connecticut State University operating budgets and other public monies. The Committee’s recommendations shall be consistent with the Institutional Strategic Plan.

C. To receive and review program proposals; to analyze proposals with respect to the strategic plan, resources, and schedule of implementation.

D. To review program proposals requiring external review, e.g., licensure and accreditation (state, regional, national), and to make recommendations regarding their disposition.

E. To prepare responses on program discontinuance for appropriate committees.

F. To monitor, revise, and update the activities outlined in the Institutional Strategic and Budget Plans.

G. To obtain the results of any formal assessment study, program review, and accreditation status on an annual basis.

H. To establish ad hoc or standing subcommittees as needed.

II. MEMBERSHIP

<table>
<thead>
<tr>
<th>Member</th>
<th>Appointed/Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Provost/VP for Academic Affairs</td>
<td>Ex officio</td>
</tr>
<tr>
<td>1 VP Finance &amp; Administration</td>
<td>Ex officio</td>
</tr>
<tr>
<td>1 Academic Dean</td>
<td>Ex officio/Appointed by VPAA annually</td>
</tr>
<tr>
<td>1 V.P. for Student Affairs</td>
<td>Ex officio</td>
</tr>
<tr>
<td>1 Director of Library Services</td>
<td>Ex officio</td>
</tr>
<tr>
<td>1 Senate President or designee</td>
<td>Ex officio</td>
</tr>
<tr>
<td>1 SGA President or designee</td>
<td>Ex officio</td>
</tr>
<tr>
<td><strong>8 Teaching Faculty</strong> (3 at large, 1 each school, 1 libr/counselor/coach)*</td>
<td>All elected by Teaching Faculty (for overlapping, 3 year terms)</td>
</tr>
<tr>
<td>1 Administrative Faculty</td>
<td>Elected by Administrative Faculty (for 3-year term)</td>
</tr>
</tbody>
</table>

16 Total – all members are voting members except the chairperson who votes only in the case of a tie.

*The terms for the LCC, VPA, and Member-At-Large elected in 2010 shall be for 2 years only. The second highest vote getter for the two at-large positions in the 2011 election shall serve a term of two years also. These changes are intended to bring the committee’s election of faculty members into a balanced rotation. Going forward, all terms are to be three years.

Senate approved 12/15/10 (R-10-12-02)
Administrative approved 3/2/11
III. CONDUCT OF BUSINESS

A. Meetings

1. In the absence of the chair, the President of the University Senate will designate a committee member to convene the committee.
2. A quorum shall consist of 8 members, at least 5 of whom are elected.
3. A call to meeting accompanied by an agenda shall be presented to each member at least one week before each meeting.
4. Concerned parties may come, or be invited, to discuss particular items.
5. Decisions of the committee are made by majority vote of those members present.
6. Meetings shall be conducted according to Robert’s Rules of Order, Revised.
7. Meetings shall be held at least monthly during the entire year, as called by the chairperson, or in the absence of the chairperson, by a quorum of the committee.

B. Officers

1. The chairperson for the following year shall be elected by a majority vote at the May meeting of each year, after the election of new members and before commencement.
2. The position of secretary shall rotate among members unless otherwise decided by the body.

C. Reports and Recommendations

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee shall submit an annual report to the University Senate.
3. The committee shall refer to other University-wide standing committees matters appropriate to their function.
4. The committee shall refer to appropriate School committees any recommendations initiated in the University Planning and Budgeting Committee concerning that School’s program.
5. The committee shall refer for action to the University Senate recommendations for University policy change which is outside the responsibility of any standing committee.
6. The committee will annually assess the Strategic Plan and report to the Vice Presidents and to the University Senate.

D. Minutes

1. All members of the committee.
2. University Senate President
3. University Senate Archivist (two copies).
4. School curriculum review committees.
5. Each department chairperson and program director.

E. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and by the approval of the University Senate and the President of the University.

Senate approval: Mar. 18, 1992
Admin. Approval: April 14, 1992
Rev. Senate Approval: Oct. 18, 2000 (R-00-10-08)
Admin. Approval: Nov. 7, 2000
Rev. Senate Approval R-03-12-04
Admin. Approval: 02/11/04
Senate Approval: Feb. 21, 2007 (R-07-02-13)
Admin. Approval: 05/4/07