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>
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<tr>
<td>1 VP 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>9 Teaching Faculty (3 at large; 2 from MSAS; each from ASB, SPS, SVPA; 1 L/C/C)</td>
<td>All elected (for overlapping 3 year terms), two elected by and from MSAS, one each elected by and from the teaching faculty of each of the remaining three schools, one elected by and from the librarian/counselor/coaches group, and three elected at large.</td>
</tr>
<tr>
<td>1 Administrative Faculty (SUOAF)</td>
<td></td>
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</tbody>
</table>

B. All members are voting members except the chairperson who votes only in the case of a tie.
1. VP for Student Affairs
2. Director of Library Services
3. Senate President or designee
4. SGA President or designee
5. Teaching Faculty (3 at large, 1 from each school, 1 librarian/counselor/coach)*
6. Administrative Faculty

Appointed/Elected

Ex-Officio
Ex-Officio
Ex-Officio/Appointed by VPAA Annually
Ex-Officio
Ex-Officio
Ex-Officio

All elected (for overlapping 3 year terms), one each elected by and from the teaching faculty of each of the four schools, one elected by and from the librarian /counselor/coaches group and three elected at large.

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. Officers

1) There will be a chair and a vice chair for the committee, both of whom are elected members.
   a. Chair
      i. The chair will prepare the agenda, convene and preside at meetings, communicate decisions to the Senate.
      ii. The chair position carries 3 credits of reassigned time.
      iii. It is suggested that the current vice chair becomes the chairperson for the following year.
   b. Vice Chair
i. The vice chair will function as secretary and archivist and will support the chair in convening and presiding at meetings.

ii. The vice chair will be elected by majority vote at the May meeting of each year, after the election of new members and before commencement.

2) Recommended succession of officers: Given the potential impact of decisions of the UPBC on all aspects of the university, passing on good practices and contextualizing information is essential. To support routine knowledge transfer, we recommend that, whenever possible, the Vice Chair become the Chair in the next cycle.

B. Meetings

A. Meetings

1) In the absence of the chair, the President of the University Senate will designate a committee member to convene the committee.

1) In the absence of the chair, the Vice chair or another designee will preside.

2) A quorum shall consist of 8 members, at least 5 of whom are elected.

3) Decisions of the committee will be made by majority vote of those members present.

4) A call to meeting accompanied by an agenda shall be presented to each member at least one week before each meeting.

5) Concerned parties may come, or be invited, to discuss particular items.

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.

7) Meetings shall be held at least monthly during the entire year, as called by the chairperson, or in the absence of the chairperson, the vice chair or other designee.

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.

1 It is the expectation that members will attend meetings in person and votes will be taken by voice. In the event that members cannot be present, participation by electronic communiqué is acceptable and votes will be taken by roll call in the minutes. Where timely and time sensitive, votes may be taken asynchronously through email at the discretion of the chair and members present.
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 shall be posted publicly as determined by the University Senate.

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
Senate approval: Nov. 14, 2012
R-12-11-02
Admin. Approval 2/5/13