

College of Communication and Fine Arts

Instructional and Student Affairs Committee

ARTICLE 1: DUTIES

The Instructional and Student Affairs Committee (ISAC) is a regularly constituted college committee with authority to advise the Dean on all matters concerning undergraduate and graduate academic planning and review. The objectives of the committee are to review academic programs within the college and to evaluate proposals for new programs, changes in existing programs, or deletions of programs, in addition to other relevant assignments made by the Dean or assumed by the committee.

The duties under this authority include:

1. Establishing procedures which must be followed in the formal submission of any proposal for a new or revised academic program before such program is submitted to the Academic Program Review Committee (APRC); and
2. Advising the Dean on all proposed new program or substantial changes or additions to existing programs before any such proposal is submitted to the APRC; and
3. Evaluating goals and objectives, academic quality, and financial status of academic programs of the college; and
4. Exploring and advising the Dean on policies relating to but not limited to credit hours and units assigned for studio and practicum work, unit overloads, evaluation of instruction and teaching; and

5. Evaluating and recommending policies regarding advisement, probation and disqualification of students, student petitions, student evaluation of instruction and advising; and
6. Serving as an advisory board relative to study abroad and projects of internationalization involving students, college-based scholarships and student grants, and the coordination and development of student mentoring programs; and
7. Other duties as assigned by the Dean.

The Committee is directly responsible to and submits its reports directly to the Dean. In addition, the committee must consult with the Dean when dealing with matters under the Dean's jurisdiction.

The Committee will have authority to establish by-laws for its operation.

ARTICLE 2: MEMBERS

There shall be seven voting members of the committee: full-time faculty members (including clinical faculty) representing each of the seven programs within the college: Studio Arts, Art History, Communication Studies, Dance, Marital and Family Therapy, Music, and Theatre Arts. Faculty holding Associate Chair positions in their departments may serve on the committee; however, Department Chairs should not serve except in special circumstances and with the approval of the Dean.

In addition, a CFA Associate Dean shall be an *ex officio* member.

The voting members of the Committee are appointed by the programs that they represent and approved by the Dean. The individual

departments and programs may determine how their member is designated, but the College recommends that election is preferable to selection or appointment.

The terms are for three years. Terms commence at the start of the Fall semester and terminate at the end of the appropriate Spring semester. The terms shall be staggered, so the initial cohort may serve slightly different lengths of term.

Any member shall be eligible for reappointment to a second consecutive term. No member shall be eligible to serve more than two consecutive terms without a term off before reappointment.

ARTICLE 3: OFFICERS AND DUTIES

The Chairperson shall be elected by the Committee from among the membership of the Committee. The Chairperson, with the consent of the Committee, shall appoint such additional officers as needed.

The Chairperson shall serve for one year, with the possibility for reappointment to second and third consecutive terms. No chair may be eligible to serve more than three consecutive one-year terms without a term off before reappointment.

The Chairperson is responsible for scheduling and conducting meetings, preparing the agenda, and other matters necessary for the functioning of the Committee.

ARTICLE 4: MEETINGS

Meetings are called by the Chairperson as required to accomplish the workload of the Committee.

Four voting members constitute a quorum.

The Committee will normally meet in executive session, but may invite the Dean or other CFA personnel to attend for any reason.

When conducting program reviews before submission to APRC, all Committee members may be present at regular meetings preliminary to a final report of a particular program. When the Chairperson calls a meeting or set of meetings to draft the final report, any member of the committee who is a faculty member of the program under review will be excluded.

ARTICLE 5: SUBCOMMITTEES

Subcommittees may be appointed by the Chairperson as needed.

Subcommittees shall report directly to the Committee.

Subcommittees shall meet as necessary for the conduct of business.

No member shall serve on a subcommittee studying a program with which the member is directly involved.

ARTICLE 6: AMENDMENT PROCEDURES

Amendments to these statutes may be proposed at any meeting of the Committee, but they shall not be voted upon until the next meeting.

After an amendment has been proposed, notice of the proposed amendment shall be sent in writing to all members of the Committee at least one week before the meeting during which the proposed amendment is to be voted upon.

A two-thirds majority of the committee shall be required for preliminary approval of an amendment. Final approval rests with the Dean.

—Revised, January, 2014

