

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE
COMMITTEE ON UNIVERSITY STATUTES AND SENATE PROCEDURES
(Final; Action)

SP.20.05 Revision to the *Bylaws*, Part D.8 – Senate Committee on Educational Policy and *Standing Rule 13* – Formation, Termination, Separation, Transfer, Merger, Change in Status, or Renaming of Units

BACKGROUND

Responding to the May 14, 2019 report of the Eighth Senate Review Commission (XSR.19.01) and a request from the Senate Executive Committee (SEC), a task force of the Senate Committee on Educational Policy (EP) met in 2019-2020 to consider sections of *Bylaws* and *Standing Rules* pertaining to EP. Proposals outlined significant revisions in the *Bylaws* as well as recommended elimination of *Standing Rule 13*. That Rule had been created in 1993 and amended in 2006, 2014, and 2017 to describe processes to be followed regarding the formation, termination, or other change in status of units.

The current proposed language, which originated with EP in 2020, was then modified by the Senate Committee on University Statutes and Senate Procedures (SP) to incorporate important aspects of *Standing Rule 13*. That synthesized language was nearly complete in early 2021, and it clarified the roles performed by EP on behalf of the Senate to fulfill the Senate’s legislative functions under the *Statutes*, Article II, Section 1. Importantly, those proposed revisions also included a new “Committee Process” section (D.8.b), in order to highlight aspects of how EP handles the proposal intake and review process and to spell out how EP may act as various proposals are considered.

In Spring 2021, the SEC directed EP and SP to consult with the Council of Deans and the Office of the Provost to obtain input and hear concerns with the language that had been synthesized by EP and SP. EP subsequently prepared a new draft version which was transmitted to SP at the beginning of Fall 2021, when it became the basis of the current proposal. SP continued throughout Fall 2021 to work on this new language with continued extensive consultation and collaboration with EP.

The resulting proposed revisions clarify the Senate’s charge to EP and consolidate *Standing Rule 13* into the *Bylaws*. The new opening provisions regarding “legislative jurisdiction” provide clear statutory references supporting the purview of EP. The “duties” of EP (D.8.b) have been itemized and grouped by type to better guide EP and stakeholders who engage with the Senate on educational policy matters. A new section, “process” (D.8.c) has been crafted to spell out the range of EP’s activities and some contingencies that might arise as EP considers various proposals. Finally, EP’s membership has been updated to include the Assistant Provost for Educational Innovation as an *ex officio* member. The resulting charge to

EP has thus been expanded to make clear previously tacit elements of the charge to the committee, while also clarifying EP’s authority via references to the University *Statutes*. The revised charge now incorporates key provisions of *Standing Rule 13* recognizing the importance the Senate had attached to procedures mandated in the original adoption and revisions of this rule.

Because this proposed language would eliminate one of the Senate’s Standing Rules, SP recommends that the Senate follow the previously adopted convention (per SP.20.03) of retaining the Rule number and title in our Senate documentation, followed by “Struck by the Senate on [date] by SP.20.05.”

RECOMMENDATION

The Senate Committee on University Statutes and Senate Procedures recommends the approval of the following revisions to the *Bylaws*. Text to be deleted is ~~struck through~~ and text to be added is underlined. Adoption of amendments to the *Bylaws* requires a two-thirds vote of the Senate. SP also recommends the Senate follow the previously adopted convention of retaining the Rule number and title in our Senate documentation, followed by “Struck by the Senate on [date] by SP.20.05.”

REVISION TO THE *BYLAWS*, PART D.8 – Committee on Educational Policy

- 1 a. Duties
- 2 ~~The Committee on Educational Policy shall examine, and make recommendations to the~~
- 3 ~~Senate concerning appropriate action on educational policy matters over which the~~
- 4 ~~Senate has legislative jurisdiction, including:~~
- 5 1. ~~Degree programs,~~
- 6 2. ~~Initiation, changes or discontinuance of curricula,~~
- 7 3. ~~Requirements for award of degrees,~~
- 8 4. ~~Grading regulations,~~
- 9 5. ~~Review and evaluation of experimental educational programs~~
- 10 6. ~~Budgetary implications of the foregoing.~~
- 11 ~~The Committee, with the assistance of the Senate Clerk, shall also be responsible for~~
- 12 ~~recommending to the Senate a calendar which defines the periods of instruction,~~
- 13 ~~examination and vacation for the Urbana-Champaign campus. Each such calendar shall~~
- 14 ~~specify the beginning and ending dates of the academic year, the division between the~~
- 15 ~~first and second semesters, and the official University holidays. The Committee shall also~~

16 ~~be responsible for recommending to the Senate the synopsis of policies governing the~~
17 ~~calendar.~~

18 a. Legislative Jurisdiction

19 Fulfilling the Senate's legislative jurisdiction (Statutes, Article II, Sections 1.b, c, and e),
20 the Committee on Educational Policy shall work to address all matters that come
21 before it for review, recognizing that some educational policy matters require approval
22 beyond the campus, and that implementation of said matters may not occur until final
23 approval has been granted. The Committee shall make recommendations to the
24 Senate pursuant to its statutory duties, respecting the jurisdiction given to the colleges
25 (provided in Statutes, Article III, Section 2c).

26 b. Duties

27 1. Review and make timely recommendations to the Senate on educational policy
28 matters including:

- 29 a. grading regulations and requirements for degrees, majors, minors,
30 concentrations, transcriptable credentials, and other programs of study;
- 31 b. relations among colleges, schools, and other teaching divisions regarding
32 programs of study;
- 33 c. academic calendars, specifying the beginning and ending dates of the
34 academic year, the division of the academic year into semesters and sessions,
35 and official University holidays, as well as recommending for Senate approval
36 the policies governing the calendar; and
- 37 d. other matters of general educational policy.

38 2. Prior to any attempt to implement, review and make timely recommendations to
39 the Senate regarding all proposals:

- 40 a. to initiate, discontinue, or revise programs of study, especially those which
41 affect units outside of the sponsoring unit;
- 42 b. to change the status of an academic unit, including the formation,
43 termination, separation, transfer, merger, change in status, or renaming
44 of such unit(s) (Statutes, Article VIII, Sections 3 and 4); and

- 45 c. that require approval from entities beyond campus, including, but not
46 limited to the University of Illinois Board of Trustees, University Senates
47 Conference, Illinois Board of Higher Education, Higher Learning
48 Commission, Council on Teacher Education, and any other credentialing
49 agency.
- 50 3. Collect, review, and share with the Senate, making timely recommendations to
51 the Senate, informational reports received from academic units that:
- 52 a. change the mode of instruction of an approved program of study;
53 b. temporarily suspend enrollment to an approved program of study; or
54 c. change the status of an approved program of study to a Non-Admission
55 Designated Program that would no longer directly admit students but would
56 award degrees.
- 57 4. Act as point of contact for any interested parties, including those
58 issuing proposals. Interested parties may consult with the Committee
59 or its Chair regarding potential proposals, their impacts, steps in their
60 review, or Committee processes.

61 c. Process

62 For each matter discussed above, the Committee shall work with units to make
63 them aware of the need for any additional approvals and ensure that proposals and
64 reports required by the Senate or other bodies contain all necessary information,
65 and shall:

- 66 a. assess whether such proposals and reports are consistent with general
67 policies over which the Senate has legislative jurisdiction (*Statutes, Article II,*
68 Sections 1.b, c, and e);
- 69 b. collect, as necessary, relevant information including the projected
70 impact of the proposed changes on enrollment, staffing, and resources,
71 to ensure that the educational goals of the relevant program can be met;
- 72 c. evaluate the projected impact of such proposals on other units and
73 stakeholders and assess whether they have been substantively consulted,

- 74 determining additional actions that might be needed, which may include
75 periodic re-evaluation of a proposal's progress or further Senate actions;
76 d. hold a public hearing to provide active discussion in advance of any proposal
77 to change the status of an academic unit, including the termination,
78 separation, transfer, merger, change in status, or renaming of such unit(s)
79 (Statutes, Article VIII, Section 4), conducted with the originator of the
80 proposal (e.g., dean of college, Vice-Chancellor for Academic Affairs),
81 transmitting minutes of the hearing, as well as collecting and forwarding
82 additional written comments, to the Senate;
83 e. verify that all requirements in the Statutes for notification and consultation
84 have been satisfied, including in the case of changes in organization that all
85 affected units and stakeholders have been consulted and that the advice of
86 each unit involved has been taken and recorded by a vote of the faculty in
87 accordance with the bylaws of that unit (Statutes, Article VIII, Section 4); and
88 f. coordinate with the Office of the Provost to ensure that the Academic
89 Catalog is kept up to date and that updated information regarding all
90 programs of study, and records pertaining to such programs, are maintained
91 by the relevant university offices and are available to all affected
92 stakeholders.

93 d. Membership

94 The Committee shall consist of:

- 95 1. Thirteen faculty members,
- 96 2. One academic professional,
- 97 3. Five student members, of whom at least one shall be a graduate student, at
98 least two shall be undergraduate students, and at most one shall be a
99 professional student,
- 100 4. The Provost or the Provost's designee (*ex officio*),
- 101 5. The Associate Provost for Enrollment Management or the Associate Provost's
102 designee (*ex officio*),

- 103 6. The Executive Director of the Council on Teacher Education or
104 the Executive Director's designee (*ex officio*),
105 7. A member of the Council of Undergraduate Deans (*ex officio*), selected by that
106 ~~committee~~ council,
107 8. The Dean of the Graduate College or the Dean's designee (*ex officio*),
108 9. The Director of the Center for Innovation in Teaching and Learning or
109 the Director's designee (*ex officio*), and
110 10. The Assistant Provost for Educational Innovation or the Assistant Provost's designee
111 (*ex officio*).

112 e. Committee Chair

113 The Chair shall be released from other academic duties for one-half time, with this
114 appointment funded from campus resources.

115 **REVISIONS TO *STANDING RULE 13***

116 **13. Formation, Termination, Separation, Transfer, Merger, Change in Status, or Renaming of**
117 **Units**

118 Struck by the Senate on March 7, 2022 by SP.20.05.

119 ~~A. If a unit of academic governance or administration intends to make a significant change to~~
120 ~~the enrollment or faculty in a current degree, major, minor, concentration, or other~~
121 ~~educational program, it must first file with the Senate Committee on Educational Policy a~~
122 ~~proposal detailing its intent.~~

123
124 ~~After receiving the proposal, the committee may require verification that the proposing unit~~
125 ~~has informed all affected units, faculty and enrolled students. The committee may solicit~~
126 ~~comments from these and additional parties. Upon review of these materials, the~~
127 ~~committee shall determine what further action is required, including a public hearing,~~
128 ~~periodic re-evaluation of the proposal's progress, or further Senate action.~~

129
130 ~~For the purposes of this Standing Rule, "significant" changes shall include those that are~~
131 ~~intended to last two years or more and that lead to an increase or decrease of faculty size~~

132 by at least 25 percent or student enrollment by at least 25 percent (for programs with 100
133 or more students) or at least 50 percent (for programs with fewer than 100 students).

134

135 Plans that would result in the eventual termination of a program require submission of a
136 proposal requesting such termination and approval by the committee and the Senate
137 before any action is taken to terminate admissions, transfer faculty or remove the program
138 from a unit website or the campus Programs of Study.

139

140 Any student, staff or faculty member or administrator who believes such a change is being
141 contemplated may also ask the committee to determine whether the potential change
142 would be of sufficient magnitude to require submission.

143

144 ~~B. In order to provide for active discussion of a proposal for termination, separation, transfer,~~
145 ~~merger, or change in status of any academic unit, the originator of the proposal (e.g., Dean~~
146 ~~of College, Vice Chancellor for Academic Affairs) and the Chair of the Senate Committee on~~
147 ~~Educational Policy shall, well in advance of the proposal being forwarded to the Senate,~~
148 ~~determine an appropriate forum for a public hearing and appoint a person to chair the~~
149 ~~hearing. The originator of the proposal and Chair of the Senate Committee on Educational~~
150 ~~Policy (or their designees) shall attend the meeting. Responsibility for providing a meeting~~
151 ~~place, publicizing the hearing, and preparing minutes shall rest with the originator of the~~
152 ~~proposal. The Senate Committee on Educational Policy shall be responsible for collecting~~
153 ~~written comments and assuring that all of the necessary tasks are completed in an~~
154 ~~acceptable manner. Minutes shall be taken and forwarded to the Senate; a full transcription~~
155 ~~of the hearing is not necessary. The chair of the hearing shall encourage presenters to~~
156 ~~provide written comments that shall be forwarded to the Senate.~~

157

158 ~~C. In any proposal for the formation or change in academic organization (such as, termination,~~
159 ~~separation, transfer, merger, change in status, or renaming) of an academic unit, as~~
160 ~~provided in the *University Statutes*, Article VIII, the advice of the faculty at each level (e.g.,~~

161 ~~department, school, college, as applicable) shall be taken and recorded by vote of the~~
162 ~~faculty. Voting shall be as provided in the bylaws of each unit. The vote shall be reported to~~
163 ~~the Senate by the Committee on Educational Policy when the proposed change is~~
164 ~~considered by the Senate.~~

UNIVERSITY STATUTES AND SENATE PROCEDURES

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