1. **Council Charge**
   a. Participating Departments. The Cultural and Global Studies Interdisciplinary Council (hereafter Council) shall consist of at least one representative from each of the following departments: English; Foreign Languages, Literatures, and Cultures; History; Political Science; Philosophy and Religion; and Sociology, Anthropology, and Social Work.
   b. The Council will oversee all curricular changes, which may be initiated by the program director as needed or by council representatives through a request to the program director to place the proposed change on the agenda of the next regularly scheduled meeting.
   c. Curricular proposals shall be made according to the requirements of the Curricular Authority Document (hereafter CAD), including notification of affected departments, approved by majority vote of the council representatives, and forwarded to the CHSBS Curriculum Committee and subsequently to other Senate committees for approval as specified in the CAD.
   d. The Council will oversee selection and approval of program advisors. Advisors must be selected from the regular or fixed faculty of each participating department who teach or conduct research in more of the fields represented by the certificate programs, minors, and majors overseen by the Council. Members of the Council will serve as advisors, and additional advisors may be nominated by the program director or Council representatives and approved by majority vote of the council representatives.
   e. The Council will establish responsibilities, qualifications, and search procedures for selecting a program director, whose responsibilities are defined in section 3 below.
   f. The Council will create and carry out appropriate guidelines and procedures for managing the Cultural and Global Studies programs, making appropriate changes to both the programs and the Council’s administrative structure when needed, conducting annual assessments, and conducting program review.

2. **Council Membership**
   a. Representatives shall consist of at least one faculty member from each participating department who teaches courses in one or more of the Cultural and Global Studies programs. Each shall be selected by the participating department in accordance with department procedures. Each member will serve a term of three years, and may renew membership as appropriate to her or his ongoing interest and the needs of the Council at the time of renewal.
   b. The program director must be a member of the regular tenured faculty in one of the participating departments with expertise in one or more of the fields
represented in the Cultural and Global Studies programs. The Director shall be nominated by the membership of the Cultural and Global Studies Council. A majority vote of the Council in favor of the candidate will constitute a recommendation to the Dean of the College of Humanities and Social and Behavioral Sciences (hereafter CHSBS), who will appoint the Director.

c. The Council may include at least one student representative appointed by the Director.

d. The Council may include other members as determined by program needs and the interest or expertise of the member. Such members will be recommended by majority vote of the Council membership to the Director, who will then appoint them.

e. In addition to serving on the Cultural and Global Studies Council, members will coordinate communication between the council and faculty and advisors of the constituent certificate programs.

3. **Program Director**

   a. The director will be recruited by the Council, recommended to the Dean of CHSBS, and appointed in accordance with the procedures outlined in 2.b. above.

   b. The director will receive a .125 FTE assignment (one course per year) to perform the administrative duties of the council as described in 3.c. below.

   c. The Director will be responsible for effective implementation of the program policies and procedures and for oversight of program curriculum and advising. Duties will include

      i. Coordinating the work of the Council as specified in its charge;

      ii. Working with participating departments to coordinate the scheduling of courses in the programs under Council jurisdiction;

      iii. Ensuring that affected departments are informed of and have the opportunity for input on curricular proposals that affect them;

      iv. Convening and chairing meetings of the Council on a regular basis as a voting member;

      v. Ensuring that minutes of each Council meeting are forwarded to the Dean of CHSBS;

      vi. Processing curriculum changes approved by the Council;

      vii. Overseeing program review and assessment (see 5 below);

      viii. Serving as the contact person and responsible authority for programs under the jurisdiction of the Council;

      ix. Serving as spokesperson for Council programs and promoting, recruiting, and coordinating advising of Council programs.

   d. The Director will report to the Dean or Dean’s designee of CHSBS.

4. **Program Review Procedures**

   The program director will coordinate program review in accordance with the schedule and procedures specified by the Office of Academic Affairs and the Dean of CHSBS.
5. **Student Academic Outcomes Assessment Procedures and Responsibilities**

The director will oversee annual performance of assessment activities as specified in the program assessment plan approved by the Assessment Council. The council members will assist the director in the performance of assessment activities.

6. **Faculty Involvement**
   a. Faculty involvement will ordinarily be ensured by representation on the Council as specified above.
   b. The Council may meet with other faculty who teach and advise in its programs as needed to receive advice and assistance and to communicate program policies and procedures.