Leadership Council Bylaws  
Approved by the Leadership Council January 30, 2015

The Leadership Council serves as the advisory and policymaking body for academic programs within the Leadership Institute and the interdisciplinary Leadership Studies Minor. This set of bylaws have been developed and approved per the procedures outlined for interdisciplinary council bylaws as required by the Curricular Authority Document.

Preface
This Council serves two separate and distinct purposes under the heading of Leadership Council (LC) as a standing committee of the Academic Senate that provides oversight to and serves as the governing body for:

1. the academic course components of the Leader Advancement Scholarship Protocol (LASP), housed in the Leadership Institute, which reports to the Associate Vice President of Student Affairs.
2. the Leadership Studies (LDR) Minor. The LDR Minor is an academic program that includes both theoretical and experiential leadership components and reports to the Dean of the responsible unit’s College.

I. Council Charge
This Council is charged with overseeing the academic activities of the minor and oversees many administrative functions similar to an academic department. In overseeing the LASP and LDR, this Council will:

A. Serve as an advisory body for policy making for the LASP and LDR program.
B. Recommend changes in the LASP and LDR curriculum and forward recommendations to the responsible unit(s).
C. Construct and approve assessment plans and reports.
D. Conduct and approve program reviews and strategic plans.
E. Collaborate with the responsible home unit chair to identify recommended and required qualifications for all new hires for LDR-specific courses (all teaching formats included). The LC and the designated responsible unit will review these qualifications annually. The responsible home unit will openly seek input from the LC on all new hires for LDR-specific courses.
F. Recommend qualifications for LDR-specific Program Coordinator and Practicum/Applied Experience Advisors in the LDR minor. Faculty members serving in the Coordinator and/or Advisor positions must have the qualifications to teach LDR courses.
G. Represent the LC internally and externally as needed.
H. Provide input on the scheduling of all “L” section courses within the LASP.
I. Serve on the search committee for the hiring of LDR faculty, Program Coordinator, and Practicum/Applied Experience Advisor(s).
J. Review and approve proposed undergraduate leadership courses, leadership majors and minors and changes to existing leadership programs.
II. Council Membership
The Leadership Council shall be composed of 12 members.
A. 5 faculty, one from each College represented in the program (CEHS, CHSBS, CCF, CBA, and CHP), elected through the Academic Senate for three-year terms, with preference given to those instructors who are teaching or have taught a L-designated LASP course, a LDR designated course, or a course in a leadership interdisciplinary program. Preference also given to Leadership Fellows from Responsible Unit’s College and to faculty with research or teaching background in Leadership. Seats left unfilled by faculty teaching L-designated courses become at large seats to be assigned to any willing regular faculty member at the discretion of the Academic Senate Office and the needs of the current Leadership Council.
B. LDR Program Coordinator or LDR designee
C. 2 students, 1 LASP and 1 LDR, appointed by the Director of the Leadership Institute and the LDR Program Coordinator, respectively. The appointment will be made in the spring semester for a one-year term commencing the following fall semester.
D. The Director of the Leadership Institute or designee.
E. Dean of the Responsible College or designee, ex officio, non-voting member.
F. Vice Provost of Academic Affairs or designee, ex officio, non-voting member.
G. Global Campus Vice President of Academic Programs or designee, ex officio, non-voting member.

III. Reporting
A. The LC reports to the respective Dean of the Responsible College per Interdisciplinary Program Bylaws procedures.
B. The LC minutes are forwarded to the Dean of the Responsible College, responsible unit, and Vice President of Enrollment and Student Services.

IV. Leadership Institute Director
The Director of the Leadership Institute (or designee), selected by the Assistant Vice President of Student Affairs, will serve on the Leadership Council. Duties include:
A. Serve as a liaison between the LC and the Enrollment and Student Services Division.
B. Represent the interests of the Leadership Institute and LASP cohort on the LC.
C. Coordinate the scheduling of “L” designated sections with respective department chairs.
D. Oversee protocol progress and completion for students enrolled in the LASP cohort.
E. Prepare (as specified by the University assessment policy), program review documentation, and other academic reports to submit to the Council for final review and approval prior to filing. Copies of such documents shall be forwarded to the Vice President of Student Affairs.
F. Coordinate any changes to the academic requirements of the Leader Advancement Scholarship protocol.

G. Update the LC with ongoing initiatives and prepare annual report of Leadership Institute program highlights, enrollment data, graduation numbers, and student achievements.

V. Council Chair
The LC Chair will be elected in the spring for the following academic year to serve for a 1-year appointment (10-month), shall be a full-time tenured or tenured track faculty member, and shall be a voting member of the council. Duties include, but are not limited to, the following:
A. Coordinate the work of the LC as specified in its charge.
B. Work with participating departments and LDR Program Coordinator to recommend courses in the programs under its jurisdiction.
C. Ensure that affected departments and colleges are informed of and have the opportunity for input on curricular proposals that affect them.
D. Convene and chair meetings of the LC on a regular basis as a voting member.
E. Process curriculum changes approved by the LC.
F. Support program review processes and assessment initiatives.
G. Serve as the contact person and responsible authority for the minor under the jurisdiction of the LC.
H. Arrange an annual meeting for all departments in the LDR program and LASP “L” designated sections.
J. Prepare year-end report for the LC per the CAD.

VI. Leadership Studies (LDR) Program Coordinator
The Department Chair of the responsible unit, in consultation with the LC, will make a recommendation to the Dean to appoint a faculty member to serve as the Leadership Studies (LDR) Program Coordinator. Duties may include:
A. Serve as a liaison between the responsible unit and the LC; report on LC business at the responsible unit department meeting.
B. Represent the interests of the LC to the responsible unit Chair.
C. Support scheduling of LDR classes with the responsible unit Chair.
D. Consult with the responsible unit Chair to teach LDR designated courses to approve LDR faculty.
E. Coordinate advising services and processes for students enrolled in Leadership Studies.
F. Prepare, in consultation with the LC Chair, assessment documents (as specified by the University assessment policy), program review documentation, and other academic reports to submit to the LC for final review and approval prior to filing. Copies of the Assessment Plan will also be forwarded to the responsible Dean, the designated responsible unit Chair, and the Office for Curriculum and Assessment.
G. Coordinate any new LDR curriculum initiatives and ensure the LC in apprised of curricular changes.
H. Manage program enrollment and outreach
I. Update the LC with ongoing initiatives and prepare annual report of LDR program highlights, enrollment data, graduation numbers, and student achievements.

VII. Practicum/Applied Experience Supervisor
The faculty member serving in the Leadership Applied Experience must have the qualification to teach LDR courses.

VIII. Curriculum and Assignment of Responsible Unit and Duties
The LC oversees the courses offered as part of the minor. The LC is responsible for any changes to these courses. The LC also monitors course offerings and, in consultation with the respective department(s), can delete courses from the program that have not been offered on a regular basis. Council members and departments can make recommendations for additions and/or deletions to the program. The LC will, at all times, notify participating departments on curricular changes before they are submitted to the appropriate Curriculum Committee for final approval.

A. Courses that are approved by the responsible department, with the LDR designator, shall be submitted to the LC. A course syllabus must be presented for review and consideration. A course that is approved by the Council as LDR designator will then be sent to the responsible College curriculum committee and follow the manual curricula process for approval.

B. The LC shall grant a department or departments as the responsible unit for the Leadership minor.

1. With input from the LC, the “LDR Responsible Unit(s)” shall have the responsibility to identify and select faculty, on and off campus, to teach the LDR courses.
2. The responsible department(s) shall have the authority to cancel a LDR course because of low enrollment.
3. The LDR Responsible Unit (Department) Chair shall provide an annual summary as to the efficacy of the program to the council including concerns, projections, staffing and other issues impacting the minor. The responsible unit chair, in collaboration with the Program Coordinator and Leadership Council, will create an ongoing strategic outlook for the Leadership minor within the home department.

Approved by the Leadership Council 1-30-15
REQUEST FOR APPROVAL OF INTERDISCIPLINARY COUNCIL BYLAWS

(Attach Bylaws)

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<th>Name of Council: Leadership Council</th>
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Brief Description of the Interdisciplinary Program(s) covered by these bylaws: The Leadership Minor program reports to the College of Education and Human Services and is supported by the Recreation, Parks, and Leisure (RPL) department. The program has a core curriculum of leadership, ethics, and communication classes and four elective classes across 3 interdisciplinary tracks. The proposed bylaws were completed by the Leadership Council in the academic year of 2014-2015 with the support of the EHS dean and the chair of the RPL department, but they have not yet been formally approved.

Signature: [Signature]
Date: 1/14/16

Council Chair’s Signature: [Signature]
Date: 

Reviewed by: [Signature]  Date: 
Initial Review: Responsible Dean

Comments: 

Reviewed by: [Signature]  Date: 
Cooperating Dean

Comments: 

Reviewed by: [Signature]  Date: 
Cooperating Dean

Comments: 

Reviewed by: [Signature]  Date: 11/18/16
Cooperating Dean

Comments: 

Reviewed by: [Signature]  Date: 5/16/2016
Cooperating Dean

Comments: 

Approved by: [Signature]  Date: 02/16/2016
Final Approval: Responsible Dean

Comments: 

Revised 11/18/07; 2/11/04