



# **GOVERNANCE DOCUMENT**

**SCHOOL OF ENGINEERING AND APPLIED SCIENCE**

**MIAMI UNIVERSITY – OXFORD, OHIO**

Approved by faculty vote, March 2007



**MIAMI UNIVERSITY**  
OXFORD OHIO

## **I. PREAMBLE**

This governance document defines the organization and responsibilities of the School of Engineering and Applied Science (SEAS). Departments, councils, and committees form the School's organizational components. Mission, vision, values, and objectives establish the responsibilities assigned to the various components of the organization. This combination of organization and responsibilities has been developed by the faculty and administrators on a foundation of mutual trust and respect.

## **II. SEAS MISSION, VISION AND VALUES**

We are a community of life-long learners that includes students, faculty, staff, alumni, and friends.

### **SEAS MISSION STATEMENT**

Our mission is to serve society by providing high-quality undergraduate and graduate education in the fields of computing, engineering, and nursing. We are committed to creating an environment for teaching, learning, and scholarship that is intellectually-stimulating, interactive, and innovative, in which our faculty, staff, and students realize their full potential. Our guiding principle is to provide professional education integrated with Miami University's traditional strength in liberal education.

We work to continually assess and improve teaching, learning, and critical thinking; to engage in scholarship of discovery, application, integration, and teaching; to contribute to the accumulated knowledge of the centuries through faculty and student research; to encourage creativity; and to promote the continuing intellectual growth of our community.

### **SEAS VISION STATEMENT**

Our School's programs are recognized nationally as among the best offered by schools whose primary emphasis is on undergraduate education and selected graduate programs. Our graduates are among the most sought and valued in the nation. Faculty, students, and staff are committed to and enthusiastic about teaching, learning, conducting research, and working together, as well as sharing these experiences with others. The spirit of excitement and cooperation is contagious and apparent to all.

We are recognized for anticipating emerging societal needs and for partnering with industry to create solutions that benefit society. The School is a model for achieving synergy between professional and liberal education; between undergraduate and graduate programs; and among scholarship, teaching, and service. The School is also recognized for good citizenship within the university and society.

## **SEAS VALUES**

Everyone in SEAS values:

- Effective student learning and student success
- An intellectually stimulating and challenging environment
- Faculty growth and learning as teacher and scholars
- Diversity of staff, faculty, and student body
- Respect for the environment

We are committed to an environment that fosters:

- Innovation and creativity
- Ethical behavior
- Respect for others and teamwork
- International and global opportunities and perspectives
- Fact-based, collegial decision making
- Safety in all our professional endeavors

## **III. ORGANIZATION**

### **A. SCHOOL/DEPARTMENTS**

The school offers programs in computing, engineering and nursing on the Oxford and regional campuses in the following departments:

#### **1. OXFORD CAMPUS**

- Computer Science and Systems Analysis
- Electrical and Computer Engineering
- Mechanical and Manufacturing Engineering
- Paper and Chemical Engineering

#### **2. REGIONAL CAMPUSES**

- Computer and Information Technology
- Engineering Technology
- Nursing

A current listing of the degrees, minors, and certificate programs in the School of Engineering and Applied Science is contained in Appendix 1.

### **B. FACULTY**

Faculty hold the ranks of professor, associate professor, assistant professor, lecturer, instructor, visiting professor, visiting associate professor, or visiting assistant professor. Faculty have authority in general matters involving educational programs, requirements, and standards, with responsibility for student conduct and faculty welfare.

### **C. STAFF**

Staff includes all persons not directly involved in the instructional process, both unclassified administrative persons and classified employees.

## **D. ADMINISTRATION**

### **1. DEAN**

The dean is responsible for the overall leadership and general welfare of SEAS. Specific details are listed in Appendix 2.

### **2. ASSOCIATE AND ASSISTANT DEANS**

The associate and assistant deans assist the dean in carrying out the responsibilities of the office. The specific responsibilities are assigned by the dean, including those listed in Appendix 2, but are usually split between undergraduate affairs and graduate studies and research.

### **3. DEPARTMENT CHAIRS**

The department chair is the chief administrator within a department with responsibilities including those listed in Appendix 2.

### **4. MANAGER/DIRECTOR OF COMPUTING RESOURCES**

The Manager/Director of Computing Resources plans, acquires and supports computing and networking resources for faculty and staff, student laboratories, and classrooms in SEAS on the Oxford campus. A more detailed list is provided in Appendix 2.

## **IV. SEAS ASSEMBLY**

The SEAS Assembly is the governing body of the School and provides a forum for faculty and staff to participate in the governance and to raise and discuss issues of concern to the School.

### **1. VOTING**

The voting membership includes professors, associate professors, assistant professors, lecturers, instructors with five or more years residency, and associate and assistant deans. SEAS staff members may vote on non-academic issues as determined by the dean. Voting may be conducted at the meeting, or by secure electronic means.

### **2. MEETINGS**

Regular meetings will be conducted at least once a semester. Special meetings may be called by a member of the assembly provided the member submits a written petition to the dean, containing signatures of at least 25% of the voting membership. The dean will call the special meeting at least ten working days prior to the meeting.

The dean is responsible for establishing an agenda with advice from Executive Council. Additional items will be placed on the agenda if they are submitted to the dean in writing at least five days prior to the meeting and are endorsed by at least five faculty members. The dean is responsible for distributing the agenda at least one week in advance of the meeting. Supplemental agenda items may be added by the dean at the meeting. The dean normally chairs these meetings

## **V. SEAS COUNCILS AND COMMITTEES**

A committee is a body designated to perform a function, such as investigating, considering, reporting or acting on a matter. A council is an advisory body called together for consultation, deliberation, and/or discussion.

The membership of these bodies is determined by their objectives and need for representation across SEAS departments. On an annual basis, the dean defines the charge and appoints the

chair of each body, unless otherwise stated. The chair is responsible for setting agendas and conducting meetings. A quorum is one-half of membership. The order of meetings may conform to Robert's Rules of Order, with agendas generally determined and distributed in advance and meeting minutes distributed within one week after the meeting.

#### **A. EXECUTIVE COUNCIL**

Members include the dean, associate and assistant deans, department chairs, assistant to the dean, manager/director of computing resources, and others by invitation. The objective of this council is to respond to operational and policy issues and to participate in a consultative and decision making process for coordinating divisional budget items and staffing requirements. Meetings are normally held monthly.

Sub-committees of this body, consisting of the appropriate mix of individuals, may meet to address specific issues.

#### **B. CURRICULUM COMMITTEE**

This committee serves as the divisional curriculum review and approval committee. It has approval authority for all curriculum changes and meets as needed. The usual membership consists of an associate dean or an assistant dean (designated by the dean), department chairs or their designees, and others by invitation.

#### **C. DEAN'S STUDENT ADVISORY COUNCIL**

In general, the dean appoints one or more students annually from each Oxford-based department based on the recommendation of the department chair. These students act in an advisory capacity to the dean on student concerns, act as a liaison between departmental student advisory councils and the dean, and represent the student body at various events. Meetings are normally conducted monthly. See Appendix 3 for the charter.

#### **D. SEAS ADVISORY COUNCIL**

The purpose of the advisory council is to insure a positive linkage between the School of Engineering & Applied Science and business, industry, government, health professions, and other academic institutions. This relationship can be fostered through understanding, cooperation, and striving for common objectives.

Membership is comprised of representatives from business, industry, government, health professions, and other academic institutions. The dean appoints the members based upon recommendations from the department chairs. See Appendix 4 for a more detailed description.

#### **E. FACULTY ADVISORY COUNCIL**

Membership shall consist of one member from each department, serving for a one-year term. The Chair is selected by the Council and is responsible for setting agendas, in consultation with the dean, and conducting meetings. The Council serves in an advisory capacity to the dean with regard to matters of concern to the faculty and the dean.

#### **F. SEAS PROMOTION AND TENURE ADVISORY COUNCIL**

This council is made up of the associate dean for graduate studies and research, an associate/assistant dean, department chairs, and others appointed by the dean. This council is structured to provide consistent and independent assessment of the candidates beyond the

department level and to ensure that the separate missions of the Oxford-based and regional campuses are understood and appreciated in the context of promotion & tenure criteria.

The role of the council is to provide advice to the dean about the strengths and weaknesses of the promotion and tenure candidates. The candidates are discussed individually, no votes are taken, and the sense of all comments including any consensus is communicated verbally to the dean by the members of the council.

#### **G. DIVISIONAL GRIEVANCE COMMITTEE**

The dean shall appoint one member and one alternate annually from each department based upon the recommendation of the department chair. The criteria, procedures and responsibilities of the committee are outlined in Appendix L of the current Miami University Student Handbook.

A meeting will be scheduled by the dean within one week after receipt of a grievance. The chair of the committee is an associate or assistant dean, and is responsible for establishing and distributing the agenda with advice from committee members. The agenda will generally consist of the petition(s) for the grievance.

The chair is also responsible for informing the petitioner of the grievance of the committee's action within one week after the meeting.

#### **H. DIVISIONAL COMMITTEE OF ADVISORS**

The chief departmental advisor (or other chair-appointed designee) from each department is a member of this committee. The committee provides input to the chief divisional advisor (usually assistant dean) who chairs the committee and makes recommendations to the university interdivisional-committee of advisors on academic petitions excluding Miami Plan and university requirement modifications. A meeting will be scheduled by the chief divisional advisor on an as-needed basis after the receipt of an academic petition.

The chair is responsible for recording and distributing the meeting minutes to the dean and committee members, and informing each petitioner of the petition decision within one week of the meeting of the university interdivisional-committee of advisors.

#### **I. DEPARTMENT CHAIR SEARCH AND SCREEN COMMITTEE**

The committee's purpose is to recommend candidates for filling a chair vacancy to the dean. The dean will appoint a minimum of four committee members. At least two of the members will be from the searching department. One member will be a tenured faculty member from a related discipline. Additional committee members may be appointed by the dean to represent other constituencies. The chair of the committee will be appointed by the dean from the committee members and will be from outside the searching department.

#### **J. DIVISIONAL COMMITTEE ON EVALUATION OF ADMINISTRATORS**

The divisional evaluation of administrators shall be conducted in accordance with the Miami University Policy and Information Manual (MUPIM). The membership of the committee shall consist of one member elected annually from each department. The chair is appointed by the Dean.

The committee will seek evaluations from faculty represented by the administrative unit and will prepare an evaluation report to be submitted to the dean. The committee chair is responsible for distributing evaluation materials to the faculty and distributing the results of the evaluations to the committee members.

The committee's summary evaluation and compilations of quantitative data and remarks shall be sent to the dean by December 1. In accordance with the Miami University Policy and Information Manual (MUPIM), the committee shall share the committee's summary evaluation with the faculty in the relevant department for third reviews and for fifth-year reviews if the administrator is to be reappointed. This shall be done after the dean has shared the summary and compilation of quantitative data with the chair being evaluated and within three weeks after the start of the spring semester.

#### **K. AD HOC COMMITTEES**

These committees will be created to address specific issues that do not require resolution on an ongoing basis. These issues may be identified by the Dean, faculty groups, department chairs, student advisory groups, SEAS Advisory Council or Executive Council. Members and chairs of these committees will be appointed by the dean from appropriate departments based upon recommendations from the department chairs. These committees will operate for a limited time period, not to exceed two years.

#### **VI. AMENDMENT OF GOVERNANCE DOCUMENT**

This divisional governance document excluding Appendices will be formally reviewed every two years by the Faculty Advisory Council. Changes to the governance document shall require approval of two-thirds (2/3) of the divisional voting membership. Changes to appendices shall require approval of a simple majority of the divisional voting membership.

# APPENDICES



## SEAS Governance Document

### Appendix 1

#### Degrees, Minors, & Certificates

##### Bachelor's degrees and majors

- Bachelor of Science in Paper Science and Engineering
- Bachelor of Science in Nursing (completion program for Associate's degree holders)
- Bachelor of Science in Computer Science
- Bachelor of Science in Systems Analysis
- Bachelor of Science in Engineering with a major in:
  - Chemical Engineering
  - Computer Engineering
  - Electrical Engineering
  - Engineering Management
  - General Engineering
  - Manufacturing Engineering
  - Mechanical Engineering
- Bachelor of Science in Applied Science with a major in:
  - Engineering Technology (completion program for Associate's degree holders)

##### Minors

- Chemical Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Manufacturing Engineering
- Mechanical Engineering
- Paper Engineering

##### Master's degrees and majors at the Oxford campus

- Master of Computer Science
- Master of Science with a major in Paper Science and Engineering

##### Associate degree programs at the regional campuses

- Computer and Information Technology
- Computer Technology
- Electrical and Computer Engineering Technology
- Mechanical Engineering Technology
- Nursing
- Technical Study (interdisciplinary)

##### Certificate Programs at the regional campuses

- Computer-Aided Drafting/Computer-Aided Manufacturing
- Computer Hardware Technology
- School Nurse Licensure (for BSN graduates)

# SEAS Governance Document

## Appendix 2

### DUTIES AND RESPONSIBILITIES OF ADMINISTRATORS

#### 1. DEAN

- academic leadership of SEAS
- academic planning
- setting and implementation of academic policies
- chair, SEAS Executive Council
- enhancement of undergraduate and graduate programs and curriculum
- fostering diversity
- accreditation
- recruitment, retention, rewarding and rejuvenation of faculty
- faculty development
- evaluation of tenure-track faculty members and those faculty members who aspire to become full professors
- recruitment, selection and evaluation of department chairs
- recruitment, selection and evaluation of Associate and Assistant Deans and Assistant to the Dean
- fiscal management - budget planning and allocation of resources
- development and fundraising
- improvement of physical facilities and equipment
- support of university-wide goals
- representing and advocacy for SEAS within Miami University
- maintaining close relationships with regional campus administrators
- representing SEAS and Miami University as a member of state and national groups (such as Ohio Engineering Deans' Council and National Engineering Deans' Council)
- representing SEAS to external agencies, professional associations and the public-at-large
- seeking advice from the various councils and committees within SEAS

#### 2. ASSOCIATE AND ASSISTANT DEANS

##### A. Associate & Assistant/Associate Dean for Undergraduate Affairs

- Chair of Student Grievance Committee
- Chair of Curriculum Committee
- School-wide Assessment of academic programs
- Facilitating development and approval of Curriculum
- Coordination of facilities and space utilization
- Coordination of Oxford Accreditation visits
- New Faculty Orientation
- Process Improvement
- Resource to Chairs and faculty
- Support School and university-wide diversity initiatives
- Assist with classified staff training and evaluation

- Student Recruitment and Retention, Liaison with Office of Admission
- Advising initiatives, including summer orientation, identification of at-risk students etc.
- Chief divisional advisor, Chair, divisional committee of advisors
- Development and updating of recruitment and academic materials such as the Bulletin
- School's Liaison (Faculty Advisor) to Dean's Undergraduate Student Advisory Council
- Coordinate Student Placement, Liaison with Career Services
- Liaison for the School with other offices and for various initiatives
- Represent Dean/Division at University events and on committees

**B. Associate Dean for Graduate Studies and Research**

- Liaison to the graduate School
- Liaison to the Office for Advancement of Research
- Liaison with graduate student advisory council
- Liaison to departmental graduate committees
- Assist faculty with development of research agenda and programs
- Assist faculty with search, screen and hiring of new faculty

**3. DEPARTMENT CHAIRS**

- Academic and administrative leadership of department (educational planning, scheduling, monitoring and accreditation activities)
- Faculty and staff performance evaluation
- Recruitment and retention of faculty and staff members
- Faculty and staff development
- Promotion and tenure guidance and evaluation
- Recruitment (including outreach) and retention of students
- Routine departmental administration (chair faculty meeting, implement curricular and program decisions made in faculty meetings, assignment of committees, committee chairs, graduate assistants)
- Resource management
- Program development and publicity
- Liaison with industry, academia and alumni
- Working with development office to enhance resources
- Seeking advice and support from external constituencies including departmental student advisory council and departmental advisory council

**4. MANAGER/DIRECTOR OF COMPUTING RESOURCES**

- Provide for the security of SEAS electronically-stored information
- Provide a robust infrastructure for computing within the division
- Provide support to faculty, staff, and students to facilitate their effective use of computing and information and network services. Serve as a resource for faculty on integrating computing technology into the classroom to enhance learning and to facilitate research. Schedule and support a variety of audiovisual equipment related to classroom teaching.
- Explore developing technology and encourage and support effective use of these resources in teaching and learning
- Search out innovative ways to enhance the services provided

- Work with an Advisory Council of Users to plan, establish policies, and continually improve services
- Represent the School on university-wide technology committees, to other divisions on technology matters, and to the VP of IT

## **SEAS Governance Document**

### **Appendix 3**

#### **Student Advisory Council Charter-Oxford Campus**

##### **I. Mission**

The mission of the Dean's Student Advisory Council (hereafter called The Council) is to assist the School of Engineering & Applied Science (hereafter called The School) in fulfilling its mission of continually improving the environment for effective teaching, learning, critical thinking, and scholarship.

##### **II. Objectives**

- A. To discuss the issues concerning The School.
- B. To represent The School in activities requiring students' representation for Miami University.
- C. To foster communication among the departments in The School.
- D. To facilitate interaction between The School's leadership and its current and prospective students.

##### **III. Meetings**

###### **A. General**

- 1. Meetings will take place once a month following a predefined agenda.
- 2. Attendance will be taken at every meeting.
- 3. Minutes will be taken.

###### **B. Structure**

- 1. Meeting will begin with accepting the minutes from the prior meeting.
- 2. Next, a student from each department will give a short description of occurrences in his/her department. This will keep the council informed of the issues throughout The School.
- 3. The next item will be a report on action, if any action were agreed to at a prior meeting.
- 4. The remainder of the agenda will revolve around the subject matter chosen by the executive committee and the Dean.
- 5. The end of each meeting will be an open forum for any member to bring up something he/she feels is important for the council to know.

##### **IV. Method of Selecting Members**

- A. The Department Chairs will nominate two members from each of the Paper Science and Engineering, Manufacturing Engineering, Systems Analysis, Computer Science, Mechanical Engineering, Computer Engineering, Engineering, and Electrical Engineering majors and three members from the Engineering Management major consisting of one member from each specialty program within that major. Every department should ensure that of the two nominated members, at least one member of its departmental student advisory council serves on The Council.

- B. In addition to the members nominated by the Department Chairs, up to 10 at-large members will be selected by The Council from a pool of interested student applicants. The Council will review the student applications, discuss the student memberships, and will select the students to be at-large members based on the quality of their application given the majority of The Council votes to accept the student's application.
- C. The council should be heterogeneous in composition with regard to major program, class standing, gender, race, and ethnicity.

**V. Duties of Members**

- A. Members shall attend all Council meetings.
  - 1. Two unexcused absences per semester will result in loss of membership on The Council.
  - 2. If a member contacts the secretary of The Council with a valid reason for missing a meeting, the member will be granted an excused absence.
- B. Members shall inform The Council of the main issues being discussed in the department advisory councils.
- C. Members should bring all documents and be prepared for the discussion topics.
- D. Members shall participate in the SEAS Advisory Council meetings as schedule permits.
- E. Members shall represent The Council in The School's activities such as
  - 1. Recruitment activities
  - 2. Beginning of the year picnic
  - 3. Guest speakers
  - 4. Other school sponsored events, such as the Divisional Recognition Ceremony

**Duties of Executive Committee**

- A. The Executive Committee shall consist of four officers:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Executive Member
- B. Officers will serve a term of one calendar year in any particular office.
- C. Officers shall work collectively with the Dean to develop meeting agendas and ensure the smooth running of The Council.
- D. Officers shall ensure the charter is followed.
- E. Officers shall develop documents pertinent to The Council.
- F. Officers shall distribute to the members of The Council monthly reports, including minutes from the previous meeting and the agenda for the next meeting.
- G. Officers shall meet as an executive committee within two weeks prior to each monthly meeting.

H. Officers shall schedule and announce meetings early, ensuring adequate notice.

### **Duties of Executive Committee Officers**

A. President

1. Meet with the Dean prior to meeting and collectively create an agenda.
2. Run meetings.
3. Distribute agenda and attachments at and before the meeting.

B. Vice-President

1. Motivate members.
2. Order food and drink for meetings.
3. Serve as president in the president's absence.

C. Secretary

1. Keep meeting minutes and attendance.
2. Provide updated membership to all members.

D. Executive Member

1. Assist officers in any means necessary.
2. Serve as an officer in their absence.

### **Election Method**

A. Elections should be conducted by secret ballot for the offices of president, vice-president, and secretary.

1. Office of The President must be held by a previous member of The Council.
2. Ballots will be counted by The Council advisor.
3. New officers will be announced immediately following the election.

B. The Executive Member shall be appointed by the elected members. In so far as possible, the person appointed shall:

1. Be from a major different from those of the elected members.
2. Have shown interest in council leadership.

C. A council member may nominate him/herself or another member. Should a nominee not be elected to higher office, the member will automatically be nominated for the next position to be elected. For example, if a nominee runs for President and is not elected, the nominee will be automatically nominated for the Vice President position.

D. Each nominee shall state their qualifications and goals as an officer.

E. Elections shall be held at the last meeting of the fall semester.

F. Terms shall run concurrent to the calendar year.

**Advisor of the Council**

- A. The advisor of The Council shall be the Assistant Dean of the School of Engineering and Applied Science.

**Revising the Charter**

- A. The Council must have a quorum of 50% of its membership to vote on a revised charter.
- B. There must be a two-thirds (2/3) majority vote to accept charter revisions.

## **SEAS Governance Document**

### **Appendix 4**

#### **SEAS Advisory Council**

The School of Engineering & Applied Science very much values the commitment of Advisory Council members to the School and the time and effort that members exert on behalf of the School. In order to balance continuity and experience on the Council with the infusion of new members, there are two types of membership on the Council: regular membership and associate membership. Both receive invitations to Council meetings and the meeting minutes. The primary difference is that with regular membership participation in council meetings and committee meetings is expected, whereas for associate members participation is optional.

#### **I. MEMBERSHIP**

The following guidelines pertain to membership status:

- Appointments to the Advisory Council are made for a three-year term and end after the Spring Meeting.
- Inability to attend three or more of the six meetings in a three-year term will normally result in a change of status from a regular member to an associate member of the Advisory Council.
- Prior to the spring meeting of a member's third year, regular members will be asked if the member wishes to serve another three-year term as a regular member or become an associate member.
- After six continuous years of service on the council as a regular member, the member's status will normally change to associate status. Members playing leadership roles on the Council, its committees, or with their affiliated academic department, may be asked to renew their regular membership beyond six years.
- A person shall remain an associate member as long as the member wishes.
- Council members may request change of status from regular member to associate member at any time.

#### **II. OBJECTIVES**

1. Assist the School of Engineering & Applied Science in maintaining and improving the quality of its programs and curricula by insuring that they are relevant in meeting the needs of society.
  - Provide information of new trends and forecasts through speakers, seminars, and workshops.
  - Contribute to the continual reassessment of curricula through review with faculty, students, and alumni.
  - Provide information on society's need for new programs.
2. Assist the School of Engineering & Applied Science in attracting and maintaining the highest quality faculty.
  - Assist in recruiting faculty (part-time and full-time) through professional and personal contacts.
  - Identify opportunities and provide means for the faculty research and consulting program.
3. Assist the School of Engineering & Applied Science in obtaining quality students.

- Provide awareness to community about Miami University and the School of Engineering & Applied Science.
  - Provide assistance in making prospective students aware of society's needs for people who gain competencies provided by the programs in Engineering & Applied Science.
  - Provide assistance in maintaining the student summer intern and co-op programs.
  - Provide or assist in identifying sources for funding student scholarships.
4. Assist the Engineering & Applied Science students in obtaining information about the environment and opportunities in business, industry, and the professions.
    - Provide information about career opportunities for Engineering & Applied Science graduates.
  5. Assist the School of Engineering & Applied Science in obtaining the necessary support to maintain and enhance its programs.
    - Provide or assist in acquisition of needed laboratory equipment.
    - Provide or assist in funding applied research.
  6. Assist in maintaining and improving the image of the School of Engineering & Applied Science within a university that has a liberal arts heritage.
    - Provide a means to communicate the need for diversity in a university setting.
  7. Be available whenever necessary to advise the Dean of the School of Engineering & Applied Science in matters which would be beneficial to the School, the Advisory Council, and society.

### **III. LEADERSHIP**

#### **EXECUTIVE COMMITTEE**

The members of the Executive Committee are appointed by the Dean with recommendations from the Department Chairs. Every effort is made to insure representation from all departments. Other members of the Executive Committee include the Dean, and Assistant/Associate Deans. The Executive Committee meets the day before each regular meeting to review the meeting agenda and determine the role of each Executive Committee member during the regular meeting. The agenda for the Executive Committee is determined by the Dean, in consultation with the President of the Advisory Council and the Assistant to the Dean.

#### **PRESIDENT**

The President of the Advisory Council will preside over the Regular meetings. The President will be available to the Dean for consultation on issues between meetings.

#### **PRESIDENT-ELECT**

Election of the President-elect will take place at the Spring Meeting. The nomination of a President-elect (who must be a current member of the Executive Committee) will arise from the Executive Committee. The President-elect will serve a three-year term as President-elect, assuming the responsibilities of President at the Fall meeting at the end of the three-year term as President-elect.

The President-elect will preside over the Regular meeting in the absence of the President, and will be available to the Dean for consultation on issues between meetings.

## **MEETINGS**

Meetings are normally conducted once a semester, are planned by the Dean in consultation with the Executive Committee and the SEAS Executive Council. Meetings are coordinated by the Assistant to the Dean, whose responsibility is to invite the members and distribute the agenda at least one month prior to the meeting.

The Dean is responsible for establishing the agenda in consultation with Executive Committee members and the SEAS Executive Council. All department chairs and group discussion leaders are to take minutes during their meetings and provide these minutes to the Assistant to the Dean for publishing.