

LEADERSHIP COUNCIL POLICY

The Leadership Council is a standing committee of the Academic Senate that provides oversight to the Leadership Advancement Scholarship Protocol and any interdisciplinary programs in leadership (e.g., a Leadership Minor). For interdisciplinary programs, the Council serves as the governing body required by the Curricular Authority Document. The Leadership Council has no responsibility for the programs of the Leadership Institute other than the academic programs mentioned above nor for supervision of the Director of the Leadership Institute.

I. Council Charge

- A. Serve as the advisory and policy-making body for academic programs within the Leadership Institute. This includes being responsible for the development and administration of the by-laws required for interdisciplinary programs.
- B. Recommend and process through the curricular process:
 1. Proposals for additions, modifications, consolidations, and deletions related to the Leadership Advancement Scholarship Protocol.
 2. Proposals for creating, modifying or deleting majors, minors, concentrations or other university-wide academic programs pertaining to the study of leadership.
- C. Establish qualifications, responsibilities and selection procedures for faculty to teach courses in the programs under the Council's jurisdiction.
- D. Establish qualifications and make recommendations for advisors for the academic programs under its jurisdiction.
- E. Develop and implement student academic outcomes assessment plans for programs under its jurisdiction.
- F. Carry out regular reviews of the academic programs under its jurisdiction as established by the university.
- G. Provide, when requested, advice to the Director the Leadership Institute on initiatives to provide leadership training, education, and development opportunities at the university, local, and state level.
- H. Collaborate with the Director of the Leadership Institute in overseeing the operations of the Leader Advancement Scholarship protocol.
- I. Provide assistance and advice to the Dean of Students on the selection of the Director of the Leadership Institute.
- J. Determine the responsible college for interdisciplinary majors and minors under its jurisdiction.

II. Membership

- A. The Leadership Council shall be composed of ten members:
 - **6 faculty** elected through the Academic Senate for three-year terms. At least three faculty members will be from those instructors who are teaching or have taught an L-designated Leader Advancement Scholarship Protocol course, an LDR designated course, or a course in a leadership interdisciplinary program, with preference given to those teaching such courses during their membership on the committee.

- **2 students** appointed by the Director of the Leadership Institute. The appointment will be made in the spring semester for a one-year term commencing the following fall semester.
- **The Director of the Leadership Institute** as an *ex officio*, non-voting member.
- **Vice Provost of Academic Affairs or designee**, *ex officio*, non-voting member.

B. Academic Senate policies on membership:

1. No elected member shall serve immediate successive terms on the Council. However, if a person has served on a committee for less than one-half the normal term, that member may be eligible to serve a succeeding term.
2. If a member misses three consecutive meetings (excused or unexcused) of any senate committee to which that person has been appointed or elected, the member shall be dismissed from that committee and replaced.

III. Reporting

- A. The Council reports to the Vice Provost for Academic Affairs. The Vice Provost may function as the responsible dean for the interdisciplinary programs or may designate, with the Council's approval, the dean of another college for this responsibility.
- B. The Council's minutes are forwarded to the Academic Senate.
- C. An annual report is to be provided to the Senate. The report may include the demographics of students in the various programs, scholarship recipients, the success of the protocol, issues/concerns raised by students and other matters involving the leadership programs as well as the standard items for committee reports.

IV. Council Chair

The Council Chair will be a faculty member of the Council elected by its members. The chair will serve a one-year term but may be reelected. The responsibilities of the chair are to:

- A. Coordinate the work of the Council as specified in its charge.
- B. Work with participating departments to coordinate the scheduling of 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. Coordinate the work of the Council with the Director of the Leadership Institute.
- E. Serve as the contact person and responsible authority for any interdisciplinary majors and minors under the jurisdiction of the Council.

NOTE: By-laws must be developed and appropriate support provided before the proposed interdisciplinary Leadership Minor is implemented. The by-laws would address the following items, among others, as if the Council were a "department":

LEADERSHIP COUNCIL BY-LAWS

1. Objectives of the program
2. Direct supervision of the program.
3. Qualifications, responsibilities and selection procedures for faculty to teach courses in the interdisciplinary program
4. Qualifications, responsibilities and selection procedures for faculty to coordinate internships that are part of the interdisciplinary program
5. Qualifications and selection process for advisors for the program
6. Process to handle student appeals (if this is needed)
7. Process for providing input on the selection of the Director of the Leadership Institute

Approved by the Academic Senate 3-26-02