

Minnesota State Community & Technical College  
Academic Affairs and Standards Council  
Bylaws

## **Purpose of the Academic Affairs and Standards Council (AASC)**

The purpose of the Council is to provide direction for the College president in all matters included in academic affairs, including course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings.

– MSCF contract 2005-2007, Article 8, Section 2, Subd 1

## **Membership**

The council shall consist of 2/3 faculty and 1/3 administrators and/or other staff. The faculty members will be selected by the faculty president after consultation with the college president.

- MSCF contract 2005-2007, Article 8, Section 2, Subd. 2

Newly appointed members will begin their terms at the beginning of fall semester each year.

If a member is unable to attend a scheduled meeting, a substitute member may not be sent.

Individuals not formally a member of the Council may address the Council only after recognition by the Chair. No individual other than members of the Council has a right to address the group but anyone may attend the meetings.

## **Chair of Council**

A faculty member shall serve as chair of the council. – MSCF contract 2005-2007, Article 8, Section 2, Subd. 2

The chair shall be elected from the current committee membership and by the current committee members in May of each year.

## **Agenda**

references:

[www.robertsrules.org/rulesintro.htm](http://www.robertsrules.org/rulesintro.htm)

Zimmerman, Doris P. ROBERT'S RULES IN PLAIN ENGLISH. New York: HarperPerennial, 1997.

The chair shall develop agendas and meeting arrangements cooperatively with the Chief Academic Officer (CAO). - *MSCF contract 2005-2007, Article 8, Section 2, Subd. 2*

The agenda shall be completed one week before each scheduled meeting and immediately forwarded to the committee members. At the beginning of each scheduled meeting, changes/additions to the agenda will be received and the agenda will be approved. When at all possible, curriculum will be addressed first on the agenda.

## **Meeting Procedure**

- Meetings shall be conducted in accordance with Robert's Rules of Order.
- A quorum (majority of members) is required at all meetings of the council.
- Majority rules. Exception is a 2/3 vote is required when changing something that is already decided. Silence constitutes agreement with the majority.

## **Motions**

- Motions may only be made by voting members of AASC. A motion must have a second to be discussed.
- After a motion is seconded, discussion of the motion may occur. The mover is always allowed to speak first. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
- Chair will put the question to a vote. Chair announces the vote.

references:

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