



College of Education Bylaws

I. PURPOSE

The purpose of college and academic unit bylaws is to create a formal, transparent, functional and common language for guiding governance and decision-making within the unit. In this way, bylaws contribute to a culture of shared governance, academic freedom, and peer-review as described in UW Reg. 2-411.

II. PREAMBLE

Etched on the sandstone entrance of the College of Education's building are the words, "The whole power of education must be used," by Noah Webster and "Go forth and teach this people," by Horace Mann. During the celebrated one hundred-and-two-year history of the College of Education at the University of Wyoming, the graduates of the College of Education at the University of Wyoming (UW) have done just that in classrooms, schools, educational agencies, community colleges, and at the University in the state of Wyoming as well as nationally and internationally. Graduates of UW's College of Education have assumed distinctive and notable roles in educational leadership in the state, region, nation and globe.

As the only educator preparation university supported by the state of Wyoming, the College of Education shares deeply in the land grant mission of the University of Wyoming. Not only has the College provided necessary initial preparation for the teachers and leaders of the state's schools, it also has extended continuing professional support and development opportunities to teachers and leaders of the schools and school districts across the wide breadth of Wyoming's expansive geography. In response to the small population of the state of Wyoming coupled with its long distances between scores of small towns and cities, the College of Education is always seeking new ways to serve the Pre-K-12 students, teachers, and school leaders in the state of Wyoming through both personal contact and using modern digital technologies.

In 2014, the University's Board of Trustees determined that the College of Education would become a focus within the university in order to elevate the programs offered in the College to a level of national preeminence. Preeminent graduates of these programs would then support and elevate the learning of Wyoming's Pre-K-12 students to become some of the best prepared high school graduates, ready for careers, college, and military service in the nation. To this end, coupled with the College's own continuous improvement efforts, the UW Trustees Education Initiative (TEI) has provided the focus, attention, resources, and support needed to truly elevate the College of Education's programs, research, faculty, staff, and practices to some of the most forward-leaning, innovative, and effective in the nation.

VISION

We will make a positive and lasting educational impact on families, schools, and communities — locally, regionally, nationally and internationally.

MISSION

The University of Wyoming College of Education (CoEd) is committed to the principle that education can transform lives and make the world more democratic, equitable, and socially just. This vision informs our teaching, research, and service as a research-based College. As part of a land-grant institution, the College of Education recognizes its responsibility to offer:

- preeminent programs that prepare educational scholars to further educational theory, policy, practice, and research; and
- programs that prepare exceptionally effective educational practitioners for roles in educational settings.

We strive to:

- prepare practitioners who will make a difference in individual learning and student lives as well as prepare researchers who are knowledgeable, skilled, passionate, reflective, and contributors to their own fields, and who are learners, leaders, and agents of change;
- engage in research and disseminate knowledge on critical issues of education and human development on which effective educational policies and practices can be supported; and
- serve the State of Wyoming through professional development, initial licensure preparation, and alternative certification programs, and through outreach to P-12 schools, state government, community colleges, community agencies, and private companies.

VALUES

We, in the College of Education at the University of Wyoming, are committed to:



THEMES AND GOALS

THEME 1: NATIONALLY RECOGNIZED

Goal One: The College of Education will increase support for research and scholarly productivity of its tenure-track faculty and graduate students.

Goal Two: The College of Education's physical facilities will reflect the preeminence, accessibility, and reputation of its degree programs, faculty and graduates.

THEME 2: CONNECTED TO COMMUNITY

Goal Three: The College of Education will recruit and retain undergraduate and graduate students through ongoing communication with all COE students beyond graduation.

Goal Four: The College of Education will expand clinical experiences in both quantity and quality (within and beyond the academic term) as an essential element of educator candidate preparation.

Goal Five: The College of Education will foster a diverse, equitable, inclusive and positive workplace environment for all faculty, staff and students

Goal Six: The College of Education will engage with Wyoming community college partners to make select educator preparation programs accessible throughout all geographic regions of the state to place bound students.

THEME 3: IMPACTING THE PROFESSION AND THE SCHOOLS OF THE STATE

Goal Seven: The College of Education will provide transparent, publicly accessible data supporting the quality and effectiveness of its educator preparation programs.

Goal Eight: The College of Education will develop and implement new, market-driven undergraduate teacher education programs, e.g., Computer Engineering Technology Education, Early Childhood Education and Special Education,

III. DEFINITIONS:

A. PERSONNEL

The College of Education is composed of faculty, staff, and administrators.

Faculty is defined as part-time and full-time personnel whose majority job descriptions in the College are primarily composed of instruction, professional development, directing student research and conducting and reporting research, creative works, and scholarship.

Staff is defined as full-time and part-time personnel whose majority job descriptions in the College are primarily composed of administrative services, clerical, scheduling, and budgeting support, and other duties as assigned.

Administrators are defined as follows with their attendant duties:

Dean: Duties and Responsibilities

The chief administrative officer of the College shall be a Dean appointed in accordance with UW Regulation 2-8 and UW 1-1 (See link below).

http://www.uwyo.edu/president/_files/docs/admin-org-chart.pdf

The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College. The Dean as chief administrative officer of the College shall exercise general administrative supervision over the educational programs and operations of the College. He/she will also encourage and promote an academic setting in which excellence in teaching, scholarship, and service is recognized and rewarded. He/she will recommend, in consultation with Leadership Council, the College budget, faculty and staff appointments, faculty and staff salaries, and actions concerning faculty promotion and tenure. The Dean will preside at College faculty meetings.

Associate Dean (Graduate): Duties and Responsibilities

The Associate Dean (Graduate) is responsible for assisting the Dean with the educational and administrative affairs of the College and assumes responsibility for the Dean in his/her absence. In addition, the Associate Dean is responsible for implementing policies of the faculty in all academic matters related to graduate programs, coordinating the outreach

programs, supervising and evaluating staff, coordinating graduate program reviews in the College, and coordinating other projects assigned by the Dean. The Associate Dean serves as a voting member of Leadership Council and as an ex-officio member of the Advisory Council on Graduate Education. Also, the Associate Dean is responsible for evaluating the effectiveness of the graduate programs on a regular basis and reporting the results of this evaluation to the faculty and the Dean of the College.

Associate Dean (Undergraduate): Duties and Responsibilities

The Associate Dean (Undergraduate) is responsible for assisting the Dean with the educational and administrative affairs of the College and assumes responsibility for the Dean in his/her absence. The Associate Dean (Undergraduate) is responsible for the operation of the Teacher Preparation and Advising Office and the implementation of the policies of the faculty in all matters related to undergraduate programs, including criteria for admission to the teacher education program, program operation, field experiences, program development for the operation of the undergraduate teacher education program, and coordinating other projects assigned by the Dean. The Associate Dean supervises the delivery of advisory services for undergraduate students and shall be administratively responsible for the selective admission and retention of undergraduate students in professional education. These responsibilities include the freshmen orientation program, assistance with undecided majors, reinstatement issues, and professional and certification standards. The Associate Dean is responsible for evaluating the effectiveness of the teacher education program on a regular basis and reporting the results of this evaluation to the faculty and the Dean of the College. He/She serves as a voting member of the College Leadership Council and serves as an ex-officio member of the Advisory Council on Teacher Education. The Associate Dean shall be the recommending official for the University of Wyoming regarding educational certification.

School Directors: Duties and Responsibilities

Each school shall have a chief administrative officer or Director (who must hold faculty rank). The Director of the school shall be responsible for all matters directly relating to the faculty, administration, and supervisory affairs of the school, and shall represent the school on Leadership Council. The Director of the school shall also be responsible for budget allocations, coordination of course schedules and communication with other schools. As directed in UW Regulation 804, the Dean may provide a nomination for the appointment of a Director; however personal review and individual recommendations of such appointments by the President shall be required. The Dean will accept recommendations from the faculty within the school for consideration. Typical appointments will be for a four-year period and are renewable.

Associate School Directors: Duties and Responsibilities

Each school shall support administrative officers or Associate Directors (who must hold faculty rank). Associate Directors of the school shall be responsible for duties as assigned by a School Director. The School Director will accept recommendations from the faculty within the school when considering the appointment of Associate School Directors.. Typical appointments will be for a four-year period and are renewable.

Other Unit Directors: Duties and Responsibilities

The Wyoming School-University Partnership, the Literacy Research Center and Clinic, and other centers as developed shall each have a chief administrative officer or Director. The Director shall be responsible for all matters directly relating to the administrative and supervisory affairs of the unit, and shall represent the unit as voting members of the Leadership Council. The Director shall also be responsible for budget allocations and communication with other units.

Criteria for Professional Rank, Reappointment, Tenure, promotion, other employment terms

Criteria for professional rank, reappointment, tenure, promotion, extended and/or fixed-term, as well as specific procedures to conducting performance reviews, including annual reviews, should be incorporated in the College and/or Unit policies and procedures are found in the following document: *College of Education, Reappointment, Promotion and Tenure and Post-Tenure Review Guidelines: A Supplement to UW Regulations 2-7, and 2-10, as approved and updated by the Faculty.*

B. STUDENTS

The *College of Education Student Appeals and Hearings for Academic Matters* document governs student appeals and other academic matters in the College of Education, see https://www.uwyo.edu/education/student_appeals2018.pdf

Specific programs within the College also have policies and procedures related to admissions, program progress, and dismissal.

IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS

The voting membership of the College shall include the Dean and all members of the College Faculty, whether full-time or sharing an appointment in another college. The College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, lecturer, or instructor. All individuals holding full-time temporary or lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer.

The ex officio membership of the College shall have no voting privileges and shall include the (1) the President of the University and the Vice President for Academic Affairs, (2) Faculty Emeriti, (3) visiting and adjunct professors; and (4) all individuals holding temporary or part-time faculty appointments of less than two consecutive academic years.

Insofar as voting privileges on academic matters, the College Faculty as previously defined have full voting rights on decisions related to curriculum, program changes, revisions, and approval. With respect to retention, tenure, and promotion decisions, the College faculty have voting rights as allowed by the candidates or applicants for retention, tenure, and promotion.

Office hours in the College comport with University Regulation – UW Reg. 2-117. Faculty are expected to be available to students outside of class, both by appointment and during regularly scheduled office hours. Before each semester, unit heads will ask each faculty member to post on his/her office door and/or in online courses, as well as include on syllabi, a minimum of three specified hours each week, not all on the same day, that the faculty member will be available for the purpose of meeting with students. In addition, the faculty member will be available to meet with students by appointment. Students should be informed of any necessary deviations from posted office hours.

V. ORGANIZATION AND GOVERNANCE

The College of Education includes the administrators enumerated in Section IV of these Bylaws. The titles, positions, terms of office, selection, duties, and authority are described therein as well.

Academic Schools

The College of Education is organized into two schools, the School of Counseling, Leadership, Advocacy and Design (CLAD) and the School of Teacher Education (STE). The College of Education also is home to several centers including the Wyoming School/University Partnership (WSUP), the Literacy Research Center and Clinic (LRCC); and the Counselor Education Training Clinic – *Wellspring Counseling Center*.

The organizational structure of the College of Education is described in the *College of Education Organization Chart* to be found at the following link:

<https://www.uwyo.edu/education/files/documents/college-of-education-organization-chart-2019-2020.pdf>.

Other Units of the COLLEGE OF EDUCATION are described as follows:

University of Wyoming Laboratory School

The University of Wyoming Lab School is one of several laboratory settings and partner schools throughout the state that assist the college in fulfilling its teaching, research, and service missions. The primary functions of this setting include providing a quality learning experience for Kindergarten through eighth grade students, the development and dissemination of knowledge about how people learn and how to translate that knowledge into strategies of teaching and organizing educational systems to achieve those ends, and the provision of high-quality clinical experience for preservice teacher education students. As a public school within the Albany County School District #1, there shall be a Principal of the UW Lab School who has the responsibility to administer and supervise the school and to articulate and collaborate in relationships with the educational programs of the College. The Principal of the UW Lab School shall also serve on the Leadership Council as an ex-officio representative with employment through Albany County School District #1.

Wyoming School-University Partnership

The mission of the Wyoming School-University Partnership shall be to address collaboratively with the College of Education and Wyoming school districts the major areas of concern common to the education of school age youth in Wyoming. Authority to establish policy for the partnership shall be vested in a governing board that selects an executive director to provide administrative leadership for the partnership. The Wyoming School-University Partnership shall be a member of the National Network for Educational Renewal.

VI. STANDING COMMITTEES AND COUNCILS-METHODS OF ESTABLISHMENT, MEMBERSHIP, AND DUTIES

Standing Committees:

The College may establish such standing committees as are necessary to provide effective and representative governance. The membership, duties, and governing procedures for such committees shall be defined in the By-laws in consonance with any relevant UW Regulation.

Other Committees:

Ad hoc committees, as necessary for the administrative and academic welfare of the College, may be established by the Dean following consultation with the Leadership Council. The Dean shall have the responsibility of appointing other committees as he/she deems necessary to assist him/her in performing the administrative functions of the college.

VII. MEETINGS

The faculty of the College shall meet at the request of the Dean who shall preside, or on request of at least ten percent of voting members of the faculty. These meetings shall be conducted using Robert's Rules of Order. A quorum is achieved when 50 percent of the voting members of the Faculty are present. Proxy votes shall be accepted from voting members of the Faculty who are unable to attend meetings due to professional obligations; attending Faculty members may carry no more than one proxy each. All faculty voting by proxy shall be used to reduce the quorum count.

Meetings of the College of Education Faculty, Staff and Administration are scheduled monthly during the academic year and are advertised via a list serve email. Cancellation of meetings is advertised via a list serve email. Additionally, special College of Education Faculty, Staff and Administration Meetings may be called as needed by the Dean to deal with timely and important matters requiring faculty and staff input and approval.

College Leadership Council Meetings are scheduled monthly and advertised via a list serve email. Additionally, special College of Leadership Council Meetings may be called as needed to deal with timely and important matters requiring input and approval.

College of Education Dean's Office Meetings are held weekly at an appointed day and time each semester. Attendees include Associate Deans and School Directors but may also include other staff, administrators or faculty as invited.

At the College of Education Fall Retreat or First Fall College of Education Faculty, Staff and Administration Meetings, a State of the College address is given including budget information by the Dean.

The Dean shall be responsible for providing a system to annually evaluate the performance of each administrative officer of the College. This evaluation shall be conducted in accordance with established job descriptions and shall include written input from the Faculty for which the administrator has responsibility. These evaluations shall be considered in any reappointment procedures. Performance review meetings are scheduled annually as prescribed by University and College regulations and policies.

VIII. STANDING COMMITTEES

Leadership Council:

The Dean, Associate Deans, School Directors, Center Directors, Associate School Directors, and Executive Business Manager shall constitute the Leadership Council which shall be advisory to the Dean on administrative and instructional issues, and which shall represent the faculty in all academic endeavors. The Principal of the UW Lab School, the College Affairs Coordinator, and the Manager of Student Advising shall serve as ex-officio members of the Council. Other ex-officio members of the Council may be appointed at the discretion of the Dean. The Council will submit to the faculty-at-large for its deliberations important items that directly affect the college.

Tenure and Promotion Committee:

There shall be a Tenure and Promotion Committee composed of six faculty members in the College of Education, five holding the rank of associate or full professor and one holding the rank of associate or senior lecturer. Members on the committee shall serve staggered three-year terms with service typically beginning in August and ending in August. Each of the College's two schools shall have two representatives on the committee. A fifth member and the lecturer shall represent the College at-large. Two alternates shall be selected annually to serve a one-year term, if a regular member of the committee is not able to serve.

Each spring semester, the existing committee shall elect a Chair for the next academic year. The Chair's one-year term shall begin at the start of the fall semester. Each spring semester, the College will elect members to fill vacancies caused by the completion of a member's three-year term. The relevant School Director will provide the Dean with a list of school faculty members who are eligible and willing to serve as either a school, at-large, lecturer, or alternate representative. The Dean will prepare the ballot of the election of members to the committee. College faculty will be asked to vote for two candidates per school to fill vacant school representative seats and to vote for one lecturer and one at-large member. Candidates receiving the highest number of votes shall be selected. In the case that any school does not have an eligible faculty member willing to serve on this Committee, the Alternate will serve in the place

of that school representative. The term of the Alternate will not exceed one year; the At-Large Member will serve a term of three years.

The five-faculty holding the rank of associate or full professor shall review and vote on all faculty candidates for reappointment, promotion, and tenure in the College of Education, including review of applicants considered for tenure at the time of hire. The faculty member holding the rank of lecturer shall vote on academic professional candidates only, including those who are considered for associate or senior lecturer at the time of hire. The Committee provides recommendations to the Dean based on the vote of the Committee as stipulated in UW Regulation 2-7. In addition, this Committee shall review and make recommendation to the Dean regarding any requests for academic sabbatical leaves.

Technology Committee:

The Technology Committee shall advise an Associate Dean (to be appointed by the Dean) and make policy recommendations related to acquisition and use of educational technology within the College. The committee is also responsible for making recommendations for purchases. The committee will be composed of one faculty representative from each school and three students (at least one undergraduate and one graduate). New faculty committee members shall be identified by the respective School Directors each fall semester and begin their terms at the start of fall semester. Faculty committee members shall serve three-year staggered terms. Graduate student members will be appointed by the Associate Dean (Graduate); undergraduate student members will be appointed by the Associate Dean (Undergraduate). Student members shall serve a one-year term with the option to be reappointed. The committee shall annually select its Chair from among the appointed faculty members during the first meeting in the fall semester. The Associate Dean, Coordinator of Technology, and the Executive Business Manager are ex-officio members of this Committee.

Advisory Council on Teacher Education:

There shall be an Advisory Council on Teacher Education that will make recommendations regarding matters pertaining to teacher education such as accreditation, policy proposals, policy and procedures for admission to teacher education programs, advisement, curriculum review, and review of teacher education programs (as required by state and national agencies). This Council will advise the Associate Dean (Undergraduate) and the Dean on policy and program issues related to undergraduate education. The Chair of the Council will be elected from the voting membership during the spring semester prior to the expiration of the current Chair's term to serve a three-year term. Voting members of the Council shall serve staggered three-year terms except student members who shall serve a one-year term with the option to renew. Council members with voting rights shall be one representative from each of the following groups as identified by each group: a) the UW Lab School; (b) community college education faculty; c) the Director of the Wyoming School-University Partnership; d) the School of Teacher Education ; e) the School of Counseling, Leadership, Advocacy, and Design, f) a K-12 faculty member representing Residency mentor teachers, and g) faculty members representing education programs in both Music and Health/Physical Education. Two additional Council members with voting rights shall be one representative from elementary/early childhood undergraduate teacher

education majors and one from secondary undergraduate teacher education majors as identified by the Council. Votes shall be used to determine consensus recommendations for the Leadership Council, Associate Dean (Graduate), and the Dean, as appropriate. Members without voting rights shall be the Associate Dean (Undergraduate), the Manager of Student Advising in the Teacher Preparation and Advising Office, the Associate Dean of the College of Arts and Sciences as liaison to the College of Education, the Principal of the UW Lab School, and an administrative representative from a School-University Partnership district.

Advisory Council on Graduate Education:

For graduate matters, there shall be an Advisory Council on Graduate Education composed of the following: two faculty members as identified by the faculty from the School of Counseling, Leadership, Advocacy, and Design; two faculty members as identified by the faculty from the School of Teacher Education; two graduate students from the college; and the Associate Dean (Graduate) serving as an ex-officio (non-voting) member. Graduate student members will be appointed by the Dean. Faculty members shall serve a three-year term and graduate student members shall serve a one-year term with the option to renew. This Council will make recommendations regarding matters pertaining to graduate education such as curriculum and program revision, policy proposals, proposals for new degree programs (on and off-campus), and serve as an appeal board for graduate student affairs. This Council will advise the Associate Dean (Graduate) and the Dean on policy and program issues related to graduate education. Votes shall be used to determine consensus recommendations for the Leadership Council, Associate Dean (Graduate), and the Dean, as appropriate. The Chair of the Advisory Council on Graduate Education will be elected at the first fall meeting from the voting members. Responsibilities of the Chair of the Advisory Council on Graduate Education include calling meetings of the Advisory Council on Graduate Education; setting the agenda for each meeting, and facilitating each Advisory Council on Graduate Education meeting.

Advisory Council on Diversity:

For matters related to the enhancement and appreciation of diversity, there shall be an Advisory Council on Diversity composed of two faculty representatives from each school, one staff member elected by the staff of the college, one student from the college (appointed by the Dean), and with an Associate Dean (to be appointed by the Dean) serving as an ex-officio member. The Director of the Social Justice Research Center may serve as an ex-officio member. Faculty members on the Council shall serve staggered three-year terms. New committee members shall be identified each spring semester and begin their terms at the start of the next fall semester. Each spring semester the existing Council will elect a Chair from among the faculty members for the next academic year. The new Chair's term begins at the start of the next fall semester.

The Council is responsible for developing a three-year diversity plan for the college and updating the plan annually or as needed. The Council shall advise the Dean or the Dean's designee. The Council is also responsible for overseeing the implementation of this diversity plan aligned with the goals of the college and university academic and strategic plans in collaboration with the Dean, Associate Deans, the Leadership Council, and the university's Chief Diversity Officer.

Student Appeals Committee:

The Committee will hear student appeals concerning academic matters involving students, faculty, or administrative staff in the College of Education. (Only the following are accepted as a basis for appeal: capriciousness, prejudice, and error.) Composition of the Committee includes three faculty members and two student representatives (one graduate, one undergraduate) all of whom will be appointed (as vacancies occur) from the College of Education by the Dean at the start of each academic year. Committee members with vested interests in specific appeal cases are to request exclusion from these cases. Vested interest exclusions are to be approved by the Associate Dean (Graduate) of the College of Education. If necessary, alternates will be appointed by the Dean. The Associate Dean's (Graduate) office associate or designee will audio record and compile written minutes of each appeal hearing to be given, along with related materials, to the Associate Dean (Graduate). The term of service for the faculty representatives will be three years (staggered terms) and for the student representatives will be one year (can be reappointed for an additional two years). The Chairperson will be elected from the three faculty Committee members. The Chairperson will have voting privileges in all cases. The Committee will meet when notified by the Associate Dean (Graduate) of the College that an appeal is pending, or at other times agreed to by a majority of the members. A quorum for any meeting will be a majority (three) of the members, including one student representative. This committee will also serve as the Dean's designee for academic dishonesty hearings in accordance with UW Regulation 802.

IX. CURRICULUM OF THE COLLEGE

Establishing and/or changing curriculum requirements in the College of Education requires an approval chain as follows: a) program faculty; b) relevant school faculty (School of Counseling, Leadership, Advocacy, and Design OR School of Teacher Education); c) relevant standing committee approval (for undergraduate, the Advisory Council on Teacher Education (ACTE); for graduate, the Advisory Council on Graduate Education (ACGE); and d) the College Leadership Council. For all course and curriculum changes, once approval is obtained within the College of Education, university guidelines are followed as needed for additional approvals.

X. OTHER

DEGREES AND PROGRAMS.

A. Degrees

The degrees offered by the College shall be those specified in the UW Regulations.

B. Programs

The academic programs offered by the college and the requirements thereof are approved by the departments, the appropriate standing committees (such as Advisory Council on Graduate Education or Advisory Council on Teacher Education), and the University Course and Curriculum Committee, and are printed in the University Catalog.

XI. AMENDMENT OF THE BYLAWS

Consistent with UW 2-404, Bylaws must be approved by 2/3 of faculty quorum within the college, where a quorum is defined as 50% of the faculty within the College. Alternatively, the Bylaws may be approved by a majority of the faculty within the College. The Bylaws must be approved by the Provost and Vice President of Academic Affairs and must be reviewed every three (3) years.

Any faculty member of the College may propose amendments of the By-laws to the Leadership Council. The Leadership Council recommends to the Dean whether the proposal should be submitted to the faculty for a vote. If a vote is authorized, a ballot is sent out with the exact wording of the proposed change(s). The Dean's Office compiles, distributes, collects and counts the ballots. The majority decision of all votes cast shall be enacted.

XII. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

Exceptions to University Regulations and Standard Administrative Policies and Procedures must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

BYLAWS ACCEPTED AT FACULTY MEETING ON: [Electronic Vote, Qualtrics as Attached, July 8, 2019]

Approved by Provost: July 8, 2019

Revised: June 27, 2019 for Electronic Vote, Approved 7.8.19 as per attached print out from Qualtrics Ballot