

First Year & Pre-Major Program
Bylaws of the First Year & Pre-Major Program – Version 2
ACADEMIC OVERSIGHT COUNCIL BYLAWS
Approved on Apr 20, 2018
Amended on May 30, 2023

Preamble

The University of Washington Bothell First Year and Pre-Major Program Academic Oversight Council (hereafter “AOC”) is a body of faculty, staff, and students representing academic units, that serves as both a school and curriculum council. In collaboration with the Associate Vice Chancellor and Dean for Student Success (hereafter “AVCDSS”), the body determines, recommends, and approves all academic, personnel, and structural matters of the First Year and Pre-Major Program (hereafter “FYPP”) at the University of Washington Bothell (hereafter “UW Bothell”).

ARTICLE I. Members

1. Composition

The AOC will include a representative from each school at UW Bothell. Each School must be represented on the AOC either via appointment or election. If school representation isn’t fulfilled, they’re unable to vote on FYPP related matters, that may impact their schools as well. Either the AVCDSS or AOC Chair will reach out to campus partners for Members-at-Large. The council consists of the following positions:

- A. The AVCDSS as an ex-officio member.
- B. FYPP AOC Chair.
- C. Director of FYPP & Discovery Core Experience (hereafter “DCX”).
- D. UW Bothell Schools (Business; Educational Studies; Interdisciplinary Arts & Sciences; Nursing & Health Studies; and Science, Technology, Engineering, & Mathematics) will each elect a Faculty Representative: only voting faculty can serve per UW Faculty Code (Section 23-45 § D.1).
- E. Members-at-large (in alphabetical order; the term “staff” designates non-student staff):
 - i. Academic Librarian.
 - ii. Assistant Dean for Academic Advising (forthcoming).
 - iii. Associated Students of UW Bothell (ASUWB) student representative: must be a currently elected officer.
 - iv. Director of Composition.
 - v. Director of Learning & Teaching.
 - vi. Diversity Center staff representative: whenever possible, the Assistant Vice Chancellor for Diversity, Equity & Inclusion. If they are not available, the Diversity Center Director or other full-time staff. Student staff are ineligible.

- vii. FYPP Curriculum Coordinator.
 - viii. Graduate Faculty Organization (hereafter “GFO”) Councils’ FYPP representatives: (CCPB, CCAL, EC, CCASC).
 - ix. Office of Connected Learning staff representative.
 - x. Orientation & Transition Programs staff representative.
 - xi. Residential Life staff representative.
- F. Ad Hoc Members-at-large may be appointed by AOC Chair for the duration of an academic year, with approval from the AVCDSS, and can be renewed each year.

2. Voting Status

While all members can vote on unofficial matters (aka “straw vote”), the following defines official voting privileges, per UW Faculty Code (Section 23-45 § D.1):

- A. Faculty Representatives: full voting privileges, one vote per school.
- B. Members-at-Large: no voting privileges, regardless of faculty voting status.
- C. Ad Hoc Members-at-Large: no voting privileges, regardless of faculty voting status.
- D. AOC Chair: full voting privileges.
- E. Director of FYPP & DCX: no voting privileges, regardless of faculty voting status.
- F. AVCDSS: no voting privileges as ex-officio member.

3. Faculty Representative Eligibility

Faculty representatives must be voting faculty, according to criteria outlined by the UW Faculty Code, with a UW Bothell School Appointment.

- A. GFO will facilitate, via GFO Program Coordinator, spring quarter elections for terms to begin the following fall quarter.
- B. If a Faculty Representative takes leave (such as sabbatical), or is engaged in any activity requiring prolonged absence (such as study abroad), replacement members must be sought by the Chair.

4. Faculty Representative Term of Office

- A. Elected Faculty Representatives will serve for two years. They may serve subsequent terms if elected by the voting faculty of their respective schools, or related official process therein.
- B. If possible, duration of service will be staggered so as to prevent an entirely new AOC every two years.

ARTICLE II. Officers

1. FYPP AOC Chair Selection/Election Process & Eligibility

- A. AOC will elect a Chair from its voting membership (current or former) for the term of two years in May.

- B. In the second year of a Chair's term, and before the end of February of said year, the AVCDSS, current Chair, and Director of FYPP & DCX must create, disseminate, and facilitate an election or selection process for a new Chair. The AVCDSS, current Chair, and Director of FYPP & DCX may consult and/or seek approval on said process from FYPP AOC members at a meeting.
- C. AOC Chair may not concurrently hold a School Representative position (a temporary exception is made during the Spring incoming/outgoing transition months).
- D. AOC Chair must be full-time faculty, per GFO bylaws.

2. FYPP AOC Chair Responsibilities

- A. While the FYPP AOC Chair, FYPP/DC Director, and AVCDSS may all work collaboratively on necessary tasks, the following are the sole responsibilities of the Chair:
 - Plans and facilitates monthly AOC meetings.
 - Represents or finds representation for FYPP on other GFO committees.
 - May assist in the selection/election process of new Chair or Director of FYPP & DCX.
 - Additional duties as necessary per consultation with AVCDSS.

3. FYPP AOC Chair Compensation

- A. The chair shall receive 1 (one) course release, or an equivalent exchange of summer pay; the AVCSS must approve any changes to this compensation.

4. Director of FYPP & DCX Selection/Election Process & Eligibility

- A. In the second year of a Director's term, and before the end of February of said year, the AVCDSS, current Chair, and Director of FYPP & DCX must create, disseminate, and facilitate an election or selection process for a new Director. The AVCDSS, current Chair, and Director of FYPP & DCX may consult and/or seek approval on said process from FYPP AOC members at a meeting.
- B. Director of FYPP & DCX can be voting or non-voting faculty.

5. Director of FYPP & DCX Responsibilities

- A. While the FYPP AOC Chair, Director of FYPP & DCX, and AVCDSS may all work collaboratively on necessary tasks, the following are the sole responsibilities of the Director of FYPP & DCX.
 - Coordinates DC course application and selection process.
 - Provides DC and FYPP related training and professional development sessions.
 - Collaborates with Student and Academic Affairs offices on relevant First Year and incoming student events.
 - May assist in the selection/election process of new Chair or Director of FYPP & DCX.

- Additional duties as necessary per consultation with AVCDSS.

6. Director of FYPP & DCX Compensation

- A. Director of FYPP & DCX shall receive either 2 (two) course releases, or an equivalent exchange of summer pay; the AVCDSS must approve any changes to this compensation.

7. Additional Ex-Officio Support

- B. A FYPP administrator/staff member will serve as Recording Secretary of the AOC. In the Recording Secretary's absence, the Chair or Director will appoint a temporary Secretary.

ARTICLE III. Meetings

1. Regular Meetings

- A. The AOC will meet once a month, excluding summer quarter. Each quarter's meeting schedule will be established by the first week of the quarter or earlier, with assistance from the Recording Secretary.
- B. An agenda, supporting documents, and minutes from previous meeting of the AOC must be distributed at least 72 hours in advance of the meeting.
- C. Items may be added to the agenda of the meeting of the AOC by an official vote of a simple majority of voting members present at the meeting.
- D. Minutes will be reviewed and approved by an official vote.
- E. For the purpose of official voting in the AOC, a quorum will consist of fifty percent of all potential voting members.
- F. If, in an emergency, the Chair needs to call a meeting on short notice, they may do so, as long as there is approval from the AVCDSS, and quorum can be fulfilled.

ARTICLE IV. Ratification & amendment procedures

1. Ratification of these bylaws will require a two-thirds vote of a quorum of all voting members, provided the new bylaws are submitted in writing at least one week in advance. Such ratification can occur via electronic vote.
2. All amendments to these bylaws will require a two-thirds vote of a quorum of all voting members, provided the amendments are submitted in writing at least one week in advance. Such amendments can occur via electronic vote.
3. The Chair will appoint an ad hoc committee to review these bylaws at least once every five years.

ARTICLE V. Compatibility & Severability

These bylaws will be compatible with and subordinate to the bylaws of the UW Bothell Faculty Assembly, the authority and policies of UW Bothell, the authority and policies of the University of Washington, and the laws of the State of Washington and the United States of

America. If any portion of these bylaws is adjudged by any court of competent jurisdiction to be invalid, such judgments will not invalidate the remainder thereof.

ARTICLE VI. Diversity, Equity, and Inclusion (DEI)

FYPP is dedicated to fostering an inclusive learning environment for all of our students.

Adopted: April 20th, 2018

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