

BY LAWS

OF THE UNIVERSITY OF GUAM

SCHOOL OF ENGINEERING

ACADEMIC AFFAIRS COMMITTEE

ARTICLE I – NAME

In accordance with the University of Guam Board of Regents-Faculty Union *Agreement*, this representative body shall be called the School of Engineering Academic Affairs Committee (here in after referred to as the SENG-AAC).

ARTICLE II – MISSION OF THE SCHOOL AND OBJECTIVES OF THE SENG-AAC

The mission of the School of Engineering (SENG) is to provide outstanding undergraduate instruction in the fundamentals of engineering and the specialties of engineering that are of direct importance to Guam and other island communities of the West Pacific region. The SENG is committed to producing graduates of the highest professional caliber, with not only broad knowledge and skills, but solid professional and personal integrity. To complement its teaching mission, the SENG also fosters faculty and student engagement in community service and applied research on problems for which engineering approaches may help provide solutions.

The SENG-AAC is its central organ of internal governance for collective decision-making. The objectives of the SENG-AAC include: 1) providing avenue for consultation between the faculty and the administration; 2) involving faculty in academic decision making and strategic planning; 3) involving faculty in developing the school budget; 4) reviewing and making recommendations to the dean on proposed changes or additions to the school curriculum; and 5) reviewing and making recommendations to the dean of faculty and student travel grants, internal research grant, sabbatical leave applications, and other academic matters. Recommendations of the SENG – wide AAC shall be subject to the Dean's approval.

ARTICLE III – VISION STATEMENT

The SENG collaborates with sister institutions in the nation and the region, and with its fellow academic and research units at the University of Guam to provide state-of-the-art teaching, relevant service, and targeted research to foster economic development and enhance the quality of life of the residents of Guam and the region. The SENG is also a proactive and vigorous partner with the public and private sectors. Through its AAC, the SENG administration and faculty thus provide academic and community leadership on matters related to engineering instruction, service, and research to the University of Guam and communities it serves.

ARTICLE IV – MEMBERSHIP

SECTION 1. CRITERION FOR MEMBERSHIP

In accordance with the University of Guam Board of Regents-Faculty Union *Agreement*, the membership of the SENG-AAC shall be composed of at least the dean, associate dean, and all division chairs in the school. Existing AAC members may authorize additional members by majority vote. In May of each year, the AAC members shall elect one from among them to serve as chair for the coming academic year.

In accordance with the University of Guam Board of Regents-Faculty Union *Agreement*, the *SENG-AAC Committees consist of the Dean of the school, unit chair, two (2) students from school of engineering. Additional members must be approved by all unit faculty members.*

ADOPTED DECEMBER 14, 2016

ARTICLE V – OFFICERS AND THEIR DUTIES

Section 1. CHAIR. The Chair shall preside over all special and regular AAC meetings; develop the agenda for all special and regular AAC meetings; distribute the agenda to AAC members no later than two business days before the scheduled meeting; and encourage participative and group leadership within the AAC. If the Chair is unable to attend a meeting, then he or she shall appoint an acting Chair to preside over that meeting.

Section 2. RECORDER. The SENG-AAC shall have an ad hoc recorder who shall keep the minutes of the proceedings of all regular and special AAC meetings, and make available in the SENG dean's office a copy of the approved minutes of all regular and special AAC meetings. With the exception of the chair, the position of recorder shall rotate among the SENG-AAC members. Based on alphabetical order, a different AAC member shall serve in this position at each meeting.

ARTICLE VI – MEETINGS

Section 1. REGULAR MEETINGS. Regular SENG-AAC meetings shall be held at least monthly, or as needed, at the decision of the chair.

Section 2. SPECIAL MEETINGS. Special meetings may be called by either: 1) the chair; or 2) a majority of the SENG- AAC members.

Section 3. MINUTES. Minutes of each regular and special SENG-AAC meeting shall be kept, regardless of whether or not a quorum was present. The minutes shall show, as a minimum, each member in attendance and the formal decisions that were made.

Section 4. QUORUM. A quorum shall be most of the SENG-AAC members.

Section 5. VOTING. Voting is limited to faculty members.

Section 6. PROHIBITION ON PROXY VOTING. Voting by proxy is prohibited in all SENG-AAC meetings.

ARTICLE VII – COMMITTEES

Section 1. CURRICULUM COMMITTEE. SENG shall have a Curriculum Committee composed of one person elected each April from each division in SENG to serve a one-year term starting at the beginning of each academic year. One SENG administrator appointed by the dean shall also serve as a member. In May of each year, the AAC members shall elect one from among them to serve as chair for the coming academic year. It shall be the duty of this committee to recommend to the dean any substantive or non-substantive changes to courses and programs (graduate and undergraduate) that fall under the preview of SENG.

Section 2. SPECIAL COMMITTEES. By a majority vote of the SENG-AAC members, special committees may be created whenever the SENG-AAC shall from time to time deem them necessary to carry on the work of the SENG-AAC.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order** shall govern all SENG-AAC meetings to which they apply and in which they are not in consistent with the By laws and not in consistent with any special rules of order that the SENG-AAC may adopt.


ARTICLE IX – AMENDMENTS

Amendments to the By laws may be made at any regular meeting of the SENG-AAC by a vote of two-thirds of the AAC members, provided that the amendments have been submitted in writing at the AAC's previous regular meeting, and the SENG-AAC Unit Representatives have had an opportunity to discuss the amendments with their Units. Unless otherwise noted in the amendment, an amendment shall become effective immediately after the SENG-AAC approves of the amendment.

RATIFIED:


Shahram Khosrowpanah, Ph.D., P.E.


Pyo-Yoon Hong, Ph.D., P.E.


Dr. Ujwalkumar D. Patil, P.E.


Dr. Xiangxiong Kong, P.E.


Dr. Jeffrey Y. Cheng, P.E.

AMENDMENTS:

September 27, 2019