



**UNIVERSITY  
OF GUAM**

**Unibetsedåt  
GUAHAN**

**College of Natural and Applied Sciences**

*Office of the Dean*

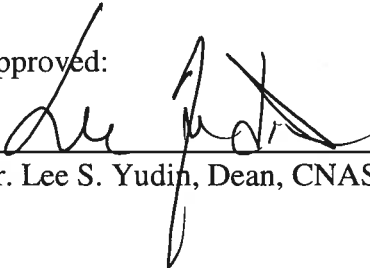
November 23, 2010

Memorandum

**TO:** Dr. Lee S. Yudin, Dean, CNAS  
**FROM:** Dr. Henry J. Taijeron, Chair, CNAS Assessment Committee (CNAS-AC)  
**SUBJ:** Approval of CNAS-AC Bylaws

Attached is the CNAS-AC proposed Bylaws for your approval and endorsement. This proposed bylaws was approved by the CNAS-AC at our November 5, 2010 meeting.

Approved:

  
\_\_\_\_\_  
Dr. Lee S. Yudin, Dean, CNAS

  
\_\_\_\_\_  
Date

Attachment



## BYLAWS FOR THE CNAS ASSESSMENT COMMITTEE (CNAS-AC)

We, the Faculty of the University of Guam's College of Natural and Applied Sciences (hereinafter referred to as CNAS), in order to fulfill our shared responsibility in University academic governance, formally establish these *Bylaws* by which the CNAS Assessment Committee shall operate.

### ARTICLE I – NAME

This representative body shall be called the College of Natural and Applied Sciences Assessment Committee (hereinafter referred to as the CNAS-AC).

### ARTICLE II – OBJECTIVES

The objectives of the CNAS-AC shall be:

1. Foster a college-wide culture of assessment through the consultation of all CNAS faculties regarding the development and implementation of assessment plans and procedures;
2. Develop, implement and monitor a comprehensive college assessment plan;
3. Collect and identify assessment results for CNAS;
4. Provide training, technical support and helpful resources for the college's assessments;
5. Share survey and assessment outcome data among the CNAS community and UOG;
6. Report all assessment activities to the University Wide Assessment Committee;
7. Work closely with the administration to establish an adequate budget for assessment activities;
8. Create and maintain a college assessment web site.

### ARTICLE III – MEMBERSHIP

The membership of the CNAS-AC shall be composed of one representative appointed by the Dean and at least one representative from each of CNAS's undergraduate and graduate degree programs. The undergraduate degree programs offered by CNAS are Biology, Chemistry, Computer Science/Computer Information Systems, Consumer and Family Sciences, Social Work, and Tropical Agriculture, and the graduate degree programs are Environmental Science and Biology.

### ARTICLE IV: CNAS-AC OFFICERS, THEIR ELECTION, AND THEIR DUTIES

#### A. NUMBER OF OFFICERS

The CNAS-AC shall have a Chair and a revolving recorder.

**B. ELECTION OF THE CHAIR**

Members of the CNAS-AC shall elect the Chair in the month of May before the end of the spring semester of each academic year. Only members of the CNAS-AC may serve as Chair and the vote shall be by secret ballot. Each term shall be for one year, and the terms shall start at the beginning of each Fall semester.

**C. DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD**

The duties of the officers of the Executive Board shall be as follows:

1. The Chair shall:
  - a. preside over all special and regular CNAS-AC meetings;
  - b. develop the agenda for all special and regular CNAS-AC meetings and distribute the agenda to CNAS-AC members no later than two business days before the scheduled meeting;
  - c. make available in the CNAS Dean's office a copy of the approved minutes of all regular and special CNAS-AC meetings; and
  - d. encourage participative and group leadership within the CNAS-AC.
2. The Revolving Recorders shall keep the minutes of the proceedings of all regular and special CNAS-AC meetings.

<b>ARTICLE V – MEETINGS</b>
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**A. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* shall govern all CNAS-AC meetings to which they apply and in which they are not inconsistent with the *Bylaws* and not inconsistent with any special rules of order adopted by the CNAS-AC membership.

**B. QUORUMS AND PROHIBITION ON PROXY VOTING**

1. A quorum for conducting business shall be a majority of the CNAS-AC members.
2. Voting by proxy is prohibited in all CNAS-AC meetings.

**C. SCHEDULE FOR MEETINGS**

The regular CNAS-AC meetings shall be held at least once a month in each semester, and the CNAS-AC members shall determine the specific dates. Minutes of each regular and special CNAS-AC meetings shall be kept, regardless of whether or not a quorum was present. The minutes shall show, as a minimum, each member in attendance.

D. AGENDAS FOR CNAS-AC REGULAR MEETINGS

The order of business on agendas for all CNAS-AC regular meetings shall be:

1. Call to order by the presiding officer
2. Reading and approval of the minutes of the previous meeting
3. Announcements
4. Unfinished business
5. New business
6. Open Forum
7. Adjournment

**ARTICLE VI – AMENDMENT PROCESS**

Amendments to the *Bylaws* may be made at any regular meeting of the CNAS-AC by a vote of two-thirds of the CNAS-AC members, provided that the amendments have been submitted in writing at the CNAS-AC's previous regular meeting, and the CNAS-AC members have had an opportunity to discuss the amendments with their Degree Program Faculties. Unless otherwise noted in the amendment, an amendment shall become effective immediately after the CNAS-AC approves the amendment.

**ARTICLE VII – APPROVAL AND ENDORSEMENT**

Approved and Endorsed by the Dean Fall 2010

\* Source: CLASS-AAC and CNAS-AAC Bylaws

