

BYLAWS of the LEARNING ENVIRONMENT COMMITTEE

Approved by Mercy College Senate on Friday December 8, 2017

Article I: Name

This committee shall be known as “LEARNING ENVIRONMENT COMMITTEE,” hereinafter referred to as the “LEC” or simply, “the Committee.” This committee shall serve as a standing committee of the Faculty Senate.

Article II: Purpose

This committee shall act in an advisory capacity, making recommendations regarding:

- Facilities strategic plans for formal and informal learning spaces
- Information Technology strategic plans involving educational technology
- Other administrative processes concerning faculty and student access to optimum learning environments

To fulfill this purpose, the committee shall perform the following:

- Review proposals and make recommendations in matters pertaining to formal, informal and virtual learning environments including the uses of technology in education such as:
 - Policies and procedures that encourage and facilitate optimum faculty uses of technology and learning spaces.
 - Training and support of the learning environment and technology.
 - Development and evaluation of any programs involving the use of computers and/or telecommunications technology for instruction.
 - Integration and evaluation of the effectiveness of technology used in the curriculum
 - Classroom AV and technology systems
 - Network and power access to support instruction
 - Classroom design: layouts and furniture
 - Formal and informal student study spaces
- Recommendations shall be made to the Faculty Senate.
- The Committee will communicate with and involve the Teaching and Learning Advisory Committee, as appropriate, in areas of overlap of pedagogy with technology and learning space design.
- Perform all reasonable functions not enumerated here that are in keeping with the purpose of the committee.

Article III: Members

§1: Composition of the Committee

The Committee shall consist of 14 members of the full-time core faculty selected as follows:

- A minimum of two faculty representatives from each of the 5 Schools
- Two at-large faculty members (from 2 different schools)
- One member from the library
- One representative member from the senate

The committee shall also include the following 7 administrative staff members, who shall serve, *ex-officio*, as non-voting members of the committee:

- The Provost or designee
- Director of Information Technology
- Chief Information Officer
- Mercy Facilities Manager
- Director of Online Learning
- Director of Office of Teaching Excellence & Engaged Learning or designee
- Enrollment Services representative

§2: Eligibility for Membership:

The qualifications for faculty membership are core full-time faculty named by the Senate, upon the recommendation of its Committee on Committees, following the membership guidelines stated above.

§3: Membership Terms:

A faculty member's term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of 3 years. A faculty member who has served on the committee for six consecutive years will have reached the term limit and cannot seek reappointment to this committee at the end of his/her term; s/he must wait for a minimum of one year before seeking to return to the committee. However, a committee member may serve out the entire duration of their current term, even if it ends after the sixth consecutive year. There are no term limits for *exofficio* members.

Terms of membership should be staggered so that no more than half of the members' terms expire in any one year. The Committee shall meet with the Senate's Committee on Committees to jointly determine which committee members' terms may be extended or diminished in order to stagger the terms.

§4: Removal of Members

If a designated committee member misses 3 consecutive meetings, without explanation to the chair, the member will be contacted by email by the chair and asked to confirm participation. If there is no positive response, after the 4th absence, the committee member may be removed from the committee by a two-thirds (67%) vote of the committee and the Senate will be contacted to appoint or elect a new member to fill the open position on the committee.

Article IV: Officers

§1: Officers

The Committee shall have the following 2 officers:

- Chair
- Secretary

§2: Election of Officers

The Committee shall elect its officers from among its membership by election by a vote of the membership at the last meeting of each academic year from members whose term of office have at least one year remaining.

§3: Duties of the Chair

The responsibilities of the Chair are as follows:

- Schedule meetings of the Committee
- Preside at all meetings of the Committee
- Responsible for forwarding the agenda and any other pertinent documents that may be needed by the membership at least one week prior to each meeting, if possible.
- Responsible for assuring that Committee goals and objectives are established each academic year
- Reporting to Faculty Senate and submitting an annual report at the close of each academic year

§4: Duties of the Secretary

The responsibilities of the Secretary are as follows:

- Recording meeting minutes, which will include attendance
- Providing copies of documents to committee members
- Maintaining the records of the committee.

In the event that the Chair is absent from a meeting, the Secretary shall lead the meeting.

§5: Vacancies

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until an election can be held. (See *§2: Election of Officers*, above.)

Article V: Meetings

§1: Regular Meetings

The committee will conduct regular meetings at least two times each semester. Committee meetings shall be scheduled at such times as to allow the greatest number of members to attend. Meeting announcements will be made through Outlook Calendar invitations and email.

§2: Quorum

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half (50%) of the total number of voting members, plus one. In meetings where the bylaws are amended, two-thirds (67%) of the voting members, plus one, are required.

§3: Special meetings, as needed:

In order to allow the committee to conduct additional business outside of the its regular meetings, special meetings may be held.

§4: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where a quorum is not reached or for other exigencies. Members will be notified of cancellations through cancellation of the meeting in Outlook Calendar and email.

§5: Other Meeting Modalities

Participation by modes other than in-person (e.g. conference call, video conferencing) is permitted. Some business may be conducted through email.

§6: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any committee member. The Secretary is responsible for archiving the minutes.

§7: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings is allowed

Article VI: Subcommittees

The committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or *ad hoc* basis. Because of this committee's collaboration with the Teaching and Learning Advisory Committee, subcommittees may include participants who are not members of the committee.

Article VII: Parliamentary Authority

In questions of parliamentary procedure, the committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the *Constitution for Faculty Participation in the Governance of Mercy College*.

Article VIII: Reports

The committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the committee must be reported to the Senate, and the committee shall submit an annual report of committee business to the Senate.

Article IX: Transfer of Records

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the committee including, but not limited to: bylaws, minutes, and standing rules & procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the committee's records to the Secretary of the Faculty Senate.

Article X: Amendment of Bylaws

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.