University Explorations Advisory Council  
(UE Council)

Effective Date: October 29, 2013

The UE Council is the primary advisory body of the Saint Leo University General Education curriculum. The UE Council was charged by the Saint Leo University Administration and advises the Dean of the School of Arts and Sciences. The UE Council works in consultation with the Faculty as well as the Saint Leo University Senate’s Undergraduate Curriculum Committee and the Vice President for Academic Affairs.

**Article I - Guiding Principle and Mission of the UE Council**

The guiding principle for the UE Council is to improve the Saint Leo University General Education program. To carry out its mission the Board of Directors will

a) Communicate with the entire Saint Leo University community, including prospective students and parents about the mission, goals and objectives and the value of the UE curriculum,

b) Assist in improving and maintaining the quality of the UE curriculum and the quality of the teaching and learning experience in all locations and delivery methods,

c) Review the Saint Leo University Undergraduate Catalog to ensure accurate description of the UE requirements,

d) Evaluate the extent to which UE courses are helping students meet the UE goals and objectives

e) Collaborate with Assessment & Institutional Research, Assessment, Research, and Planning Committee and the appropriate academic departments in the ongoing assessment of UE courses, and

f) Develop and maintain student advising guidelines based on the UE curriculum.

**Article II - Membership**

1. The Board will comprise a minimum of seven voting members, including no fewer than five full-time faculty from any of the university campuses. The Board will also include non-voting members.

2. Standing Members

Voting Members:

No fewer than Five Full-Time Faculty Members (at least one from each school and the library)  
Associate Vice President for Continuing Education
Non-Voting Members:

Representative from the Office of Assessment and Institutional Research
Registrar
Dean of School of Arts and Sciences

3. Faculty Membership

The faculty position on the UE Council is open to all full-time faculty. The Board will comprise no fewer than five faculty members, at least one from each school and the library. Faculty members are expected to attend each meeting.

4. Selection

Openings on the UE Council will be announced during the January Faculty Meeting. To be selected to the board, interested persons should submit to their dean or director of library a brief statement of how they envision contributing to the development of the UE general education program along with a copy of their current curriculum vita. All applications will be collected by the deans and the director of the library and forwarded to the Vice President for Academic Affairs. Final selection of new members will be made by the Vice President for Academic Affairs in consultation with the academic deans and the director of the library.

5. Term Limits

Each faculty member shall serve four-year terms. To ensure continuity on the board, the position of Past-Chair will be established each year. In addition, no more than half of the faculty representatives will rotate off during any given year.

6. Planned Leave

Voting members who plan to miss more than half of the meetings in an upcoming academic term(s) shall alert the Chair, in writing, before the last scheduled meeting of the board for the current academic term. The Chair will notify the board members of the extended absence of a voting member during the next scheduled board meeting. The Chair will ask the member’s dean, director, or V.P. to appoint a limited-term replacement of the voting member to serve on the board for the duration of the absence. At the end of the appointment, the returning voting member will resume membership on the board.

7. Voting Member Resignation
If a voting member is unable to fulfill the full length of the appointed term, the voting member shall notify the Chair. The voting member’s dean/director/VP will begin the process outlined in Article II, Section 4 to select a replacement to begin a new four-year term.

8. Chair Selection and duties

The chair for the following year will be selected by the voting members of the UE Council during the last meeting of each year. Each full-time faculty Board member is eligible to chair the Board for one year on a rotating basis beginning on August 16 of the then current year and ending on August 15 of the following year. The Chair of the Board will receive one course release per academic year and will receive additional compensation of approximately 1/9 of his/her salary for work over the summer months. Duties of the chair include designing the meeting agendas, scheduling the meetings, and coordinating the efforts of the Board.

9. Secretary duties

Any member of the board can serve as the secretary of the UE Council. The Secretary will serve a one-year term and will be selected at the first meeting of the year. The secretary will take minutes at each meeting. The minutes then will be distributed first to the members of the UE Council and then will be posted on the Saint Leo University Intranet under Academic Affairs.

8. Past-Chair Selection and duties

The chair from the previous year will assume the title of Past-Chair effective August 16 of the then current year and ending on the last meeting of the spring semester. The Past-Chair will serve as an advisor, upon request, to the Chair, and if need be, lead any UE Council meeting if the Chair cannot attend.

**Article III - Voting**

Voting shall be done using the *Robert’s Rules of Order*. Decisions will be made by the simple majority vote. However, as notes in Article IV (below), a simple majority of voting members of the UE Council must be present for an official meeting to take place.

**Article IV - Meetings**

1. Frequency

The chair will provide a schedule of meetings for each semester at the first meeting of the academic year. Regular meetings will be held during the academic year. The chair may call special meetings as needed.
2. Quorum

For an official meeting to take place, quorum must be achieved. Quorum is defined as having a simple majority of the voting members of the UE Council.

3. Minutes

The minutes shall be e-mailed by the secretary to each member of the committee. Members should submit any corrections to the minutes to the secretary within 48 hours. The secretary will then post the corrected minutes.

Article V – Revision of Bylaws

1. Members will notify the Chair to include an agenda item for the next board meeting to discuss a proposal to alter or amend the bylaws. The proposal should include the proposers’ names and the rationale. The proposal may offer to:
   a. Strike out words, sentences, or paragraphs
   b. Insert (or add) words, sentences, or paragraphs, and/or
   c. Strike out and insert (or substitute) words, sentences, or paragraphs.
2. During the meeting to discuss the proposal, the proposer may choose to withdraw the proposal for further work or withdraw the proposal completely. A member must offer a motion to approve the proposal to allow the board to vote for passage.
3. Any motions to approve changes to the bylaws must receive a two-thirds vote.