



# ST. THOMAS UNIVERSITY

## Global American Learning

### SELF-EVALUATION COMMITTEE

### BY-LAWS

#### TABLE OF CONTENTS

##### **I. Composition and Responsibilities**

- A. Name and Role
- B. Duties and Responsibilities
- C. Membership
- D. The Self-Evaluation Committee President
- E. The Secretary

##### **II. Meetings and Procedures**

- A. Meeting Days and Special Meetings
- B. Agenda
- C. Members Absences
- D. Procedural Rules on Debate
- E. Votes
- F. Quorum
- G. Minutes

##### **III. Revision of the By-Laws**

- A. Revision of the By-Laws

## I. COMPOSITION AND RESPONSIBILITIES

### A. NAME

The name of the organization shall be the Self-Evaluation Committee of St. Thomas University (hereafter referred to as “the Self-Evaluation Committee.”)

### B. DUTIES AND RESPONSIBILITIES

This Committee is responsible for monitoring and assuring compliance with licensure rules and procedures and continuously evaluating the quality of STU’s programs and student services.

In particular, the Self-Evaluation Committee shall monitor and evaluate the quality of the following standards:

- Mission and Purposes
- Planning and Evaluation
- Organization and Governance
- The Academic Program
- Faculty
- Students
- Library and other Information Resources
- Physical and Technological Resources
- Public Disclosure
- Integrity

The Self-Evaluation Committee may recommend action to Staff, Faculty, Departments, Provost, and Academic Senate and to all the other subjects, committees, and officers at STU.

The Self-Evaluation Committee can request all the STU community members’ documents, data, and information necessary for its evaluations.

All the Self-Evaluation Committee members must attend Self-Evaluation Committee meetings whenever possible.

### C. MEMBERSHIP

The Self-Evaluation Committee is composed of the following:

- University President
- Provost
- Director of Institutional Advancement
- Chief Financial Officer
- Risk Manager
- Departments Chair
- Librarian
- Three faculty members
- Two students
- Two administrative staff

Faculty and students will elect representatives for the Self-Evaluation Committee.

The President will choose the two administrative staff members.

Attendance of appointed members at Self-Evaluation Committee meetings is mandatory.

All members will serve one-year terms and may be re-elected or reappointed for additional terms.

### D. THE FACULTY SELF-EVALUATION COMMITTEE PRESIDENT

The STU President presides over the Self-Evaluation Committee. The Self-Evaluation Committee President:

- convenes the meetings of the Self-Evaluation Committee
- chairs the meetings of the Self-Evaluation Committee unless relinquishing the chair for a specific purpose
- sets the agenda for each meeting of the Self-Evaluation Committee
- promotes the purpose of the Self-Evaluation Committee as defined in the University By-Laws, catalog, and handbooks
- appoints the Self-Evaluation Committee Secretary choosing among the Committee members.

**E. THE SECRETARY**

The Self-Evaluation Committee elects its Secretary at the first annual meeting. The Secretary serves a one (1) year term of office. For severe and proven reasons, their tenure may be dismissed in advance by the Self-Evaluation Committee President. The Secretary could be reconfirmed in office by the Self-Evaluation Committee President after the end of the term.

The Secretary takes minutes of all Self-Evaluation Committee meetings and prepares them for distribution after obtaining the draft's final approval by the Self-Evaluation Committee President.

The Secretary will be the custodian of the records of the Self-Evaluation Committee. They are responsible for distributing copies of the approved minutes to interested people.

**II. MEETINGS AND PROCEDURES****A. MEETING DAYS AND SPECIAL MEETINGS**

The Self-Evaluation Committee shall meet at least once every two months during the year. The Self-Evaluation Committee will organize and approve the meeting schedule during its first meeting at the beginning of each calendar year.

The Chairman of the Self-Evaluation Committee may call extraordinary meetings of the Self-Evaluation Committee. The convening of a special meeting is subject to the submission of a petition certified by the Secretary of the Self-Evaluation Committee that contains the signatures of at least two members of the Self-Evaluation Committee, in which case, the meeting must be scheduled no later than three academic days from the date on which the petition was certified.

In the case of special meetings, members of the Self-Evaluation Committee will be notified by e-mail, at the STU office e-mail address, by the Chair of the Self-Evaluation Committee one week before the meeting.

The Chair may cancel or reschedule a regularly scheduled meeting in an emergency.

**B. AGENDA**

Agenda items must be sent to Self-Evaluation Committee members via e-mail at least three days before each meeting.

The chairperson of the Self-Assessment Committee is responsible for the agenda.

Discussion at Self-Evaluation Committee meetings will be limited to the items on the agenda. Any exceptions will require the explicit approval of the Self-Evaluation Committee at the meeting.

**C. MEMBER ABSENCES**

Each member must notify the Self-Assessment Committee Chair of the reasons for not attending Self-Assessment Committee meetings to be excused.

The Chairperson may consider disciplinary measures if a member is unexcused absent for three (3) regularly scheduled Self-Evaluation Committee meetings in an academic year.

**D. PROCEDURAL RULES ON DEBATE**

Discussion of a motion or agenda item must be relevant to the motion or article. The Chair of the Self-Evaluation Committee shall determine whether the debate deviated from the motion/item under consideration.

**E. VOTES**

A show of hands takes all votes on motions unless the chair of the Self-Evaluation Committee requests a secret ballot. Such votes are born with a paper ballot.

In the case of a hand ballot, the chairperson will designate a person to count. In the case of a secret ballot, the ballot will be taken by the Secretary, who will report the results to the Chairman of the Self-Evaluation Committee. Members may not cast votes in absentia.

**F. QUORUM**

Each meeting of the Self-Evaluation Committee is official if a majority of the voting members are present. A majority vote applies to this committee. In case of a tie, the chairperson's vote prevails. Abstentions are not counted.

**G. MINUTES**

The secretary of the Self-Evaluation Committee shall take minutes of all meetings of the Self-Evaluation Committee.

Any motion made and seconded at the meeting must be recorded in the minutes. The outcome of each motion must be made clear with the vote recorded in the minutes, along with a summary of the discussion.

The minutes will be corrected and approved by the Chair of the Self-Evaluation Committee. Approved minutes will be distributed to members of the Self-Assessment Committee, Senators, and other stakeholders.

**III. REVISION OF THE BY-LAWS****A. REVISION OF THE BY-LAWS**

The President of the University may propose changes to these Bylaws to the Board of Trustees. The Board of Trustees will ultimately rule on all proposed revisions.