

CETYS UNIVERSITY

ACADEMIC SENATE

DEFINITION, PURPOSE, STRUCTURE AND FUNCTIONS OF THE ACADEMIC SENATE.

Note: This information is public and may be found on the CETYS Institutional webpage at <http://www.cetys.mx/?page=374&pp=374>

The Academic Senate of CETYS University is an organ whose purpose is to advise and make recommendations to the Presidency in academic matters fundamentally, but not exclusively limited to these. In consequence, the Academic Senate will have the purpose of analyzing, evaluation, recommending and participating in the formulation and application of policies relating to academic planning and organization, curriculum design and review, competitiveness and quality of the curriculum, academic normative aspects, faculty development and promotion, student life, as well as any activities that are complementary to docent tasks.

Additionally, the Academic Senate has the following functions and faculties:

1. To be a forum that attends and analyzes faculty and student proposals with regards to the well functioning of the Institution, and, when pertinent, present them to the Presidency.
2. Inform the community of the university, the results of the functions and projects of the Academic Senate.
3. Continuous improvement of the Academic Senate, its structure, functions and processes.
4. The Academic Senate may call upon Consult Groups, with the purpose of gathering points of view, inquiries and proposals. Consult Groups are groupings of professors and/or students, that are independent of the Academic Senate, for example: Student Bodies, Academies, etc.
5. The Academic Senate can create Committees that are comprised of members of the Academic Senate, as well as faculty and students, and will be transitory, due to the fact that they are established to attend and manage specific projects with a finite duration.

The Academic Senate is comprised of two parts, one that represents the faculty, also known as Elected Senate, who are elected by the faculty (two Senators per College: Social Sciences & Humanities, Business, Engineering). The members of the Elected Senate must be full time or half time faculty of the Institution and not have administrative positions in the Institution. The Elected Senate has voice and votes in the decisions of the Academic Senate.

The other part of the Academic Senate is comprised by designated members, which are the Vice-president of Academic Affairs, the Director of Academic Planning and Effectiveness and the College Directors (Social Sciences & Humanities, Business, Engineering). The designated members have voice and vote in the decisions of the Academic Senate.

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AGENDA OF THE ACADEMIC SENATE.

INTRODUCTION.

The annual agenda for the Academic Senate is established based upon the previously described purposes and functions.

The agenda establishes, in first instance, the ordinary meetings, in which topics relating to the following aspects will be addressed:

- 1) Academic planning and organization.
- 2) Curriculum design and review.
- 3) Competitiveness and quality of the curriculum.
- 4) Academic policies and normative aspects.
- 5) Faculty development and promotion.
- 6) Student life.

One general assembly meeting is suggested to close the 2009 cycle, the date, time and agenda of which is to yet to be defined.

METHODOLOGY FOR ORDINARY MEETINGS.

Ordinary meetings are open to the public, and in each, topics relating to the aforementioned academic aspects will be addressed, and for the work to be effective and to comply efficiently with the primary functions of the Senate, also mentioned before, the following methodology is suggested:

- a) The topics for the ordinary meetings will be previously defined in an annual agenda. Other topics may be added, with previous indication or as part of the General Aspects section of the meetings. Also, extraordinary meetings may be called to address important topics that may arise. The annual agenda will be public and known to the CETYS community.
- b) All the required documentation relating to the topics to be addressed in the ordinary meetings, will be available previous to each ordinary meeting, via Blackboard, so Senate members, Consult Groups, Committees, faculty and students may review and study them.

- c) It is the responsibility of each member of the Senate to analyze and study in detail the available documentation relating to the topics to be addressed, previous to the ordinary meeting, with the purpose of having observations and concrete comments for the meeting.

- d) It is the responsibility of each group of Senators that represent a particular College to establish mechanisms by which faculty and students may communicate points of view, inquiries and proposals relating to the topics under discussion, and implement these mechanisms in a timely manner, so the points of view, inquires and proposals may be presented in the ordinary meetings.

- e) The dynamic for the ordinary meetings will be first to present a brief overview of the topics to be discussed, which may be done by members of the Senate, Consult Groups, Committees, or individual faculty or students; then a round table discussion of points of view, inquires and proposals will be done regarding the topics under discussion; closing with a definition of agreements, tasks and if necessary the definition of committees to attend specific aspects discussed in the meeting.

ANNUAL AGENDA FOR 2009.

| ORDINARY MEETING | MONTH | DATE | ACADEMIC ASPECT / GENERAL TOPIC | SPECIFIC TOPICS |
|---------------------------------|--------------|---|---|---|
| 1 | JULY | FRIDAY JULY 24 TH 11:00 AM VIDEOCONFERENCE MEETING ROOM FOR EACH CAMPUS | ACADEMIC SENATE | ✓ Normative Reference Framework ✓ Annual Agenda |
| 2 | AGOSTO | FRIDAY AUGUST 21 ST 11:00 AM VIDEOCONFERENCE MEETING ROOM FOR EACH CAMPUS | 1) Academic Planning and Organization. | ✓ CPR IA WASC ✓ WASC PLANNING |
| 3 | SEPTIEMBRE | FRIDAY SEPTEMBER 18 TH 11:00 AM VIDEOCONFERENCE MEETING ROOM FOR EACH CAMPUS | 5) Faculty Development and Promotion. | ✓ INTEGRAL FACULTY DEVELOPMENT PLAN |
| 4 | OCTUBRE | FRIDAY OCTOBER 16 TH 11:00 AM VIDEOCONFERENCE MEETING ROOM FOR EACH CAMPUS | 5) Faculty Development and Promotion. | ✓ SERP |
| 5 | NOVIEMBRE | FRIDAY NOVEMBER 13 TH 11:00 AM VIDEOCONFERENCE MEETING ROOM FOR EACH CAMPUS | 2) Curriculum design and review. 3) Competitiveness and quality of the curriculum. | ✓ PERIODIC ACADEMIC PROGRAM REVIEW POLICY |
| 6 | DICIEMBRE | FRIDAY DECEMBER 11 TH 11:00 AM VIDEOCONFERENCE MEETING ROOM FOR EACH CAMPUS | 4) Academic policies and normative aspects. 6) Student life. | ✓ ACADEMIC RULES AND POLICIES ✓ STUDENT LIFE ASPECTS |
| GENERAL ASSEMBLY MEETING | MONTH | DATE | ACADEMIC ASPECT / GENERAL TOPIC | SPECIFIC TOPICS |
| 1 | DICIEMBRE | TO BE DEFINED | TO BE DEFINED | TO BE DEFINED |



Jorge Sosa López

Ing. Jorge Sosa López
President of the Academic Senate