



Bylaws of the Communication Program

Adopted Spring 2015

ARTICLE 1. Name

The name of the unit shall be the Communication Program of California State University Channel Islands (hereafter referred to as “the Program”).

ARTICLE 2. Mission Statement

CI's Communication Program is dedicated to developing students' understanding of human communication processes as symbolic and meaningful, with particular emphases in (a) health communication, (b) environmental communication, and (c) nonprofit/organizational communication. Students who complete the Communication Program will be able to apply communication competencies in a community engagement/service learning environment, thus, preparing them to take responsibility for their future (inter)actions within their local and global communities.

ARTICLE 3. Program Outcomes

CSUCI Communication Program graduates will be able to:

- A. Create and analyze both oral and written messages.
- B. Collaborate with others in culturally diverse groups.
- C. Analyze and create solutions to interpersonal, organizational, and community conflict.
- D. Apply communication theory to specific content areas of health, environmental, or nonprofit/organizational.
- E. Execute a variety of research methods to evaluate and explain human communication processes by using a variety of research methods.
- F. Apply communication competencies in a community engagement/service learning environment.

ARTICLE 4. Program Membership and Duties

- A. All tenured and probationary faculty hired within the Program are voting members.
- B. Voting members shall attend Program meetings.
- C. Lecturers teaching communication courses are voting members and are invited to attend all Program meetings.
- D. FERP faculty shall be non-voting members and are invited to attend all Program meetings.



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- E. Tenured and probationary faculty members are expected to participate in the work of the University through Academic Senate committees or University committees/task forces.
- F. Tenured and probationary faculty members are expected to participate in Disciplinary Search Committees or through Program assignments such as Program Assessment, Honors society advisor etc.
- G. The Chair shall be responsible for requesting assigned time as needed and for assigning faculty as advisors or other duties with assigned time. Assigned time is managed by the appropriate administrator in Arts & Sciences.

ARTICLE 5. Program Officers

- A. The elected officers of the Program consist of a Chair chosen from the tenured faculty.
- B. Election of officers and Terms of Office:
 - 1. Term of Office for the Chair of the Program is three consecutive years.
 - 2. There are no term-limits for the Chair.
 - 3. The Chair shall be elected from among the Program's faculty. The appropriate administrator in Arts & Sciences shall be notified of this election.
 - 4. Faculty shall be apportioned a vote as follows: Tenured and probationary faculty members each have one full vote. Continuing full and part time lecturer faculty vote weight is counted according to their annual time base in teaching: 3-7.5 WTUs = .25 vote 7.6-15 WTUs = .5 vote 15.1-22.5 WTUs = .75 vote 22.6-30 WTUs = 1.0 vote
 - 5. At the end of the Chair's term, nomination and election shall be conducted during the last Program meeting of the academic year.
 - 6. Members shall vote for no more than one nominee for Chair on the first and any subsequent ballot.
 - 7. Nominations shall be submitted in writing, and the nominee shall state whether or not s/he is willing to serve.
 - 8. The nominee shall be elected by a majority of the votes cast by secret ballot.
 - 9. Where no nominee receives a majority of the votes cast, a subsequent ballot shall be prepared. The two nominees who received the highest number of votes on the previous ballot shall appear on the subsequent ballot. If no nominee receives a majority of votes cast during the subsequent ballot, a winner shall be selected at lot/random
- C. Evaluation of Chair:
 - 1. The Chair shall be evaluated by all communication faculty including tenured, probationary, and full/part-time lecturers.
 - 2. Evaluations shall be undertaken in the spring semester of each odd-numbered year.



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3. Evaluations shall be in written form

D. Duties of Chair:

1. The Chair is responsible for presiding over meetings of the Program and, when necessary, for selecting and referring proposals to appropriate Program committees. The Chair shall also transmit all official actions of the Program to appropriate administrator in Arts & Sciences. (For a complete listing of Chair duties, see Appendix A).

ARTICLE 6. Program Meetings/Retreats

A. Meetings

1. The Program shall meet regularly during the academic year. During the fall semester, tenured and probationary faculty shall also attend a day-long faculty retreat.
2. Special Program meetings may be called by any voting member of the Program.
3. A quorum for both special and regularly scheduled meetings shall consist of a simple majority of the voting members.
4. The Chair may cancel regularly scheduled meetings at her/his discretion.

B. Procedural Rules

1. Program meetings will take the form of discussions led by the Chair and will be less formal in nature than that of Academic Senate meetings.
2. Proposed new measures and resolutions to the Program shall be presented to the Chair for placement on the agenda.
3. Unless referred to an appropriate committee, the original drafts of these measures and resolutions will be reproduced and attached to the agenda of the Program meeting during which they are scheduled for action.
4. All votes on motions to approve policies and resolutions shall be done by a show of hands unless the Chair or one of the members requests a secret ballot.
5. All elections and other votes shall be determined by simple majority.
6. Hand and ballot counts shall be done by the Program's Faculty Support Analyst.
7. The Program's Faculty Analyst shall keep minutes for each meeting of the Program.
 - a. Every motion which has been made at the meeting shall be contained in the minutes and the disposition of each one of them shall be made clear.
 - b. Any counting of votes made at the meeting shall be recorded in the minutes.

ARTICLE 7. Program Committees

A. The Program Personnel Committee (PPC) shall be constituted as follows:



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1. A three-member PPC shall be elected in the first month of each fall semester of each year; members of the PPC shall be selected from the tenured faculty.
 2. For joint-appointment faculty, at least one PPC member shall be from the discipline of joint appointment.
 3. In promotion considerations, members of PPC must have a higher rank or classification than those being considered for promotion.
 4. If the Program has less than three available full-time, tenured faculty members, a list of tenured faculty from across the university shall be generated by the tenured and probationary faculty,
 - a. The Communication faculty on the PPC will remain the same in all PPCs during a given cycle, but outside members of the committees may differ for each faculty member applying for retention, tenure, or promotion.
 - b. The list of outside members may include faculty from related disciplines, and when agreed upon by the Communication full-time.
 - c. Nominations by the faculty member under review will be given primary consideration.
 5. The Chair may serve on the PPC and opt out of a separate Chair review or, the Chair may opt out of the PPC and write a separate letter as part of the review sequence. This choice shall be at the discretion of the candidate.
 6. If the Chair is a current member of the University Retention, Tenure and Promotion (RTP) Committee, s/he may recuse her/himself from the PPC in order to retain voting rights on the RTP Committee.
 - a. The Program's Program Personnel Standards (PPS) may be revised upon the request of the Communication faculty.
 - b. Revisions shall be made by a simple majority vote.
- C. Temporary Faculty Evaluation Committee:
1. The Temporary Faculty Evaluation Committee shall be made up of two tenured faculty members, including the Chair.
 2. The Temporary Faculty Evaluation Committee shall meet annually to review peer evaluations and the student evaluations for each lecturer.
 3. The Chair shall write the review of the each lecturer's performance, which will be reviewed by the other members of the committee. All committee members will sign the letters.
- D. *Ad hoc* Committees
1. The Program shall have the power to create *ad hoc* committees for specific assignments that cannot be handled adequately by the Program at large or by the Chair. *Ad hoc* committees and all subcommittees shall cease to exist upon completion of their specific assignments or at the end of the academic year unless specifically authorized by the Chair to continue beyond that date.



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ARTICLE 8. Curriculum Design and Development

- A. Any curriculum development and/or modification shall be vetted and approved by the Program Curriculum Committee (PCC).
 - 1. The PCC shall consist of all tenured and probationary faculty.
 - 2. The PCC Chair shall be elected from among PCC members on a yearly basis.
 - 3. If no Chair is officially appointed, the Program Chair shall reside over the PCC.
 - 4. PCC meetings shall be called by the appointed Chair.
 - 5. Responsibility for initial preparation of the course proposal, course modification, or program change forms will rest with the faculty member(s) best suited for the charge.
 - 6. The PPC Chair will assist in the preparation of the forms and take responsibility for seeing it through the Curriculum Committee and, if necessary, the General Education Committee.
- B. The Program values in-class instruction; therefore, any alternative delivery method (e.g., blended or online) shall adhere to the PCC's Communication Technologies Strategic Plan, and shall be approved by the Program Chair.
 - 1. Specific Communication courses identified by the PCC as being pedagogically appropriate, potentially appropriate, and inappropriate are indexed within the Communication Technologies Strategic Plan (Appendix B).
- C. In order to assure consistent rigor and academic expectations across the curriculum, the PCC necessitates minimum writing requirements.
 - 1. Over the course of the semester, 100-level courses shall require a minimum of 5 written pages; 200-level courses shall require a minimum of 10 written pages; 300-level courses shall require a minimum of 15 written pages; and 400-level courses shall require a minimum of 20 written pages.
 - 2. In addition, upper level Communication courses shall require a minimum of two distinct types of writing assignments: outlines, narratives, literature reviews, argumentative papers, professional reports, etc.

ARTICLE 9. Communication Honors

- A. Any Program faculty may nominate a student for Communication Honors from the annual list of students provided to the Program Chair.
- B. Criteria for Communication Honors include:
 - 1. Evidence of leadership and service to the program.
 - 2. Writing excellence as evidenced in the student's portfolio.



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3. Improvement, growth, and/or potential for ongoing success and advanced work in the Communication field beyond graduation.
 4. Activities that exemplify the university mission.
 5. Creative, analytical thinking and problem solving.
 6. Broad participation (class, program, and university).
- C. Honors students shall be chosen by a simple majority vote among Program faculty. This vote shall be held during the Program meeting in late March/early April.

ARTICLE 10. Amendment of By-laws

These by-laws may be amended by a two-thirds majority vote of the Program's voting members.



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APPENDIX A. Duties of the Chair

A. Duties to the University

1. Attend chairs'/coordinators' meetings
2. Represent program needs to university administration
3. Act as liaison between program faculty and the Dean of faculty
4. Work with Dean's office to plan for new facilities
5. Implement procedures for use, maintenance, and repair of university equipment
6. Communicate with advising, records, and recruitment
7. Other duties as assigned by the Dean, Provost, or President of the University

B. Duties to the Program

1. Policies & Procedures

- a. Oversee development of program policies
- b. Prepare program budget
- c. Administer program budget and oversee expenditure of funds
- d. Authorize program equipment purchases
- e. Approve travel/procard expenses
- f. Oversee full-time/part-time lecture hiring processes
- g. Oversee tenure-track hiring processes
- h. Oversee grievance process in sexual harassment complaints
- i. Oversee grievance process in student complaints
- j. Oversee grievance process in staff complaints
- k. Prepare workload reports
- l. Establish program committees, as needed
- m. Hold regular program meetings
- n. Lead program review
- o. Manage program labs, studios, and facilities
- p. Ensure the safety and OSHA compliance of program facilities
- q. Update program advertising and promotional materials
- r. Approve and disseminate program handbooks, if any

2. Faculty & Staff

- a. Provide orientation to full-time/part-time faculty
- b. Schedule and lead program faculty meetings
- c. Supervise staff associated with program



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- d. Manage technical staff (beyond clerical)
- e. Administer staff performance reviews
- f. Administer faculty evaluations
- g. Administer probationary faculty evaluations and RTP reviews
- h. Assist faculty in understanding and following RTP/ evaluation processes
- i. Encourage faculty to communicate ideas for improving the program
- j. Encourage and support staff training and development
- k. Foster collaborative relationships among faculty, staff, and students
- l. Foster professional development among faculty and staff

3. Students & Instruction

- a. Schedule classes
- b. Oversee efforts to meet enrollment and SFR targets
- c. Oversee curriculum modifications
- d. Oversee catalog preparation/proofs
- e. Articulation approvals
- f. Facilitate course substitutions, degree audit approvals, and exceptions
- g. Coordinate program advising processes
- h. Ensure program representation at student orientation events
- i. Mediate conflicts between students, staff, and faculty
- j. Resolve administrative and academic difficulties students may encounter
- k. Uphold expectations and standards for instruction and for curriculum integrity
- l. Promote student awards and professional organizations and clubs
- m. Promote effective advising of students
- n. Appoint staff personnel and student assistants

C. Duties to the Community

- 1. Represent the program to the local community



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APPENDIX B. Communication Technologies Strategic Plan

CI's Communication Program supports the use of communication technologies in the classroom; however, the Program Curriculum Committee also believes it is valuable for students in their foundational years to have in-class experience(s) with their peers and instructors. In addition, specific delivery methods (i.e., in-class, blended, or online) are more/less pedagogically appropriate for particular Communication courses. For each of these reasons, the following three-tier system identifies courses that are pedagogically (A) appropriate, (B) potentially appropriate, and (C) inappropriate for blended/online delivery. The appropriateness of newly introduced courses as well as courses below identified as "potentially appropriate" shall be determined on an individual basis by the Program Curriculum Committee. Finally, courses identified with an asterisk are cross-listed; before teaching cross-listed courses in a blended or online format, each Program Chair must be consulted.

A. Appropriate for Blended/Online Delivery

1. COMM 205: Introduction to Research
2. COMM 225: Professional Communication
3. COMM 325: Media Campaigns
4. COMM 331: Art, Society & Mass Media*
5. COMM 345: Media Literacy & Youth Culture*
6. COMM 491: Nonprofit Leadership Film & Speaker Series
7. COMM 492: Internship
8. COMM 495: Health Film & Speaker Series
9. COMM 496: Environmental Film & Speaker Series*
10. COMM 499: Capstone

B. Potentially Appropriate for Blended/Online Delivery

1. COMM 220: Group Communication
2. COMM 310: Quantitative Research Methods
3. COMM 320: Persuasion & Argumentation
4. COMM 322: Sociology of Popular Culture*
5. COMM 335: Politics & Film*
6. COMM 490: Special Topics

C. Inappropriate for Blended/Online Delivery

1. COMM 101: Public Speaking
2. COMM 200: Introduction to Communication Studies



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3. COMM 210: Interpersonal Communication
4. COMM 315: Qualitative Research Methods
5. COMM 321: Intercultural Communication
6. COMM 328: Community-Based Storytelling
7. COMM 340: Conflict Management & Mediation
8. COMM 301: Advanced Public Speaking
9. COMM 333: Nonprofit Leadership *
10. COMM 346: School Communication*
11. COMM 430: Political Communication*
12. COMM 442: Organizational Communication
13. COMM 443: Environmental Communication*
14. COMM 441: Health Communication*
15. COMM 450: Environmental Conflict Resolution*
16. COMM 455: Community Leadership Field Study