

Rudolf Steiner College Academic Senate Bylaws

PART I. AUTHORITY

A.

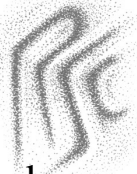
The Rudolf Steiner College Academic Senate is a governing organ of Rudolf Steiner College, and shall have authority to organize, to select its own officers and committees, and to adopt for the conduct of its business rules and regulations not inconsistent with the Bylaws and Regulations of Rudolf Steiner College.

B.

Subject to the Bylaws of the Academic Senate, the Senate is authorized to receive and consider reports and recommendations from the Core Faculty, Core Adjunct Faculty and Program Directors of the college located wholly or partly on the Rudolf Steiner College campus, and from local administrative officers. It is authorized to originate and take final action on academic matters defined substantially affecting all programs; to establish Faculties as needed, to transmit directly to the President resolutions on any matter of the College concern, subject to the provisions of College Academic Senate Bylaw; and to submit reports and recommendations to the Executive Committee of the College concerning changes in Senate legislation and such other matters as it may deem appropriate.

C.

The Academic Senate shall authorize and supervise all courses of instruction in the College, including all continuing education programs and events. The Academic Senate shall recommend to the President of the College all candidates for certificates and



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degrees who complete requirements for those certificates and degrees in the College, and/or graduate division.

PART II. MEMBERSHIP

The Academic Senate shall consist of the President of the College ex officio, director of admissions ex officio, Academic Dean, Associate Academic Dean, Dean of Students, Core Faculty, Core Adjunct Faculty and Program Directors whose duties lie primarily within the Rudolf Steiner College, RSC-San Francisco campus and the Hybrid intensive and on-line programs. Memberships shall be determined by the College's policies established by the Academic Senate.

PART III. QUORUM

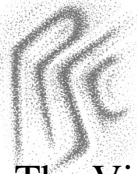
A majority of the membership, excluding the President of the College, and the Director of Admissions at RSC, shall constitute a quorum for the transaction of business by the Academic Senate.

PART IV. OFFICERS

The officers of the Academic Senate shall be a Chair and Vice Chair. The Academic Administrative Assistant to the Dean's office shall perform the duties of secretary. Their terms of office and duties are prescribed in Academic Senate Bylaws. These officers comprise the Administrative Committee of the Academic Senate.

Chair of the Academic Senate shall be filled by the Associate Academic Dean subject to the approval of the Academic Senate in a commencement meeting of the academic year.

The Chair shall preside at all meetings of the Academic Senate.



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The Vice-Chair of the Academic Senate shall be appointed annually at the commencement meeting of the academic year.

The Vice-Chair shall preside at meetings of the Academic Senate in the absence of the Chair. In the event of the death, resignation, or prolonged incapacity of a Chair, the Vice-Chair shall serve as Acting Chair until the Academic Senate appoints a replacement Chair. In the event of the death, resignation, or prolonged incapacity of the Chair, the Dean of Students shall serve as Acting Vice Chair until the Academic Senate appoints a replacement Vice Chair.

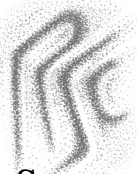
The Academic Administrative Assistant of the Academic Dean's Office shall perform the Secretarial duties of the Academic Senate.

The Academic Administrative Assistant shall issue to all members of the Academic Senate and shall keep and distribute to all members of the Senate the agenda and minutes of all such meetings according to the provisions of the Rudolf Steiner College Bylaws.

At the beginning of each academic year, the Secretary shall send to each committee chair a copy of the mandate of the committee in question.

The Secretary shall maintain the archives of the Academic Senate, including a compilation of all policies adopted by any Senate committee, according to the provisions of the Academic Senate By Laws.

The Executive Director of Rudolf Steiner College's Academic



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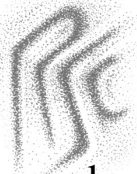
Senate is the Academic Dean, the chief Academic Officer who is appointed by the President of the College and chosen from the Core Faculty.

The Chair or Vice Chair of the Academic Senate may be dismissed for good cause by a two-thirds vote of the membership of the Senate on the recommendation of the any Senate member. Good cause includes the failure to perform the duties of the office or other actions that undermine the effectiveness of the Academic Senate. No one shall be dismissed unless he or she is afforded the opportunity to lay evidence before the Academic Senate and to answer any charges brought forward.

The Chair of the Academic Senate is authorized to refer directly to the appropriate standing committee any or all questions placed in his or her hands for presentation to the Academic Senate, including petitions of students.

PART V: VOTING IN THE ACADEMIC SENATE

Any major academic policy and procedure issue must be submitted to a ballot of the Academic Senate at the request of any member of the Academic Senate. Upon receiving a petition or other request, the Chair (if the chair submits the petition then the Vice-Chair verifies the validity of the request) shall promptly verify the validity of the request, and the Sectary shall immediately notify the members of the Academic Senate of the nature of the impending ballot, and prepare the ballot. The ballot shall be distributed to the voters not less than ten days nor more than fifteen days after the members of the Academic Senate are notified of the impending ballot, and ballots must be completed or returned if a mail ballot by the members within fourteen calendar days. Balloting shall be



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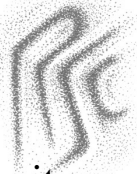
conducted in accordance with the procedures of Bylaw insofar as these are applicable. When ballots are distributed to the voters, they shall be accompanied by arguments for or against the proposal submitted by any member or group of members of the Academic Senate. Additional arguments submitted to the Chair shall be conveyed to all members of the Senate through electronic notice. The additional pro and con arguments will be made available to all members of the Academic Senate until the final return date balloting ends. In certifying the results, the number of affirmative votes, the number of negative votes, and the number of invalid ballots shall be reported. Video conferencing will be utilized for major ballot issues whenever possible.

Schedule of Meetings:

Early in each academic year, the Chairperson, after conferring with the Executive Director and the Secretary of the Academic Senate, shall arrange the schedule for meetings of the Academic Senate in conformity with the general College schedule. Two regular meeting shall be scheduled each month throughout the academic year.

Meeting Calls:

The call for all meetings of the Academic Senate shall be issued through the Secretary who, at least five days before a regular or special meeting, shall send the agenda and all documents pertaining to the agenda for the meeting, to each member of the Academic Senate, to all Program Chairs, to the Chair and Vice Chair of the Academic Senate, to the Executive Director, to the Secretary of the Academic Senate, and to each Core Adjunct Faculty member of the Academic Senate. The call and all documents pertaining to the agenda shall be posted at least five days before a regular or special meeting on the College calendar



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site on Google. The Secretary, at least five days before a regular or special meeting, shall send the meeting agenda to each member of the Academic Senate. The meeting agenda shall include a notice that the call is available on the College calendar site, and it shall clearly indicate the location of the meeting. The meeting calls shall remain posted on the College calendar for the academic year.

Special Meetings of the Academic Senate:

A special meeting of the Academic Senate may be called by the Executive Director of the Senate, or by the Chairperson of the Academic Senate at anytime during the academic year. Upon written request of five members of the Academic Senate during the academic year, the Vice Chair must call a special meeting within two weeks by the Chairperson or, in case of his or her absence or disability.

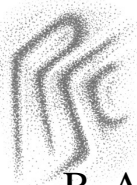
Minutes of Academic Senate Meetings:

Within 5 days after each meeting of the Academic Senate, the Secretary shall send a copy of the minutes of the meeting to each member of the Academic Senate through electronic mail addresses. The minutes shall be posted on a the internal website of Rudolf Steiner College, and the Academic Senate Office will make every deliberate effort to notice the faculty of the availability of the minutes and the address of the College's internal website.

PART VI: COMMITTEES

General Provisions

- A. All committees of the RSC concerning academics and student/faculty relations shall report to the Academic Senate and are subject to its jurisdiction on all matters of policy. All committees shall implement, within the limits of Senate authority, any policy or direction adopted by a majority vote of the Academic Senate by ballot.

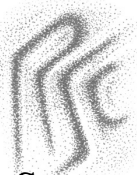


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- B. All written reports submitted by committees of the RSC to the Academic Senate shall be posted on a RSC Google Documents site, the address of which is clearly indicated on the agenda for the meeting to which they are submitted. It shall be simultaneously sent to Department Chairs of all academic programs.
- C. All Academic Senate legislation and major policy actions of committees shall be publicly archived in a manner prescribed by the Secretary with the advice and consent of the Executive Director. **No legislation or policy shall become effective unless it has the approval of the Executive Committee of the College, has been approved by the Board of Trustees and is publicly archived.**

Regular Standing Committee:

- A. Regular standing committees shall consist of members of the Academic Senate or of such members in combination with student representatives and/or other non-Senate representatives.
- B. Members of regular standing committees may be ex officio, appointed, or elected.
- C. The RSC Committees shall each year appoint the members not ex officio to all regular standing committees of the Academic Senate unless otherwise specifically provided by the Bylaws. These appointments shall be reported to the Academic Senate for confirmation at the regular meeting of the spring term and, unless objection is made and an election called for by a majority vote of those present, the appointments shall stand. Reconfirmations appointments are also done at the end of spring term. All new members are appointed to assume duties for the fall term.
- D. The chairperson of each regular standing committee shall be designated by the Committee and reported to the Academic Senate unless otherwise specifically provided by the Bylaws. The Committee will write out its mandate and submit to the Academic



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Senate body for approval.

E. Unless otherwise specified, members of regular standing committees shall take office on the first day of the Fall academic semester following their appointment or election and shall serve through the following August 31. Replacements shall serve from the date of appointment through the following August 31.

F. Student representatives shall be nominated by their class and presented to the Campus Life committee, chaired by Dean of Students, for appointment. Non-student representatives shall be appointed in the manner designated in the Bylaw pertaining to the committee on which they are to serve. Representatives on a committee do not have voting privileges but they have the right to participate in committee deliberations, except as specified otherwise in the Bylaw pertaining to the specific committee involved, and they may have their opinions recorded.

G. Unless otherwise specified in these Bylaws, the annual reports of the regular standing committees of the Academic Senate shall be submitted to the Secretary by August 31st and shall constitute a special order for the first regular meeting of the Academic Senate in the fall term of each academic year.

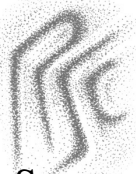
Joint Standing Committees:

A. Joint standing committees shall consist of Academic Senate members in combination with non-Senate members. All members shall have full voting privileges.

B. Joint standing committees may make recommendations to other Senate agencies and to departments or other groups on the RSC campus. They may not take final action on any matter for the Academic Senate or give advice to College officers or other non-Senate agencies in the name of the Senate.

C. Members of joint standing committees may be ex officio, appointed or elected.

D. The RSC Committees shall each year appoint the Academic



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Senate members not ex officio, to all joint standing committees of the Academic Senate unless a different method of appointment or election is specified in the Bylaw pertaining to a specific Committee. These appointments shall be reported to the Academic Senate for confirmation at the regular meeting of the spring term and, unless objection is made and an election called for by a majority of those present, the appointments shall stand.

E. Student members shall be appointed by the appropriate student organization under procedures agreed to by the Administrative Committee. Other non-Senate members not ex officio shall be appointed in the manner designated in the Bylaw pertaining to the specific committee involved or under procedures agreed to by the Administrative Committee if no procedure is specified in the Bylaw.

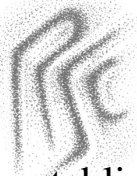
F. Unless otherwise specified in the Bylaws, the chairperson of each joint standing committee shall be: a member of the Academic Senate; and appointed by the Committee.

G. Unless otherwise specified, members of joint standing committees shall take office on the first day of September following their appointment or election and shall serve through the following August 31. Replacements shall serve from the date of appointment through the following August 31.

H. The annual reports of the joint standing committees of the Academic Senate, except personnel committees, shall be submitted to the Secretary by August 31st and shall constitute a special order for the first regular meeting of the Academic Senate in the fall semester of each academic year.

Special Committees (Ad Hoc):

A. Special committees of the Academic Senate may be established by the Administrative Committee; or by the Chair of the Academic Senate, subject to confirmation by the Administrative Committee. Special committees shall be appointed or elected in the manner



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established, at the time of their creation. Unless a different method of election or appointment is indicated, the Committee shall appoint its own chairs. Appointments to special committees by the Committee shall be reported to the Academic Senate but shall not require confirmation.

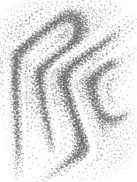
B. A special committee may be established by the Academic Senate: (i) for a particular purpose; or (ii) when an issue engages the duties of more than one standing committee, for the purpose of coordinating activities among those committees; or (iii) when an issue engages the duties of one or more standing committees and a non-Senate agency, for the purpose of coordinating activities between the Academic Senate and the non-Senate agency, and may, within the limitations of Academic Senate Bylaw.

C. Each special committee shall have such powers and perform such duties as shall be designated in the resolution calling for its appointment or, if established by the Chair of the Academic Senate, in the Chair's written charge to the committee. No special committee, however, shall be appointed or elected to perform any duties assigned to a standing committee.

D. Wherever appropriate and feasible, members shall be drawn from the standing committees most relevant to the charge of the special committee. Members of special committees shall report regularly to the standing committees, that they represent.

E. A special committee of the Academic Senate shall have tenure only until the regular meeting of the Senate of the ensuing fall term unless (1) a definite term is specified in the authorizing motion; (2) its authorization occurs after April 1, in which case it shall continue for one year beyond the normal expiration date; or (3) it is continued by action of the Academic Senate.

F. The final reports of special committees shall constitute a special order for the first regular meeting of the Academic Senate each academic year.



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Powers and Responsibilities of Committees:

- A. Each committee of the Academic Senate is responsible to the Senate and has the obligation to report its actions to the Academic Senate, but it has the right to report concurrently to the College Council and Executive Committee of the College.
- B. Any committee of the Academic Senate, as specified in Academic Senate Bylaw may report to any other committee specified in that bylaw and may be called upon by the College Leadership.
- C. Except as otherwise provided in the Academic Senate bylaws, additional duties may be imposed on an RSC committee by the Chair of the Senate, or the Chief Executive Officer only through with the advice and consent of the Executive Council. No action with respect to any such additional duties shall be regarded as an action of the Academic Senate unless reported to, and approved by, the Senate.

THE ACADEMIC PERSONNEL PROCESS

See Faculty Ethics Policy:

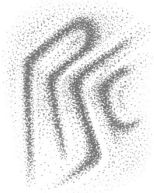
Faculty Ethics: Policy and Procedures

Proposal drafted by William Bento, Ph.D., Associate Dean
 Proposal draft written 11/30/09
 Discussed, amended and supported at Faculty Meeting 12/02/09
 Proposal submission to Academic Affairs 10/26/10

This policy defines ethical conduct for faculty members at Rudolf Steiner College and provides procedures for resolving the potential breach of ethical standards.

Faculty Ethics Policy

- I. As members of the teaching profession, faculty members of RSC:
 - A. Seek and express the truth as they see it.
 - B. Devote their time and consciousness to developing and improving their scholarly competence.

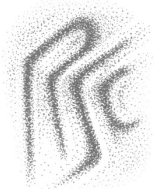


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- C. Accept the obligation to practice self-awareness, self-discipline and sound judgment in transmitting knowledge.
- D. Uphold, foster and defend intellectual honesty, freedom of inquiry, and academic freedom.
- E. Avoid subsidiary interests that hamper or compromise freedom of inquiry.
- II. As teachers, faculty members of RSC:
 - A. Encourage the free pursuit of learning in their students.
 - B. Represent for their students a standard of excellence with regard to scholastic, artistic and ethical conduct.
 - C. Demonstrate respect for their students as individuals.
 - D. Maintain professional boundaries as guides to learning and resources of knowledge.
 - E. Assure that every reasonable effort is made to evaluate students on the basis of merit demonstrated in academic and artistic performance.
 - F. Respect confidentiality with and for students.
 - G. Avoid any exploitation, harassment, or discriminatory treatment of students.
 - H. Acknowledge any significant academic or scholarly assistance from students.
 - I. Protect the academic freedom of students.
 - J. Faithfully present the subject matter of courses as approved by the Faculty and announced to students.
- III. As colleagues, faculty members at RSC:
 - A. Will not participate in discrimination against, intimidate or harass Colleagues.
 - B. Respect and defend the free inquiry of associates.
 - C. Show respect of opinions and views of others in the exchange of ideas.
 - D. Acknowledge academic credit to others when warranted.
 - E. Strive to be objective in their professional judgment of colleagues.
 - F. Accept their fair share of responsibilities on committees and with duties necessary for insuring the governance at the College.
- IV. As members of the academic institution, faculty members at RSC:
 - A. Seek above all else to be effective teachers and scholars.
 - B. Observe all College policies and procedures while maintaining the right to constructively criticize and advocate for revisions of institutional practices.
 - C. Accept the College's right to determine the amount and character of work done outside the College.
 - D. Avoid creating a conflict of interest (see Appendix A) in the exercise of their multiple professional responsibilities.
- V. As members of communities, faculty members at RSC:
 - A. Recognize that the exercise of their rights and the discharge of their obligations as individuals may come into conflict with their responsibilities to their disciplines, their students, their profession, and the

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College; and they are aware that they must use discretion when negotiating among their multiple identities.

- B. Are mindful when they are speaking or acting in public that they must be explicit when not representing the College.
- C. Advance and promote conditions of free inquiry and further public understanding of academic freedom.

Faculty Ethics Procedures

Faculty members at RSC conduct themselves and among and with each other in a standard of high professionalism and ethical integrity; however, as striving human beings faculty members may commit an infraction or be confronted with apparent ethical violations by one or more colleagues. Whenever possible, disputes between faculty members should be resolved between themselves. Assistance in mediating disputes is encouraged. Where these efforts have failed to resolve the matter, a written request for a hearing may be submitted. The response of faculty to apparent violations of the Faculty Ethics Policy shall be executed by the following procedures:

I. Advice of Colleagues

- A. If faculty members believe that the ethical standard has been violated, they should first seek to discuss it with that faculty member.
- B. If this does not resolve the issue in question then faculty members should then attempt to resolve the issue by bringing it to the attention of a colleague within the faculty for advice.

II. Mediation Efforts

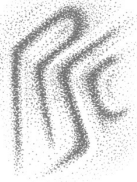
- A. If informal conversation fails to bring the matter to resolution or if faculty feels unable to bring the issue directly to a colleague's attention, then mediation or dispute resolution techniques should be sought to resolve the issue. Assistance may be sought from a member of staff trained in mediation.
- B. If either faculty member concludes that no resolution is possible, she/he may request a faculty hearing.

III. Procedure for Initiating Ethics Hearing

- A. Hearings shall be initiated by the submission of written complaint as outlined below. The written submission must be filed within one year of alleged unethical action.
- B. Complaints must be made in writing, signed and delivered to the Chairperson of the Academic Affairs Committee. Anonymous complaints will not be considered.
- C. Complaints must refer to the specific violation of the Ethics Policy. It must also include the dates and places of the alleged violations and the efforts already undertaken to resolve the matter.
- D. A statement must accompany complaints that the person making the complaint has read and understands the Ethics Policy of RSC.

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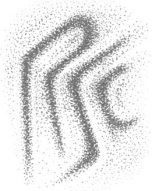
- E. Complaints that, in the judgment of the Chairperson do not conform to the above provisions shall be returned to the complainants with a copy of this policy. No formal action shall be taken unless and until such complaints are submitted in the specified form.
- F. When a complaint has been received, the Chairperson shall, within seven calendar days have the following documents hand-delivered to the person named in the complaint, and to the petitioner.
 - 1. A copy of the complaint
 - 2. A copy of this policy
 - 3. A list of faculty members willing to be enrolled in an Ethics hearing
- G. Within seven calendar days of the actual or effective receipt of the documents specified above, the petitioner and respondent shall deliver notice of the persons or the specified faculty members whom they will accept as members of a three-person committee to hear the complaint. The names shall be delivered to the Chairperson.
- H. Within fourteen calendar days of actual or effective receipt of the documents, the Chairperson shall appoint an ad hoc Hearing C committee composed of one person acceptable to the petitioner, one person acceptable to the respondent, and one person acceptable to both.
- I. If no person is found to be acceptable by both parties, the Chairperson shall select the third member of the Hearing Committee.
- J. Shall the petitioner fail to comply with the specifications of Part III. G, the complaint shall be considered withdrawn. Shall the respondent fail to comply with Part III. G, the Chairperson shall choose the second member of the Hearing Committee.
- K. Shall all the persons acceptable to the petitioner or the respondent decline appointments to the Hearing Committee; the Chairperson shall choose replacements from other persons on the list specified in Part III. F.

IV. The Hearing

- A. Once the complaint is considered as valid for a hearing, the Hearing Committee shall investigate the complaint. At any stage in the proceedings, the committee may exercise its ability and discretion to resolve the dispute between the parties or refer the matter to an appropriate dispute resolution resource available within the College.
- B. Within thirty calendar days of the appointment of the committee, the Chairperson shall convene a meeting, at a time and date chosen with due regard for the convenience of both the petitioner and the respondent, to examine such evidence and witnesses as the petitioner and the respondent shall choose to present.
- C. The petitioner and the respondent may submit documentary evidence to the committee at any time prior to the conclusion of the hearing process. Copies of such evidence must be provided to the other party

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by the person submitting it at the same time that she/he provides them to the committee.

- D. If either the petitioner or the respondent, or both, fail to appear for the hearing, the committee shall proceed to consider the complaint on the basis of such evidence as is available at the time.
- E. Although petitioner and respondent have the right to ask questions of all witnesses who appear at a hearing, no witness can be compelled to answer any question.
- F. Parties to the complaint may secure legal counsel, but such counsel shall not be allowed to attend the hearing.
- G. All participants in the complaints and hearings shall be advised that they are bound to preserve confidentiality of the proceedings, unless the petitioner and respondent agree to make it public.
- H. The hearing is not open to the public.
- I. The committee may hold more than one hearing, but may not fail to forward a report and statement of action taken to the Chairperson within thirty calendar days of the first hearing.

V. Outcome of Hearing

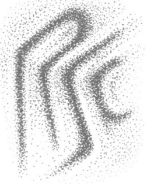
- A. The investigation shall be concluded when any of the following occur:
 - 1. The dispute is resolved with the consent of the parties;
 - 2. The committee, by majority vote, rejects the complaint for lack of evidence or reason;
 - 3. The committee, by majority vote, deems the complaint valid and refers the matter to an appropriate dispute resolution resource within the College or;
 - 4. The committee, by majority vote, deems the complaint valid and refers its report and recommendations to the Academic Affairs Committee and the President of the College. The Chairperson will provide copies of the report and recommendation to the petitioner and the respondent. Recommendations may include censure by the Academic Affairs Committee and/or disciplinary action by the President.
- B. In the committee's report to the President, the committee should include the results of its investigation, including its view of the merits of the claim(s) made in the complaint, the resolution of any factual disputes and the committee's recommendation about what actions, if any, should be taken by the College. The report should be a summary of the facts avoiding interpretations and rationalizations of the ethics violation.
 - 1. If a member of the committee disagrees with the committee's action or recommendation, that member shall be entitled to add a minority report to the committee's report.

VI. Dissemination of Policy

All faculty members shall receive a copy of this document as a supplement to his/her Faculty Handbook.

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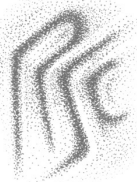
Appendix A

Conflicts of Interest

1. With all due consideration for the Ethics Policy, a conflict of interest arises as an agreement concerning the core values of what it means to conduct oneself personally and professionally, formally or informally, comes into conflict with an individual faculty member's impartial performance of their prescribed faculty duties and obligations. If this conflict affects the students right to be instructed, evaluated, and guided by the faculty; or a faculty member experiences their professional duties, academic evaluations and conversations are being disrespectfully ignored or judged, then a conflict of interest must be examined. Maintaining a stance of fairness and impartiality are vital ethical responsibilities of faculty. Without it the academic integrity of the College and the faculty's academic freedom are compromised.
2. In addition to the "Letter of Engagement" for at-will employment between the faculty and the College, there is an equally important social agreement, in which each commits to fulfill its duties and obligations to fulfill the mission of the College. When these duties and obligations are interfered with through private in interest or gain, the faculty's professionalism will be subject to question.
3. Inequities in authority, influence and power between faculty and students, or faculty and supervisors can also result in a conflict of interest.

Academic Freedom and Responsibility:

- A. This committee shall consist of three members, one student representative, one faculty representative, and one representative appointed by the Academic Senate.
- B. The committee shall study any conditions within or without the College, which, in the judgment of the committee, may affect the academic freedom of the College or the academic freedom and responsibility of its individual members, and shall report thereon to the Academic Senate. The committee shall study any reports of conflicts of interest on the part of individuals referred to it by department chairs or the individuals and, if an unresolved problem is found to exist, shall recommend appropriate resolutions to the



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Executive Council. The committee shall establish and maintain liaison with the committees on academic freedom of the Academic Senate.

Academic Planning and Budget Committee:

A. This committee shall consist of the Chief Financial Officer ex-officio and the Academic Dean, who may appoint two members of the Academic Senate and one non-member of the Senate with due regard given to breadth of experience in planning and budgetary matters. Members of the committee shall serve for terms normally of three years' duration and a rotation to be determined by the Executive Committee of the Academic Senate.

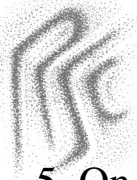
B. The committee shall have the following duties:

1. To meet with the Executive Committee of the College at the beginning of each academic year for a briefing on all sources of revenue for the RSC campus, the allocation of revenue to units of the campus, and budgetary planning for the succeeding academic year.

2. To assess budgetary proposals and requests, including requests for allocation of faculty positions (FTE) for succeeding academic years.

3. To confer with and advise the Vice President of Operations Officer and College administrative agencies regarding policy on academic planning, budget and resource allocations; to forward recommendations on staff allocations to the Committee on Academic Personnel for their review.

4. To initiate and coordinate studies or reviews of existing and proposed academic programs as they relate to local matters of Academic planning, budget and resource allocation, and to report to the Vice President of Operations Officer and/or to the Academic Senate as it may deem appropriate.



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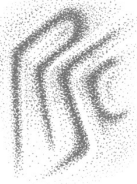
5. On matters relating to academic planning and budget, to receive reports from, and maintain liaison with, the Committee on Educational Policy and the Library Committee.
6. To report regularly to the Executive Council and the Academic Senate on matters under consideration.
7. To receive reports from, and maintain liaison with, the RSC Finance Committee.

C. Instructional Space Advisory Committee

- a. To review classroom scheduling and utilization policies to ensure the efficient and aesthetic use of classroom space to Campus Coordinator.
- b. Advise the Vice President of Operations Officer on campus needs for new instructional space and on needs for improvements and upgrades to existing instructional space.
- c. To consult with faculty and identify the needs for instructional technology in classrooms.
- d. To establish design criteria for instructional space based on an understanding of the arrangements, layouts and sizes that provide effective learning environments for various instructional activities and the aesthetics resonant with RSC's environment.

Admissions and Enrollment Committee:

- A. The Admissions Officer may choose to establish a committee composed of admission staff, faculty and students as the need arises; otherwise all matters of admissions and enrollment shall be brought to the Academic Senate for consultation by the Admissions Officer.
- B. The duties of the committee (if established) shall be to consider matters involving admission and enrollment Rudolf Steiner College.



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Diversity Committee:

A. This committee shall consist of members of the Academic Senate, a Board of Trustee representative, an Executive committee member, staff, students, and non-student community member.

B. The committee shall have the following duties, which may be overseen by a subcommittee of its members and others.

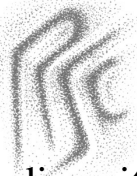
1. To advise the Chief Campus Officer and the College on general policies and practice bearing on affirmative action and diversity for academic personnel and academic programs. As used here, "affirmative action" refers to policies and programs concerning African Americans, Chicanos/Latinos/Hispanics, Asian Americans/Pacific Islanders, American Indians/Alaskan Natives, women, persons with disabilities, veterans while "diversity" refers inclusively to all distinctions based on race, ethnicity, gender, age, citizenship, disability, sexual orientation, religious or political beliefs, status within or outside the university, or other differences among people that may be subject to bias on the part of others.

2. To monitor all aspects of educational opportunity at the College and any and all student affirmative action, with special attention to the problems of admission and retention of culturally diverse and economically disadvantaged students.

3. To undertake studies of affirmative action and diversity policies and practices and to advise the Chief Campus Officer, the College and relevant campus units accordingly. These studies may include data and analyses provided by the campus administration on:

a. Advice may be given about the recruitment, admission, retention, appointment, assignment to duties, salaries, advancement, and separation from employment of members of groups protected by affirmative action policies and other groups identified by the Committee as the subject of its concern;

b. Events having either a positive or negative impact on



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diversity; and

c. Steps taken to create a supportive environment for all members of the campus community.

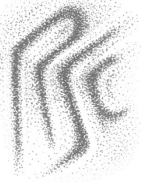
4. To advise the College Committees on Academic Personnel and Admission and Enrollment regarding affirmative action and diversity issues within the jurisdiction of those committees.

5. To report annually to the College on policies and practices.

Program Review and Curriculum Committee:

A. This committee shall consist of the chairperson of the each college program within the College, both on campus and off campus, the Registrar of the College, the Academic Dean and Associate Academic Dean, and two additional faculty members, one from each the full-time faculty and the core adjunct faculty.

B. It shall be the duty of this committee to advise at its discretion all departments of Rudolf Steiner College and members of the College on the following matters: the formal approval of new courses of instruction, desirable modifications in courses already approved, the approval of special prerequisites for major subjects, the withdrawal or retention of courses, the conduct of courses, the credit valuation of courses, the classification of courses, reviews Independent Study programs, and any other matters germane to courses of instruction with which the committee may be charged by the College or other proper authority. The functions of the committee shall consist primarily of general policy determination for the College, coordination, and review, but the committee shall retain the power of final approval and shall finally decide such matters as may be properly appealed to it. In the discharge of its responsibilities it shall, insofar as practicable, make full use of the appraisals and recommendations of the appropriate committees of the several programs of the College, particularly when they represent a diversity of academic interests.



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C. This committee shall have the following responsibilities with regard to the General Education Program.

1. Approval and cancellation of educational programs and/or courses begins with this committee and is then sent to the Executive Committee of the College, and approved by the Board of Trustees' Academic Affairs Committee.

2. Assignment of courses to appropriate areas within the College's education programs.

Distinguished Faculty Award Committee:

A. This committee shall consist of the Academic Dean, Associate Academic Dean and Dean of Students.

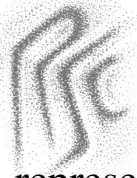
B. Each year the committee shall select no more than three members of the faculty to receive a Distinguished Teaching Award. The names of those selected shall be presented to the Representative Assembly for confirmation at its regular meeting in the spring term of each academic year.

C. The committee shall periodically review and revise the criteria for the Distinguished Faculty Award.

Information Technology:

A. This committee shall consist of the Informational Technology Personnel, the Library Resource Personnel, the Institutional Research Assistant, the Program Director of the Graduate Studies and the Academic Dean. In addition, there shall be one undergraduate student representative, one graduate student representative, and one representative from the faculty.

B. This committee shall have the duty to advise the Chief Campus Officer and the College on all policies and practices relating to the use of information technology and telecommunications, and shall



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represent the College in all such matters.

International Education Committee:

A. This committee shall consist of the Admissions Officer, Academic Dean, Dean of Students and two faculty members.

B. The committee shall have the following duties:

1. To represent the College in all matters connected with the International Students Education Program.
2. To represent the College in all aspects of international education, exchange, and internships.
3. To initiate and assist in the formulation of policies and programs that affect international education, and that service to integrate it into campus academic programs.
4. To designate approved Education Abroad Program Courses for General Education credit.
5. To provide academic approval and periodic review of the Campus Reciprocal Exchange Program.

Scholarships, Honors, and Prizes:

This will be determined in joint sessions of the Academic Senate in the spring term.

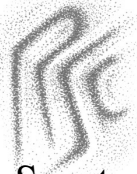
PART VII. ORDER OF BUSINESS

Roll Call

The first item of business at each regular or special meeting of the Academic Senate shall be a meditative verse or leading thought, followed by a roll call. Members present and members absent shall be recorded in the Minutes of the meeting.

Order of Business at Regular Meetings

A. The order of business at regular meetings of the Academic



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Senate subsequent to a meditative verse or leading thought and a roll call shall be as follows:

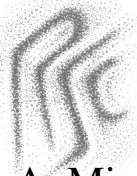
1. Minutes
2. Announcements by the Chair
3. Announcements by the Vice Chair
4. Announcements by the Chief Executive Officer
5. Announcements by Deans, Directors, or other Executive Officers
6. Special orders
7. Reports of special committees
8. Reports of standing committees
9. Petitions of students
10. Unfinished business
11. College and faculty welfare
12. New business

B. The regular order of business may be reordered in the published agenda by the Chair in consultation with the Secretary, or suspended at any meeting by a two-thirds vote of the voting members present.

C. Items for a regular meeting of the Academic Senate deemed non-controversial by the Chairperson, in consultation with the Secretary and the committee chairperson concerned, may be placed on the RSC Google Documents and so identified in the agenda of the Call to the Meeting. At the request of any member of the Academic Senate prior to or at the meeting, any such RSC Google Documents item must be withdrawn and considered in its regular order on the agenda.

Order of Business at Special Meetings:

The order of business at special meetings of the Academic Senate shall be as follows:



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A. Minutes. The reading of the minutes at any special meeting may be dispensed with by a two-thirds vote of the voting members present.

B. The special business for which the meeting was called

C. Any other business that the Academic Senate may, by the unanimous consent of the voting members present, decide to take up.

PART VIII. LEGISLATION AND AMENDMENTS

Definitions

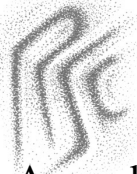
A. In these Bylaws the term "legislation" shall comprise only Bylaws and Regulations of the Academic Senate and of the agencies of the Academic Senate.

B. In all legislation the term "day" shall mean days of instruction unless otherwise specified.

C. The term "memorial" shall designate a declaration or petition addressed to the President for transmission to The Board of Trustees; the term "resolution" shall designate a declaration or petition addressed to the President but not intended for transmission to The Board of Trustees.

Notice of Pending Legislation

The Academic Senate may add to, amend, or repeal legislation, provided that no final action shall be taken during the meeting at which such proposals are first made, unless notice thereof shall be sent to all members of the Senate at least five days before the meeting. The notice shall be consistent with the provisions of Bylaw. Notice shall include a statement of the purposes of the legislation consistent with Bylaw. The notice requirement shall not be interpreted to prevent amendments from the floor, which do not exceed the scope of the previous notice.



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Amendment of Bylaws by the Academic Senate

Bylaws of RSC may be added to, amended, or repealed by a two-thirds vote of all the voting members of the Academic Senate present at a meeting, provided written notice shall have been sent to all members as prescribed in Bylaw.

Amendment of Bylaws by Ballot

Bylaws may be added to, amended, or repealed by a two-thirds majority of the votes cast by ballot of the Academic Senate conducted in accordance with Bylaws.

Amendment of Regulations by the Academic Senate

Regulations of the College may be added to, amended, or repealed by a majority vote of the voting members of the Academic Senate present at a meeting, provided written notice shall have been sent to all members as prescribed in Bylaw.

Amendment of Regulations by Ballot

Regulations may be added to, amended, or repealed by a majority of the votes cast by ballot of the Academic Senate conducted in accordance with Bylaws.

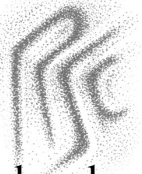
Legislation Requiring a Simple Majority

Business other than enactment, amendment or repeal of Bylaws or Regulations requires a simple majority of the votes cast at a Academic Senate meeting or by ballot conducted in accordance with Bylaws.

Format of Legislation

A. All new legislation proposed to the Academic Senate for adoption shall be submitted in one or more of the following forms.

1. Repeal of Bylaw (or Regulation) X of the Academic Senate is



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hereby recommended.

2. The following amendment of Bylaw (or Regulation) X of the Academic Senate is hereby recommended.

3. A new Bylaw (or Regulation) X of the Academic Senate is hereby proposed for adoption reading as follows:

B. All new Bylaw legislation proposed for adoption will have an informal statement concerning its purpose, and concerning the important changes, which it would make in the existing legislation.

Effective Date of Legislation

All modifications of existing legislation and all newly enacted legislation shall become effective on the first day of September following approval, unless another effective date is accepted by a majority vote of the members present.