

COA Creating/Making Lab Committee Bylaws

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1.1 Purpose:

The purpose of the Creating/Making Lab Committee is to provide guidance on pedagogical and research opportunities that impact use, scheduling, and infrastructure needs for the facility.

2.1 Committee Members:

Membership on the committee includes: Each of the five (5) Divisions (ARCH, CNS, ID, LA, & RCPL), Creating/Making Lab manager, Creating/Making Lab staff member, Technical Project Management Specialist, a Student representative, and a representative from Graduate Research and Curriculum Committee. The Associate Dean may serve as a non-voting advisory member. A member of the IT Committee will serve as a non-voting advisory member for coordination purposes.

2.2 Term:

Division Policy will govern the term of their representation.

However, appointment of new appointees from respective divisions is recommended to follow the schedule listed below in order to insure that the committee maintains continuity and momentum of committee:

¹Even years: Arch, ID, RCPL;

Odd years: CNS, LA, Graduate Research representative;

Yearly: Student Representative

On-going: Associate Dean.

2.3 Chair:

The Creating/Making Lab Committee will elect a chair from committee membership to serve on the committee for 2 years. The Chair will set the agenda for the committee. The Chair will receive feedback and information from the Dean and will inform the Dean of Committee activities, recommendations, and decisions.

3.1 Responsibilities:

- 1) Advise & consult on appropriate issues with the Dean including:
 - a. Addressing operations and shop hours.
 - b. Staffing at the shop.
 - c. Safety issues and policies for the shop.
- 2) Discuss and advise the Dean on fee changes and financial assets of the Creating/Making Lab.
- 3) Discuss and recommend purchase order level (approximately \$5,000 or greater) items for the Creating/Making Lab; items below this amount are at the discretion of the shop manager in consultation with the Dean as appropriate.
- 4) Discuss long term visioning, goals, objectives, and programming for future Creating/Making Lab facilities.

¹ Even or Odd Year refers to the spring semester year. E.g. Spring 2012 =Even Year, Spring 2013 = Odd Year

- 5) Meeting Minutes: minutes will be recorded by a member of the committee on a rotating basis and submitted to the committee within one week of a meeting. Meeting minutes will be emailed and Committee members will approve minutes within one week via email. Approved minutes will be available to post to COA website within one week of committee approval of minutes.

4.1 Frequency of Meetings:

This committee shall be called upon as needed by the Chair. A minimum of 2 meetings per semester will be held for purposes of long term planning and discussions on current issues at large.

4.2 Attendance:

Members that miss greater than 2 meetings may be asked by the Chair to consider finding an alternate representative to serve on the committee.

All members are eligible and expected to attend and participate in committee meetings. Other guests may attend meetings and participate in discussions when invited by the committee, but may not vote.

5.1 Voting & Decisions:

Voting for elected position of Chair for committee will be by secret ballot utilizing online survey software when available. Voting for new chair will be held in the spring semester with the new term to begin at the end of the spring semester in order to allow for preparation for over the summer. Voting period will not exceed 10 calendar days. Simple majority of ballots cast will determine the selection of the new chair.

All other committee decisions shall be made through consensus. Consensus will be defined as the majority of committee members' present, if over 50% of the committee members are in attendance.