ARTICLE I: NAME AND AFFILIATION

Section 1. Name.
The name of this body shall be the University Colloquium Advisory Council.

Section 2. Affiliation.
The University Colloquium Advisory Council (the “Council”) advises the Provost of Florida Gulf Coast University. It is appointed and charged by the Provost of the university. Applicable regulations, policies and procedures of the university and the Florida Gulf Coast University Board of Trustees take precedence over the By-Laws of this Council.

ARTICLE II: PURPOSE AND FUNCTION

Section 1. Purpose.
The purposes of the University Colloquium Advisory Council are: (a) to review, advise and approve IDS 3920 The University Colloquium: A Sustainable Future curriculum; (b) to oversee assessment as necessary, and (c) to advise the Provost who charges and appoints the Council.

Section 2. Function.
In an effort to provide continuous improvement, the University Colloquium Advisory Council shall review, advise, and approve The University Colloquium: A Sustainable Future curriculum related to: the standard syllabus with learning goals and outcomes, required readings, required field trips, required writing assignments, and required Service-Learning. In addition, the University Colloquium Advisory Council shall address the logistics for transportation to field trips, faculty resources and training, student concerns related to University Colloquium including student grade appeals, petitions for late withdrawals and other course related issues as necessary, and additional Colloquium-related issues as needs arise.
ARTICLE III: MEMBERSHIP

Section 1. Members.
The membership of the Council shall include the following faculty members, student representatives, and community representative, in the numbers indicated:

- **Chair** – University Colloquium Coordinator (*Permanent Member*)
- College of Arts & Sciences – 2 representatives with experience teaching Colloquium
- College of Education – 1 representative with experience teaching Colloquium
- College of Health Professions and Social Work – 1 representative with experience teaching Colloquium
- Lutgert College of Business – 1 representative with experience teaching Colloquium
- U.A. Whitaker College of Engineering – 1 representative with experience teaching Colloquium
- FGCU student – 1 representative who has successfully completed Colloquium and currently enrolled in a course of study.
- Community member from a Colloquium field trip destination or Colloquium Service-Learning partner – 1 representative
- Director of Community Engagement (*Permanent Member*)
- University Colloquium Full-Time Faculty Representative – 1 representative
- University Colloquium Office Manager (*Permanent Member*)
- Dean of Undergraduate Studies (ex officio - non-voting member)

Task forces or work groups shall be developed as needed.

Section 2. Appointments and Terms.
Appointment shall be made by the Provost in consultation with the College Deans, Dean of Undergraduate Studies and the Dean of Students.

Faculty members shall serve 4-year terms, the community member shall serve a 2-year term, and the student shall serve up-to 2 year terms. Terms can be successive and renewable.

Section 3. Resignation, Termination, and Absences.
Members who intend to resign from the Council should notify the Council Chair in writing. Council members’ terms may be terminated for excess absences if they have three unexcused absences from Council in one academic year.
ARTICLE IV: MEETINGS

Section 1. Meeting Schedule.
The Council shall meet periodically as necessary to conduct its work as determined by the Council Chair. Typically, the Council will meet at least twice per semester during the fall and spring semesters and as needed during the summer semester(s).

Section 2. Open meetings.
All meetings of the Council are open to the public.

Section 3. Quorum.
When the Council meets, a quorum shall be a simple majority of the voting council members.

Section 4. Agendas.
The agendas for scheduled meetings of the Council shall include prior meeting minutes.

ARTICLE V: AUTHORITY AND CHARGE

Section 1. Council’s Authority.
The University Colloquium Advisory Council is appointed by the Provost of the university in consultation with the Dean of Undergraduate Studies and the respective college deans.

ARTICLE VI: AMENDMENTS

Section 1. Amendments.
The By-Laws may be amended as necessary by a 2/3 majority of the total council voting members of the appointed members of the Council and by the approval of the Dean of Undergraduate Studies. Proposed amendments must be submitted to the Council Chair, to be distributed with regular Council announcements and agendas.

Section 2. Approval.
These By-Laws were approved at a meeting of the Council on October 13, 2010 and reaffirmed with minor revision on February 16, 2011 for recommendation to the Associate Provost & Associate Vice President, and were approved by the Provost and Vice President for Academic Affairs on March 15, 2011. These By-Laws were further amended and approved at a meeting of the Council on March 16, 2012 and again on September 7, 2012.