

# CHIRON STUDIES PORTLAND STATE UNIVERSITY

## CONSTITUTION

### **ARTICLE I. NAME**

1. The name of this organization shall be Chiron Studies. Hereinafter the group will simply be referred to as Chiron.

### **ARTICLE II. PURPOSE AND MISSION**

1. Chiron Studies shall be committed to the diverse interests of the student body as well as the involvement and development of individual students. To this end, Chiron shall serve Portland State University by providing for the development and implementation of classes not regularly offered by existing academic departments; Chiron courses will be taught by Undergraduate, Post-Baccalaureate, or Graduate students of Portland State University.
2. In the development and implementation of classes, Chiron will work with the following organizations, departments, and offices:
  - 2.1. These groups include, but are not limited to:
    - a) Student Activities and Leadership Programs (SALP)
    - b) The Vice-Provost for Curriculum and Undergraduate studies
    - c) Academic departments sponsoring or co-listing a Chiron course.
    - d) Any other organization with a vested interest in student education.
3. Chiron is a student run and student-administered program that works within the supervision of the Office of Academic Affairs and the Vice-Provost for Curriculum and Undergraduate studies – herein referred to as the Primary Adviser.
4. Chiron shall encourage innovation in course subject, content, and methodology, as well as student attention toward academic scholarship.

### **ARTICLE III. GENERAL STRUCTURE, MEMBERSHIP AND ADMINISTRATION**

1. Chiron Studies shall be composed of a
  - 1.1. Coordinator
  - 1.2. A Vice Coordinator, as necessary
  - 1.3. A Chiron Committee
2. Student membership on the Chiron Committee shall be open to all PSU students enrolled for at least 1 credit and paying the Student Fee.
3. Two members from the Portland community may also serve as board members at the discretion of the Committee.
4. Faculty membership on the Chiron Committee shall be a person holding emeritus, tenure-

track, and tenured or adjunct, fixed term status.

5. Chiron Studies is funded primarily through the Office of Academic Affairs. Other sources of income may include grants, administrative funds apportioned by university colleges and departments, or donations and other funds as pursued by the Coordinator and/or other Committee members.
6. Granting of credit for Chiron courses and the allocation of instructional spaces is the prerogative of the University,
7. Chiron Instructors are defined as student instructors who have been approved by the Chiron Committee and are currently teaching a Chiron course.
8. Changes to this constitution must be approved by a 2/3 majority vote of the active and voting members of the Chiron Committee.

#### **ARTICLE IV. THE CHIRON COMMITTEE**

1. Meetings of the Chiron Committee will be called at the discretion of the Chair.
2. In the event that the Chair cannot attend a previously scheduled meeting, the Vice Chair shall act in their stead.
3. The voting membership of the Chiron Committee shall be jointly composed of faculty, community members and students:
  - 3.1. The membership of this joint committee shall be composed of no less than five, nor more than nine students, no more than two community members, and no less than three, nor more than five faculty. The total membership of the Chiron Committee will be no less than eight, nor more than sixteen.
    - a) The Chiron Coordinator shall act as the Chair of the Chiron Committee.
    - b) One Student Member shall be nominated and elected at the first Chiron Committee meeting of the new academic year to act as the Vice Chair for the year.
    - c) One Committee Member shall be nominated as the Minute Taker. They will document all proceedings and provide the Coordinator with the minutes for archival in the Chiron records.
  - 3.2. At no time may the Faculty membership outnumber the student membership.
    - a) In such cases that arise where student membership to the Chiron Committee falls below the minimum requirement and/or the Faculty membership outnumbers the student membership, the Chiron Committee will cease to convene standard meetings (i.e., meetings in which general business, old business, and courses are discussed) and will only convene to approve new members until the requisite numbers and ratios are achieved.
4. The Committee shall convene once every quarter during the third week of the academic term – including Summer – to deal with general business, though they may meet more often as is necessary. All meetings shall be called at the discretion of the Chair. The business to be dealt with at such proceedings will consist of, but is not limited to:
  - 4.1. The approval or denial of Course Proposals
    - a) To ensure the quality of class offerings the faculty membership retains veto power over any Course Proposal. The Faculty Veto may only occur when all faculty are in concurrence that a Course Proposal should be accepted or rejected.
  - 4.2. The approval or denial of new Committee Members
  - 4.3. Any amendment to the Constitution

- 4.4. The election of the Vice-Chair
- 4.5. The approval or denial of the Chiron Budget.
- 4.6. The approval or denial of the Chiron Coordinator
5. Non-voting members of the Committee shall serve in an advisory capacity. These members will be invited to Committee meetings at the discretion of the chair. These members include, but are not limited to:
  - 5.1. The Chiron Vice Coordinator
  - 5.2. The Principal Adviser
  - 5.3. Any representative of the Office of Academic Affairs
  - 5.4. Any representative of an interested or sponsoring Academic Department
  - 5.5. Any Chiron Instructor past or present.
6. Quorum shall consist of a simple majority (50% plus 1) of all confirmed and active voting members of the Committee.
7. Business of the Committee will be conducted in accordance with Roberts Rules of Order, as interpreted by the Chair.
8. Clarification and changes to any part of this constitution shall be provided by and interpreted by the Committee. Suggestions for revision from the Coordinator will be taken under advisement. All substantive revisions to this Constitution must pass a 2/3 majority vote of the active and voting committee members.
9. All Committee Members must, in addition to attending all meetings called by the Chair, perform a minimum of three hours of service to the group. What constitutes acceptable or unacceptable service will be determined by the Committee, but examples may be:
  - 9.1. Advertising for Chiron.
  - 9.2. Upgrading or updating the Chiron website.
  - 9.3. Recruiting new Committee members or student instructors.
  - 9.4. Teaching a Chiron course.
  - 9.5. Aiding the Coordinator or Vice Coordinator in any substantive way
10. The Chiron Committee may remove any member who has missed two consecutive meetings without prior notice to the Chair.
  - 10.1 Any member of the Committee may be removed by a 2/3 majority vote of the active Committee members.
  - 10.2 Committee members may designate a proxy to vote in their stead, however they must notify the Chair of such temporary replacement.
11. A Committee member must withdraw from deliberating or voting on an item of business if the person determines they have a conflict of interest on the matter.

#### **ARTICLE V. THE CHIRON STUDIES COORDINATOR**

1. Hiring of the Chiron Studies Coordinator shall be confirmed by 2/3 majority vote of the active Chiron Committee at the final meeting of each academic year.
  - 1.1. In case the active Coordinator wishes to retain the position and continue for another year, a letter of intent shall be submitted to the Chiron Committee who will then review the accomplishments and fitness of the Individual and then approve or deny the position renewal.
    - 1.1.A. In such a case where the Coordinator wishes to retain their position, the ensuing review of the Coordinator's fitness and accomplishments and the

resulting approval or denial of the Coordinator will be conducted without his/her participation or vote.

- 1.2. If the acting Coordinator rescinds responsibilities at a time other than the end of the academic year the Chiron Committee – led by the Vice-Chair – shall hold a search for a new Coordinator.
  - 1.2.A. If there is a Vice Coordinator they will take on the responsibilities of the Coordinator as an interim.
2. The Coordinator shall act as the administrative head of Chiron by:
  - a) Preparing a yearly budget for timely submission to the appropriate bodies, and advising the Chiron Committee of the prepared budget for approval by the majority present at the meeting preceding submission deadlines.
  - b) Representing the Program and its goals to other students, boards and committees.
  - c) Supervising and helping to advertise Chiron Courses.
  - d) Retaining and organizing all institutional memory and Chiron archives.
  - e) Maintaining and updating the Chiron website, office, and official documents.
  - f) If possible, conducting Program development and research.
  - g) Creating agendas for meetings and activities of the Committee.
  - h) Chairing the annual Chiron Search Committee, and performing the necessary tasks of leadership recruitment, retention and transition.
3. The Coordinator shall recruit committee members and student instructors as necessary.
4. The Coordinator shall be in charge of receiving and organizing all Course Proposals.
  - 4.1. The Coordinator must provide a Course Proposal Packet and all other necessary information to any student who meets the membership requirements enumerated in Article III. Section 2.
  - 4.2. The Coordinator shall accept and retain all original copies of Course Proposals for the purposes of institutional memory in the Chiron Archives.
  - 4.3. The Coordinator shall conduct interviews of prospective Instructors upon submission of a completed Course Proposal packet.
  - 4.4. The Committee must approve the course proposal packet at the first meeting of each Academic Year. Additional edits and approvals may continue beyond the first meeting as necessary.
5. The Coordinator shall administer and collect student Evaluations of all Chiron courses.
  - 5.1. Course Evaluations must be performed twice per offering. Once in week 5 of the term and once in week 10 of the term.
  - 5.2. Course Evaluations will be made without the Instructor's presence; however, useful information or criticism will be provided to the Instructor for their edification.
  - 5.3. In the event that the Coordinator or Vice Coordinator cannot administer and collect the Course Evaluations, an appointee from the Chiron Committee shall act in their stead.
6. The Coordinator shall develop and provide workshops and trainings to Chiron Instructors.
  - 6.1. Faculty members of the Chiron Committee and members of the Center for Academic Excellence may be consulted in developing and implementing workshops.
  - 6.2. The types of workshops given to a group of Chiron Instructors will be based on each Instructors self-assessment of their strengths and weaknesses.
7. The Coordinator (and/or Vice Coordinator) may be removed by a three-quarter majority vote of the active voting members of the Committee for:
  - 7.1. Fiscal or budgetary irresponsibility
  - 7.2. Misrepresentation of the program

- 7.3. Failure to fulfill the duties outlined herein
8. The Coordinator may resign by giving the Committee at least thirty (30) days written notice.
9. The Vice Coordinator shall take on any of the aforementioned responsibilities as the Coordinator sees fit.

#### **ARTICLE VI. GUIDELINES FOR COURSE PROPOSALS**

1. All Course Proposals must be submitted to the Chiron Coordinator, and must complete the following expectations:
  - 1.1. All proposals shall have the approval of a faculty member from an appropriate department that is related to the offered Course.
    - 1.1.A. A Faculty Sponsor shall be a person holding emeritus, tenure-track, and tenured or adjunct, fixed term status.
  - 1.2. All proposals must be submitted by the deadline established for the term. Deadlines are changed on a term-by-term basis. Check with the Coordinator to find out what the current deadline is.
  - 1.3. All applicants must have completed the course proposal brief before they submit a course proposal.
2. All Course Proposals must be approved by the Chiron Committee and the Primary Advisor.
  - 2.1. Further approval may be required at the discretion of the Primary Advisor.
3. Repeated Chiron course offerings are subject to the regulations established by the Faculty Senate and the Primary Advisor.

#### **ARTICLE VII. RESPONSIBILITIES OF CHIRON INSTRUCTORS**

1. All Chiron Instructors must have earned a minimum of ninety credits (90).
2. All Chiron Instructors must be admitted by the University to a degree or certificate program. He or she must be an undergraduate or post-baccalaureate student taking at least eight credit hours, unless on a vacation term; or a graduate student taking at least six credit hours, unless on a vacation term.
3. All Chiron Instructors will receive payment upon completion of their course.
4. All Chiron Instructors will be responsible for:
  - 4.1. Being familiar with all the policies and guidelines established by the Chiron Committee that relate to instructors.
  - 4.2. Submitting completed class proposals by the established deadlines.
  - 4.3. Adhering to proposal guidelines regarding academic quality and integrity.
  - 4.4. Attending all needed Chiron workshops provided by the Coordinator and/or Faculty Membership.
  - 4.5. Adhering to the Student Code of Conduct and all other University guidelines and rules pertaining to student behavior and action.
  - 4.6. Preparing class materials in a complete and satisfactory manner.
  - 4.7. Attending and executing all scheduled classes and notifying the Coordinator, the sponsoring department (if applicable), and the faculty sponsor of any changes in the time or place of class meetings.
  - 4.8. Maintaining regular office hours for students to seek consultation during the term of

their employment.

- 4.9. Completing grading forms for the submission to faculty sponsors in a timely manner.
- 5. All Course Instructors are strongly encouraged to engage their course with the Community.
  - 5.1. Chiron Studies is aware that there is a broad spectrum for what constitutes “service learning.” Different courses and different instructors will choose to engage with the Community along different points on the spectrum.
  - 5.2. The Chiron Coordinator will aid Instructors in this service learning component by providing trainings, helping to generate community connections, and providing any other support the Instructor needs.

**ARTICLE VIII. RESPONSIBILITIES OF FACULTY SPONSORS**

- 1. The Faculty Sponsor shall:
  - 1.1. Work with the Chiron Instructor to complete departmental approval as needed.
  - 1.2. Supervise the academic quality of their sponsored course.
  - 1.3. Be the Professor of Record by submitting the grading forms, or grades, for their sponsored course.
  - 1.4. Write an evaluation of the course and instructor at the end of the term. The evaluation must be submitted to the Chiron Coordinator.
- 2. In the event that a Chiron Instructor is unable to complete his or her Chiron course, the Faculty Sponsor will facilitate – with the help of the Chiron Committee – finding a replacement as soon as reasonably possible.

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***RATIFICATION***

This Constitution was accepted and ratified on \_\_\_\_\_ and by the following Committee Members:

Patrick Beisell (Committee Chair): \_\_\_\_\_

Jay Johnston (Vice Chair): \_\_\_\_\_

Professor Bill Fischer: \_\_\_\_\_

Professor David Holloway: \_\_\_\_\_

Professor Mary King: \_\_\_\_\_

Assistant Dean Robert Mercer: \_\_\_\_\_

Eddie Hallman:

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Sehwan Kim:

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Misty Kosydar:

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Zach Martinson:

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Michael Noonchester:

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Leah Rutz:

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