

SUNY COIL Center

ARTICLE I - VISION & MISSION

Section 1. Vision

We envision a world free from implicit bias, where people engage across differences to fully connect with others. We believe that an educational environment that fosters shared values, mutual understanding, and critical digital literacy, and which promotes interaction across boundaries to develop leadership, collaborative problem solving and contextualized decision making, will make this vision a reality.

Section 2. Purpose

To cultivate an engaged educational environment by providing the resources, support, and professional network to enable educators and institutions to incorporate virtual engagement opportunities for all students and faculty. We do this by:

- Simplifying the process of integrating collaborative online learning into educational practices
- Empowering the professional community of practice dedicated to thoughtful and quality growth of the field
- Inspiring and supporting educators to offer engaging and globally relevant educational experiences
- Developing materials and resources for independent professional development
- Making meaningful connections between people, cultures, and ideas

ARTICLE II – HOSTING OF THE SUNY COIL CENTER

Section 1. Host Campus

The SUNY COIL Center hosted by SUNY Oneonta to help create a close connection between the work the SUNY COIL Center is doing and COIL projects locally on a campus, hereafter referred to as the host campus. This will create an incubator space which allows the host campus to thrive in their COIL initiatives and the SUNY COIL Center to experiment with new methods and share with the broader network.

ARTICLE III – SUNY COIL CENTER ADVISORY COUNCIL

Section 1. Advisory Council

- a. The SUNY COIL Center will be guided by an advisory council, hereafter referred to as the Council. The Council convenes on a regular basis, typically four times each calendar year, to communicate work from subcommittees and steer the direction of the SUNY COIL Center.

- b. Council appointments are made by the Director of the SUNY COIL Center in consultation with current Council members and a designee from the host campus.
- c. The Council will prioritize candidates for appointment who have worked closely with the SUNY COIL Center either as campus coordinator, advocates on local campus, or seasoned COIL practitioners.

Section 2. Council Membership

- a. Council members must be connected to a campus with membership in the SUNY COIL Center. Each voting Council member may cast one vote.
- b. Voting members shall include Sector Representatives as follows:
 - University Colleges (at least 1)
 - University Center and Doctoral Degree Granting Institutions (at least 1)
 - Community Colleges (at least 1)
 - Host Campus Financial Representative (at least 1)
 - Host Campus COIL Representative (at least 1)
 - SUNY System Administration Representatives (at least 2)
 - At Large Members (at least 1)
- c. The Council shall include the following ex officio, non-voting members:
 - The person to which the SUNY COIL Center Director reports on the host campus
 - The director of the SUNY COIL Center

Section 3. Duties of the Council Officers

- a. Council Chair- Host Campus person preferred
 - Convenes and presides over Council meetings, and sets agendas for meetings of the Council.
 - Coordinates Council appointments and ensures that vacancies are filled.
 - Identifies another Advisory Council member to conduct meetings in their absence.
- b. Secretary of the Council
 - Records and maintains official minutes of all Council meetings.
 - Tallies and records votes at all meetings and elections (unless recused as a nominee for Chair).
 - Distributes Council meeting minutes to Advisory Council members for additions and corrections and is also responsible for coordinating distribution of reviewed minutes to the Advisory Council members.
- c. Subcommittee Chair(s)
 - The chair of each subcommittee must be a member of the Council.
 - Duties for the subcommittee chair include:
 - Convenes and presides over subcommittee meetings and sets agendas for subcommittee meetings.
 - Communicates regular updates to the Council Chair on updates from the subcommittee.
 - Identifies another subcommittee member to conduct meetings in their absence.
- d. In the event that any Council officer is unable to fulfill the terms of office, the Council Chair in consultation with the Advisory Council members will appoint a new Council member to serve out that term.
- e. Council members are expected to regularly attend council meetings and subcommittee meetings. In the event that a council member does not regularly attend meetings, the Council Chair can request to replace the member in consultation with the Advisory Council members.

Section 4. Meetings

- a. The SUNY COIL Center Advisory Council will meet a minimum of four times per year either online or face- to-face, as deemed appropriate by the Chair. The purpose of these meetings typically tracks a business operation cycle as follows:
 - Fall: to address progress of subcommittees and regular business.

- Winter: to address progress of subcommittees and revisit strategic plan as needed
 - Spring: to address progress of subcommittees and regular business, conduct Council elections.
 - Summer: annual strategic planning session to define the charge of subcommittees and other business as appropriate.
- b. A quorum, defined as a majority of Council members, is required to make Council decisions.

Section 5. Terms of Office

- a. Recommendation of 3-year terms with staggered end dates
- b. The Secretary and Subcommittee chairs are appointed at the summer strategic planning session for one year terms and can be revisited annually.

ARTICLE IV - ADVISORY COUNCIL SUBCOMMITTEES

Section 1. Creation of Subcommittees

- a. During the summer Advisory Council meeting, recommendations for the creation of new subcommittees can be brought to the Council. If a new standing subcommittee is established by the Advisory Council, it will be added to the "Current Subcommittees" section below.
- b. During the summer Advisory Council meeting, current subcommittees will be reviewed to determine if their charge needs to be modified and if the subcommittee is still needed.

Section 2. Recommendations from the Subcommittees

- a. Subcommittees will create recommendations to the Advisory Council on specific topics as per their charge.
- b. Final recommendations to the SUNY COIL Center director will be decided by the full Advisory Council based on the recommendations from the subcommittees.
- c. The implementation of any recommendations are at the SUNY COIL Center Director's discretion.

Section 3. Structure of Subcommittees

- a. Once a subcommittee has been created a minimum of 3 members are needed.
- b. Advisory Council members may participate in a maximum of 2 subcommittees at any given time and must participate in at least one subcommittee.
- c. Subcommittee chairs will be appointed by the Council Chair, in consultation with the Council.

Section 4. Standing Subcommittees

- a. Bylaws Subcommittee:
 - Review the bylaws annually and recommend any needed changes.
- b. Finance Subcommittee:
 - Review membership rates and the budget of the SUNY COIL Center and make recommendations on updates to rates to ensure the financial stability of the SUNY COIL Center.
- c. Communication Subcommittee:
 - Articulate the value proposition of SUNY COIL to the SUNY, national and international

communities. To that end, recommend a Communication/Marketing Strategic Plan for SUNY COIL.

d. Innovation, Research, and Assessment Subcommittee

- Make recommendations to maintain the SUNY COIL Center's relevance, maintain leadership with innovation, renewal, DEISJ, and alignment with higher education priorities

ARTICLE V - ACCEPTANCE AND AMENDMENT OF BYLAWS

- a. These bylaws and any amendments to them must be approved by a majority vote of the Advisory Council during any of the quarterly meetings.
- b. Proposed changes must be submitted to the members in writing two weeks prior to the vote.

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