

## MEMORANDUM OF UNDERSTANDING

Between San José State University and  
California State University, Monterey Bay and  
The University of California, Santa Cruz

Regarding Proposal for a Joint Program of Graduate Study for the  
**Doctor of Education Degree in Collaborative Leadership**

April 9, 2004

Draft

This Memorandum of Understanding (hereafter referred to as the “MOU”) is entered into this [...] day of [...], [...] by and between THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY on behalf of San Jose State University, San Jose and California State University, Monterey Bay, and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA on behalf of The University of California, Santa Cruz (universities hereafter referred to as “SJSU”, “CSUMB”, and “UCSC”, respectively) in order to establish a Joint Doctoral Program in Collaborative Leadership that will result in an Ed.D. degree awarded by UCSC and in the names of each university and their respective systems. The purpose of this MOU is to establish procedures for the operation and fiscal administration of the degree program.

### RECITALS

WHEREAS UCSC, a campus of The University of California, is an institution of higher education established by the Constitution of the State of California with a mission to provide high-quality education to undergraduate and graduate students, innovation through the advancement of fundamental and applied research programs, creative activities and scholarship, and provision of service to the state, nation, and world; and

WHEREAS SJSU and CSUMB, campuses of The California State University, are institutions of higher education created by the Legislature of the State of California with a mission to discover, integrate, articulate and apply knowledge by emphasizing teaching, engaging in research, and by participating in various communities, local, state, and international; and

WHEREAS UCSC, SJSU and CSUMB have indicated in writing (see Exhibit A) their intent to jointly offer and award a doctoral degree in Collaborative Leadership, with each university contributing unique institutional resources and expertise; and

WHEREAS the *Proposal For A Joint Program Of Graduate Study For The Doctor Of Education Degree In Collaborative Leadership, San Jose State University, California State University Monterey Bay, and the University of California, Santa Cruz, [INSERT FINAL APPROVED PROPOSAL DATE]* (hereafter referred to as the “PROPOSAL”) (Exhibit A) has been approved by the faculties, Academic Senates, and campus administrations of each university and said PROPOSAL describes Joint Doctoral Program admission criteria, program of study, dissertation requirements and procedures, and course descriptions, residency requirements, expected time to degree; and

WHEREAS the *SJSU, CSUMB, UCSC Education Ed.D. Program Faculty Bylaws* (hereafter referred to as the “BYLAWS”) (Exhibit B) have been approved by the respective faculty groups of each institution, the Dean of the College of Education at SJSU, the Dean of the College of Professional Studies at CSUMB, and the Dean of the Social Sciences Division at UCSC to govern the academic organization and administration of the Joint Doctoral Program, and said BYLAWS include the program organization and administration, program faculty, committees, faculty advising, meetings, and quorum and amendments; and

WHEREAS SJSU, CSUMB and UCSC now desire to memorialize the operational and fiscal roles and responsibilities of each university;

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual covenants, terms, and conditions set forth below, and intending to be legally bound, SJSU, CSUMB and UCSC agree as follows:

- 1) Term. This MOU shall be effective from [July 1 through June 30 5yrs later, start date effective after final systemwide program approval]. SJSU, CSUMB and UCSC may extend the term of this MOU by written amendment signed by duly authorized representatives of each university no later than sixty (60) days before its expiration date.
- 2) Alteration in Writing. This Agreement supersedes any and all prior understandings and agreements, whether written or oral, between the universities with respect to the subject matter of this Agreement. The Agreement between the parties consists of this MOU, the PROPOSAL (Exhibit A), and the BYLAWS (Exhibit B). The documents constituting this Agreement will be interpreted as to be consistent with one another. Should any inconsistency or conflict appear, however, the MOU will be deemed to prevail over both the PROPOSAL and BYLAWS, and the BYLAWS will be deemed to prevail over the PROPOSAL. No alteration or variation of this Agreement shall be valid unless made in writing and signed by SJSU, CSUMB and UCSC. All notices, correspondence and communication regarding performance of services which are the subject of this Agreement shall be effective only if made in writing and sent to:

SJSU: Dr. Susan Meyers, Dean  
College of Education  
Sweeney Hall Room 103  
One Washington Square  
San José State University  
San Jose, CA 95192-0071

CSUMB: Dr. Dorothy Lloyd, Dean  
College of Professional Studies  
100 Campus Center, Building 3  
California State University, Monterey Bay  
Seaside, CA 93955

UCSC Dr. Michael Hutchison, Dean  
Division of Social Sciences  
1156 High Street  
University of California, Santa Cruz  
Santa Cruz, CA. 95064

- 3) Academic Jurisdiction. The faculty and deans at SJSU, CSUMB, and UCSC shall retain complete jurisdiction over the academic content of the Joint Doctoral Program. The PROPOSAL and the BYLAWS shall govern the academic content of the program and the administration of the SJSU/CSUMB/UCSC Joint Doctoral Program and its faculty.
- 4) Academic Administration. SJSU, CSUMB, and UCSC agree that academic administration of the program shall be housed at the UCSC campus. Such administration shall include application processing, admissions, matriculation, registration, student record-keeping, posting of grades, monitoring and approval of degree requirements, dissertation filing, human subjects reviews, and confirmation of degree completion. Final transcripts shall be processed by UCSC and shall indicate the awarding of the Ed.D. degree in the names of SJSU, CSUMB and UCSC, and diplomas shall be awarded in the names of the Trustees of The California State University (SJSU/CSUMB) and the Regents of The University Of California (UCSC).
- 5) Operational Administration. SJSU, CSUMB and UCSC agree that operational and budgetary administration of the program shall be housed at the UCSC campus.
- 6) Program Funding and Fiscal Responsibilities.
  - a) Enrollment. Students shall be enrolled as UCSC students for the duration of the degree program in order to generate UC-level funding for the program. Both universities agree that students shall not be required to enroll concurrently at SJSU or CSUMB and shall not generate FTES or State funding directly to SJSU or CSUMB.

- b) Authorized expenditures. UCSC shall pay for all its own expenditures under this MOU. SJSU is the designated fiscal agent for the two CSU campuses. UCSC shall allocate funds to SJSU two times per year in equal installments based on the annual operating budget in effect for that year. SJSU and CSUMB shall pay for all of their own expenditures under this MOU.
- i) Upon receipt of an invoice from SJSU, UCSC shall allocate the above-mentioned funds in September and May of each year during the term of this MOU. Allocations to SJSU should be sent to:

Sandra Donaldson Dewitz  
Associate Vice President  
Institutional Planning & Academic Resources  
San Jose State University  
San Jose, CA 95192  
Voice: 408/924-2470  
Fax: 408/924-2469  
sdewitz@sjsu.edu

c) Budget.

- i) The Dean of the College of Education at SJSU, the Dean of the College of Professional Studies at CSUMB, and the Dean of the Division of Social Sciences at UCSC (hereafter sometimes referred to collectively as the “Deans”) with input from the program co-directors will prepare and approve an annual operating budget for the Joint Doctoral Program no later than May 1<sup>st</sup> of each year. Once approved, the annual operating budget will be attached to this MOU as Exhibit C. A copy of the approved annual budget should be sent to the Provost’s office at SJSU, to the Provost’s office at CSUMB, and to the UCSC Planning and Budget Office, 1156 High Street, Santa Cruz, CA 95064.
- ii) SJSU, CSUMB, and UCSC shall make expenditures in accordance with the approved annual operating budget.
- iii) Surplus funds remaining at the end of the contract period may be carried forward for use by the particular institution with the surplus during the next fiscal year during the term of this MOU.

d) Reporting.

- i) SJSU, CSUMB, and UCSC shall be responsible for accounting, budgeting, billing, payroll services, and reporting on their respective campuses for authorized expenditures contained in the annual budget. SJSU, CSUMB and UCSC shall jointly prepare an annual consolidated fiscal-year-end report of program expenditures, and copies of this report will be archived in the Deans’ offices at each campus.

7) Operational Terms.

- a) Facilities. SJSU, CSUMB, and UCSC shall provide adequate classroom and administrative space to support all aspects of the Joint Doctoral Program.  
At the current time, the plan for rotation of courses is as follows: summer quarters at UCSC, fall and winter at SJSU, and spring at CSUMB.
- b) Equipment.
- i) SJSU, CSUMB, and UCSC shall contract, in accordance with their respective campus policies and procedures, for equipment leases and other vendor agreements to be paid with Joint Doctoral Program funds contained in the annual budget.
  - ii) When equipment purchased with Joint Doctoral Program funds under this MOU is no longer needed for its original purpose, a request to use the equipment for other projects and programs sponsored by either SJSU, CSUMB, or UCSC shall be made in writing and shall be approved by the Deans.
  - iii) Equipment purchased solely with SJSU funds shall be the sole and separate property of SJSU and shall be maintained by SJSU without expense to the Joint Doctoral Program.
  - iv) Equipment purchased solely with CSUMB funds shall be the sole and separate property of CSUMB and shall be maintained by CSUMB without expense to the Joint Doctoral Program.
  - v) Equipment purchased solely with UCSC funds shall be the sole and separate property of UCSC and shall be maintained by UCSC without expense to the Joint Doctoral Program.
- c) Services. SJSU, CSUMB and UCSC shall provide services as follows:
- i) Student support services: Because students will be officially registered as UC students, all student support services (e.g., financial aid, career counseling, health services) shall be provided by UCSC.
  - ii) Upon admission to the degree program, students and faculty shall be granted full rights and privileges to use any and all services/materials provided by the UCSC McHenry Library, SJSU Martin Luther King, Jr. Library, and CSU Monterey Bay Library. SJSU, CSUMB, and UCSC shall maintain sole and separate library services, staffing, policies, and collections.
  - iii) Parking: Students shall be solely responsible for purchasing quarterly/annual parking permits for their vehicles and complying with the parking regulations of each university.

iv) Computing services: Upon admission to the degree program, UCSC shall assign students an electronic mail account and shall maintain said accounts for the duration of students' degree program. SJSU, CSUMB and UCSC shall provide students and faculty access to computing facilities (e.g., laboratories, etc.) necessary to accomplish the objectives of the Joint Doctoral Program.

8) Miscellaneous Terms.

- a) Termination—Breach of MOU. Each of the three universities may terminate this MOU for material breach of its terms by either of the other two universities if the breaching university fails to satisfactorily correct the breach within thirty (30) days of written notice of the breach. Students currently enrolled in the program will be permitted to finish their degrees according to the plans outlined in the PROPOSAL. These students will continue to receive the full support of all three universities for the duration of their degree programs.
- b) Termination—Lack of Funding. If the continuance of the Joint Doctoral Program is deemed by SJSU, CSUMB and UCSC to be **nonviable** due to lack of State funding, the faculty and Dean of the College of Education at SJSU, the faculty and Dean of the College of Professional Studies at CSUMB, and the faculty and Dean of the Social Sciences Division at UCSC may terminate the program by providing one (1) year's advance written notice of intent to **all parties involved in the Joint Doctoral Program.** Students currently enrolled in the program will be permitted to finish their degrees according to the plans outlined in the PROPOSAL. These students will continue to receive the full support of all three universities for the duration of their degree programs.
- c) Indemnification. The Trustees of the California State University shall defend, indemnify, and hold The Regents of the University of California, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of The Trustees of the California State University, its officers, employees or agents.

The Regents of the University of California shall defend, indemnify, and hold The Trustees of the California State University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of The Regents of the University of California, its officers, employees or agents.

- d) Insurance. It is understood and agreed that the California State University and University of California maintain self-insurance programs to fund their respective liabilities. Evidence of Insurance, Certificates of Insurance, or other similar documentation shall not be required of either party under this MOU.
- e) Waiver of rights. No delay or failure of either university in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
- f) Relationship of Parties. UCSC and the agents and employees of UCSC in the performance of this MOU, PROPOSAL or BYLAWS will act in an independent capacity and not as officers or employees or agents of SJSU or CSUMB, except as expressly provided by SJSU or CSUMB. The employees of SJSU or CSUMB who participate in the performance of this MOU, PROPOSAL or BYLAWS are not agents or employees of UCSC, except as expressly provided by UCSC.
- g) Examination and Audit. The parties will be subject to the examination and audit of the State Auditor for a period of three years after final payment under this MOU. The examination and audit will be confined to those matters connected with the performance of this MOU, including the costs of administering this MOU.
- h) Dispute Resolution. Any dispute arising under the terms of this MOU that is not resolved within a reasonable period of time by the Deans shall be brought to the attention of the Executive Vice Chancellor and Campus Provost (or designated representative) of UCSC and Provost and Vice President for Academic Affairs (or designee) of SJSU and the Provost and Vice President for Academic Affairs (or designee) of CSUMB for joint resolution. At the request of any of the three Parties, UCSC shall provide a forum for discussion of the disputed item(s), at which time the Vice Chancellor, Planning and Budget (or designated representative) shall be available to assist in the resolution by providing advice to all Parties. If resolution of the dispute through these means is pursued without success, any Party may seek resolution employing whatever remedies existing in law or equity. Despite an unresolved dispute, the Parties shall continue without delay to perform their respective responsibilities under this MOU.

**IN WITNESS WHEREOF**, SJSU, CSUMB and UCSC have executed this MOU the day and year first above written.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (UCSC)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, Division of Social Sciences

APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Campus Provost and Executive Vice Chancellor

THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY (SJSU)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, College of Education

APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Provost and Vice President for Academic Affairs

THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY (CSUMB)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, College of Professional Studies

APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Provost and Vice President for Academic Affairs



EXHIBIT A

Proposal For A Joint Program Of Graduate Study For The Doctor Of Education Degree In  
Collaborative Leadership, San José State University, California State University, Monterey Bay,  
And The University Of California, Santa Cruz, **DATE**

## EXHIBIT B

### JOINT ED.D. PROGRAM FACULTY BYLAWS

SAN JOSE STATE UNIVERSITY  
("SJSU")

AND

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY  
("CSUMB")

AND

UNIVERSITY OF CALIFORNIA SANTA CRUZ  
("UCSC")

### **PROLOGUE**

The SJSU/CSUMB/UCSC Joint Ed.D. Core Faculty will be organized to establish and administer a graduate program of instruction and scholarship leading to the Doctorate in Education in Collaborative Leadership in accordance with standards of the UCSC Academic Senate and of the Graduate Divisions of UCSC, SJSU, and CSUMB, respectively. The program Co-Directors, the faculty, the Chair of the UCSC Department of Education, the Dean of the SJSU College of Education, and the Dean of the CSUMB College of Professional Studies will bear overall responsibility for the successful operation of the Ed.D. Program. The teaching and research activities of the program will be shared between the three institutions and will draw upon the interests and talents of the faculty from SJSU, CSUMB, and UCSC, from K-16 leaders, and from other institutions or agencies as appropriate.

### **ARTICLE I. ORGANIZATION AND ADMINISTRATION OF THE JOINT Ed.D. PROGRAM FACULTY**

#### **Joint Governance Board**

The Joint Governance Board will be the chief policy-making administering body for the Joint Ed.D. Program. Joint Governance Board membership will be composed of the three campus Co-Directors, the Chair of the UCSC Department of Education, the Dean of the College of Education at SJSU, and the Dean of the College of Professional Studies at CSUMB. The Joint Governance Board represents the respective institutions, sets policy, and appoints committees.

## **Standing Committees**

The composition of standing committees must have representation from each participating campus. These include:

- a) **Admissions Committee:** The Admissions Committee reviews files of all nominated candidates and makes recommendations about student admissions. The Admissions Committee membership will be composed of the faculty members. Criteria for admission to the Joint Ed.D. Program are to conform with University of California graduate degree program requirements as defined in the Proposal.
- b) **Candidacy Committee:** The Candidacy Committee ensures that the Admissions to Candidacy requirements are met on each campus.
- c) **Dissertation Committee:** Each student will have a dissertation committee consisting of at least four faculty members, representing UCSC and CSU, including the dissertation advisor, who will chair the Committee. Two members must be from UCSC.
- d) **Curriculum Committee:** The Curriculum Committee ensures the number and scheduling sequence of courses offered on each campus that will support timely student progress.

Joint Ed.D. Program curricular and other student program administrative requirements are contained in the Proposal (Exhibit A). The principal elements related to joint oversight include:

- a) **Residency Requirements:** All Joint Ed.D. Program students shall be enrolled for the duration of the program as UCSC graduate students. Students shall not enroll concurrently at SJSU or CSUMB and shall not generate enrollment FTES or state funding directly to SJSU or CSUMB.
- b) **Student Fees:** Students will register and pay fees at UCSC, consistent with statewide agreements reached between the University of California and California State University systems.
- c) **Graduate Support:** Financial Aid will be the responsibility of UCSC. This may include fellowship support and/or need-based support provided through the Financial Aid Office consistent with UCSC Graduate Division policies. Graduate support may include additional opportunities available through SJSU and CSUMB.

## **Joint Program Advisory Board**

The Advisory Board will provide advice and feedback from a broad set of stakeholders.

- The Advisory Board generally will meet once each year to receive reports from the Joint Governance Board and FROM Co-Directors and other program committees, providing feedback and advice.
- The Board's members will include the following: a representative from the President's office at SJSU, the President's office at CSUMB and the Chancellor's Office at UCSC; the Deans of the College of Education at SJSU, the College of Professional Studies at CSUMB and the Division of Social Sciences at UCSC; Joint Ed. D. program co-directors

at SJSU, CSUMB and UCSC. Representatives from other agencies may include: superintendents from the Santa Clara County, Monterey, and Santa Cruz Offices of Education; schools in Region 5 districts; local community colleges; state assemblymen or women; educational agencies and foundations, the teacher unions; businesses and corporations; national educational reform groups as well as local community agencies. The Board will include at least one student from the program, a K-12 teacher and administrator.

## **ARTICLE II. PROGRAM FACULTY MEMBERSHIP**

### **Core Faculty**

Core Faculty will be members of the Academic Senate at UCSC and tenured/tenure track SJSU and CSUMB faculty who:

1. hold a full time academic appointment on their campus;
2. hold a Ph.D., Ed.D., or equivalent degree;
3. are regularly serving on dissertation committees of Program students;
4. are willing to participate in faculty governance of the program;
5. have relevant expertise and maintained familiarity with professional matters related to collaborative educational leadership; and
6. have conducted research on broad issues related to collaborative educational leadership.

Initial *Core Faculty* will consist of:

### **University of California Santa Cruz:**

June A. Gordon, Ph.D. Associate Professor of Education, Tenured. Expertise: Comparative Urban Education.

Rod Ogawa, Ph.D., Professor of Education, Tenured. Expertise: School Reform.

Lucinda Pease-Alvarez, Ph.D., Associate Professor of Education, Tenured. Expertise: Literacy in bilingual communities.

Gordon Wells, Ph.D., Professor of Education, Tenured. Expertise: Socio-cultural theory and contexts of teachers' lives.

### **San José State University:**

Barbara Gottesman, Ed.D., Associate Professor, Tenured. Expertise: National and state collaborative reform, educational leadership.

Sandra Hollingsworth, Professor of Education, Tenured. Expertise: Literacy, relational knowing.

Phyllis Lindstrom, Ed.D. Associate Professor, Tenure-track. Expertise: Educational leadership, professional development.

Katharine Davies Samway, Professor of Education, Tenured. Expertise: Literacy development.

**California State University, Monterey Bay:**

Linda Rogers, Professor of Education, Tenure-track. Expertise: Human development, semiotics.

Patricia Whang, Associate Professor of Psychological Studies, Tenure-track. Expertise: Teacher education, mathematics learning and cognition.

Robert Hughes, Associate Professor of Education, Tenure-track. Expertise: Curriculum, technology and standards.

Mark O'Shea, Professor of Education, Tenured. Expertise: Professional development, learning and inquiry.

While there are sufficient faculty members with requisite expertise available among the three campuses to launch the Joint Ed.D. Program in the first year, additional faculty FTE are essential to adequately support the program at build out. UCSC, SJSU and CSUMB, propose the hiring of 7 new tenure-track faculty positions distributed in the following manner: 4 to UCSC, 2 to SJSU and 1 to CSUMB. These new appointments will supplement the strengths of existing faculty by providing expertise needed to fully implement the new program. The new faculty will be fully integrated into the existing faculties of the Education Department at UCSC, the College of Education at SJSU and the College of Professional Studies at CSUMB.

The rationale for the hires is as follows. SJSU lost one of its faculty members in Educational Leadership this year, an African American woman committed to excellence and equity in school reform, and will lose a senior level former superintendent next year to retirement. Both of these individuals were seen as pivotal to the success of the Ed.D. Replacements for their positions are essential. CSUMB is in need of increasing its faculty with expertise in Educational Leadership. One new faculty member was hired this year to provide leverage time for other faculty to participate in the Joint Ed.D. program. One additional faculty hire is requested. The Education Department at UCSC proposes the addition of 4 faculty FTE. The rationale for this proposal has two parts. First, the Ed.D. curriculum includes the equivalent of 24 courses. UCSC faculty will on average teach one-third, or 8, of the Ed.D. courses each year. Therefore, 2 faculty FTE are needed just to teach in the program. Second, the Ed.D. program emphasizes two domains that have not been emphasized in the department: educational leadership and school-level reform. Currently only two faculty members have degrees, research and/or publications in these areas. In order to provide intellectual leadership to insure a high quality in the Ed.D. program, the Department needs to develop a critical mass of faculty whose research focuses on these domains. Therefore, we propose the appointment of 2 additional faculty FTE, bringing the total to 4, the faculty that will be added to the Department to staff the Ed.D. program. All new hires at UCSC, regardless of focus, will be expected in some way to contribute to the Ed. D. program.

### **Affiliated Program Faculty**

*Affiliated Faculty* members possess a relevant doctorate and may assume responsibility for teaching courses in the Joint Ed.D. Program, serving as members of Qualifying, Candidacy, or Dissertation Committees, and contributing to the program in a variety of ways, including the advisement of students.

Initial *Affiliate Faculty* will consist of:

#### **University of California Santa Cruz**

Julia Aguirre

Doris Ash

Lora Bartlett

George Bunch

Greta Gibson

Judith Moschkovitch

Brad Olsen

Jerome Shaw

Trish Stoddart

David Swanger

Kip Tellez

#### **San José State University**

Gilberto Arriaza

Ji Mei Chang

Kathleen Densmore

Mark Felton

Helen Kress

Martin Krovetz

Elba Maldona-Colon

Nancy Markowitz

Obed Norman

Sharon Parsons

Kris Pemberton

Mary Male

Noni Reis

W. James Ritchie

Marsha Speck

Andrea Whittaker

**California State University Monterey Bay**

Tereasa Arambula-Greenfield

Beverly Carter

Irene Nares-Guzicki

Elizabeth Meador

**ARTICLE III. APPOINTMENTS**

**Program Co-Directors**

The campus Co-Directors will be responsible for program oversight and fiscal management. There will be three Co-Directors: one from UCSC, one from SJSU, and one from CSU-MB. The Co-Directors are responsible for maintaining close inter-campus collaboration and exchange of information. Each is responsible for administrative matters on his/her home campus. Co-Director appointments will be made by the relevant deans and department chair in consultation with faculty members. The appointments will be for three-year (academic year) renewable appointments, consistent with each institution's practices.

The Co-Directors will serve as a liaison between the deans, the UCSC Chair of the Education Department, and faculty members of the Joint Ed.D. Program. The Co-Directors are responsible to the faculty for curricular matters and to their respective chairs/deans for the management of the program. The Co-Directors will serve on the Joint Governance Board and the Joint Program Advisory Board.

**ARTICLE IV. ACADEMIC ADVISING**

- a) Each member of the faculty will be available to serve as an academic adviser. Student advising loads will be distributed among faculty proportionately between the three campuses to the greatest extent possible.
- b) Upon admission to the program, students will be advised by the member of the faculty who indicated a willingness to work with the student.
- c) During a student's first year in the program, the academic advisor, in consultation with the student, will organize a program planning committee that includes the advisor and two additional members of the faculty.
- d) When a student's research focus becomes clear, a dissertation advisor will be determined through collaboration with the student and the faculty. Each faculty advisor will serve no more than three student advisees.
- e) Faculty advisers may be changed upon the formal request of the student or faculty member. As a student's research interests become clearly defined, a faculty member other than the academic faculty adviser may assume the role of dissertation chair.

## ARTICLE V. MEETINGS

- a) The Co-Directors, in consultation with the faculty, will call such regular and special meetings as are deemed necessary or desirable. There will be at least two regular meetings per year.
- b) The Co-Directors may call a special meeting of the Joint Ed.D. Program at any time a request is made either by one of the Co-Directors or by a faculty member in the program.
- c) The Co-Directors will be responsible for producing and circulating to the faculty the minutes of regular and special meetings within four weeks of each such meeting. Minutes will be approved at the next regularly scheduled meeting.
- d) The three Co-Directors will conduct meetings with agenda items as offered by the faculty members. Chairing of the meetings will rotate in this order: UCSC, SJSU, CSUMB.



## **ARTICLE VI. QUORUM**

Fifty-one percent of the Joint Ed. D. faculty members from each institution will constitute a quorum. With the exception of amendments to the Bylaws, in order for mail ballots to be valid, at least fifty-one percent of the Joint Ed.D. Faculty members from each institution must vote. If any of the three institutions should have fewer than three members, two-thirds of the total faculty shall be required for a quorum and two-thirds of the total faculty shall be required for all mail ballots to be valid.

## **ARTICLE VII. AMENDMENTS**

These Bylaws shall be in conformity with the standards of the UCSC Academic Senate, UCSC, SJSU, and CSUMB Graduate Divisions, and the Bylaws of the Education Department at UCSC. Accordingly, these Bylaws may be amended as necessary when and if approved by at least 51% of the Joint Ed.D. faculty members at each of the three institutions. If any institution should have fewer than three members, amendments to these Bylaws must constitute at least a two-thirds majority of all members of the Joint Ed.D. Faculty. Written notice of proposed amendments will be mailed or e-mailed to each member of the Joint Ed.D. Faculty at least five calendar days prior to a meeting at which the amendment is to be discussed. The vote will be taken by a mailed ballot sent to each Joint Ed.D.