

University of Wisconsin Oshkosh Department of Social Work

Oshkosh, Wisconsin 54901

By-Laws

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Revised February 1, 1989

Revised and approved by the Department of Social Work: October 4, 2006

Revised and approved by the Department: October 6, 2015

Approved by the Faculty Senate: October 7, 2015

Article VI: Department Committees

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F. Community Advisory Committee: The CAC (Community Advisory Committee) serves as an interdependent connection between the UW-Oshkosh Social Work program and the regional social service provider community. This committee exchanges ideas, information, and advice regarding community needs and best practices in the region.

1. Committee membership: This committee is comprised of Department of Social Work Instructors, social work students and Social Work Practice professionals. The composition of the CAC will reflect diverse areas of practice, include agencies that provide placements for large and small numbers of students and which are current or potential placement sites. The CAC shall be limited to 15 voting members, not more than nine of whom shall be agency practitioners, not more than three of whom shall be students (both BSW and MSW), and not more than three of whom shall be Department Instructors.

a. Community member roles

1. Inform the Department of curricular needs pertinent to social services in the Fox Valley.
2. Apprise Department of suggestions and concerns relative to the work and function of students in placement.
3. Suggest new areas of experimental and exploratory course work, research, training and service projects.
4. Such other functions as the Department or the committee deems pertinent to sound professional education.

b. Department member roles

1. Apprise other members about developments in social work education.
2. Share and discuss Social Work Department goals with other members.
3. Receive suggestions and concerns of community members about the educational program and share these with all faculty members as necessary.
4. The Field Coordinators will provide staff services to the committee, including notice of meetings, meeting minutes, and mailings.

c. Student roles

1. Present field issues and concerns to other members.
2. Participate in subcommittees.
3. Provide feedback on CAC actions, projects, and deliberations to students.

2. Nomination and Selection of CAC members:

a. Community Practitioners: Community practitioners shall be nominated from the Department's list of current or potential field placement sites.

Formally designated community agency student supervisors shall be invited by the CAC Chairperson, in January of each year, to submit nominees for membership to the CAC. Agencies may nominate one or more candidates, but no more than two practitioners from an agency may serve on the CAC at any given time. Election of community practitioners to the CAC shall be by secret ballot, to be conducted by the CAC Chairperson no later than the Spring-term meeting.

b. Department members and Students: Department membership and student membership on the CAC shall be by appointment of the Social Work Department Chair.

3. Term of Office:

a. Community Practitioners: The term of office shall be three calendar years with three members being elected each year as outlined above.

Members or alternatives who resign or fail to attend three consecutive meetings shall be replaced, using the prescribed method, at the next regular CAC meeting.

b. Department members and Students: Faculty and student representatives shall serve for a one-year period. Students may be appointment to a second one-year term. Faculty terms may be renewable.

4. Conduct of Business: In order to conduct business a minimum of eight voting members must be present. A motion shall be carried by simple majority vote. The CAC shall meet at least once per semester.

5. Election of Chairperson: The Chairperson of the CAC shall be a community practitioner chosen by secret ballot at the Fall-semester meeting, to be conducted by the outgoing CAC Chairperson. The Chairperson shall serve a one- year term, but may serve up to three consecutive terms.

6. Committee Representation to Departmental Faculty Meetings: The CAC shall appoint one non-voting representatives to participate in regular Department meetings.