

**Bylaws of the Digital Arts and New Media  
Graduate Faculty Committee and Executive Committee  
University of California  
Santa Cruz  
Division of the Arts and School of Engineering**

**November 2007**

Article I. Purpose

The objective of the graduate program in Digital Arts and New Media is to provide graduate students in arts and engineering with a structured curriculum, courses, research projects, faculty and resources needed for a two-year program of studies leading to a Master of Fine Arts degree. Beyond that, we anticipate that this program will serve as a center for innovation and exploration in the study of and application of digital technologies in the arts. With its concentration on digital tools and enablers and also digital venues for the arts, the program is designed to fall at the points of intersection of a variety of established disciplines which include the graphic arts, three-dimensional and environmental arts, music and sound design, film, video, and theater. While our focus is on the practice of these arts, it will be reinforced with the study and exploration of their history and theory and of the history and theory of the new digital media and the culture they have helped create.

Article II. Membership

Membership in the Digital Arts and New Media Program may be extended to selected members of the faculty at the University of California at Santa Cruz (including visiting faculty) who meet one or more of the following criteria:

1. Teach at least one course, seminar, or tutorial included in DANM's curriculum, or teach selected courses that may be accepted in lieu of DANM program requirements.
2. Lead or participate in the direction of a DANM project group.
3. Serve students as an advisor, or as a sponsor or supervisor of student research projects, independent study courses, or theses.
4. Contribute to the design or governance of the DANM program, through participation in DANM-related committees and faculty meetings.

When the consent of the current Executive Committee is expressed by a majority vote, the DANM chair may offer membership to faculty who meet any of the criteria above.

Any member of the UCSC faculty may apply for membership in the DANM program faculty, or any standing member of the program may nominate a colleague for membership. Such applications or nominations should include a written

statement of the nominee's qualifications and of his or her willingness to become a member if elected. Acceptance of an offer of membership results in an appointment to the faculty for a renewable 3-year term.

Memberships of faculty who continue to fulfill the criteria above, without interruption of more than six consecutive academic quarters, will be renewed automatically by the DANM chair. Once per academic year, the DANM chair will initiate annual discussion of faculty who have reached the end of a three-year term, and who have not fulfilled at least one of the criteria above for six consecutive academic quarters or more. Renewal of membership for those faculty will require discussion and an affirmative majority vote of the Executive Committee.

### Article III. Graduate Group Program Administration

#### A. The DANM Program Executive Committee

In order to assure the long-term stability of the Digital Arts and New Media program, the Program will be overseen by an Executive Committee composed of one voting representative of each of the departments in the Arts Division (at present, Art, History of Art and Visual Culture, Film and Digital Media, Music, and Theater Arts), and one member from the School of Engineering. The normal term of service for members of the Executive Committee will be one year with the exception of the Chair, who will be appointed for a three-year term. Service of more than one year on the Executive Committee will be strongly encouraged. Appointments to the Executive Committee will be made by the program chair in consultation with the chair of the Arts Departments and the Dean of the School of Engineering.

The Executive Committee will have the responsibility of governing, guiding, encouraging, and supporting the activities of the DANM Program. These will include maintaining and reviewing the membership of the DANM Faculty Committee, and forming and populating additional standing committees or ad hoc committees as necessary (e.g. the admissions committee).

The Executive Committee may develop further bylaws or alter existing bylaws as appropriate, necessary, and consistent with University policy. A fifty-one percent majority of the Faculty Committee members will be required to add or alter program bylaws.

In the absence of established policy to the contrary, Robert's Rules of Order will govern Committee procedures. Voting will be conducted by voice ballot unless one of the committee members requests a written ballot. The participation of forty percent (40%) or more of the Faculty Committee members will constitute a quorum. Members of the Faculty Committee or the Executive Committee who are absent at the time of voting on substantial issues will be given an opportunity to cast a written

ballot during a one-week period after the missed meeting. These votes will be included in the final tally. Written notice of all voting issues will be distributed with the agenda prior to meetings of the Faculty Committee or the Executive Committee. Minutes of meetings will be distributed within two weeks of a meeting, and subject to approval at the following meeting or by written consent of the members.

The DANM chair will meet regularly (at least once per academic quarter) with the DANM Executive Committee. All major decisions regarding the administration of the DANM program will require the approval of the majority of the full Executive Committee. In particular, any curricular changes, personnel letters of evaluation, recruitment of incoming students, and choices regarding faculty participation will require such approval. A Memorandum of Understanding (“MOU;” see APPENDIX E of the DANM Proposal) agreed upon by the participating departments details the provisions for the participation of the constituent departments.

The Memorandum of Understanding mentioned above constitutes a commitment from the participating departments and from the School of Engineering for the ongoing participation of the faculty needed to maintain the DANM program. The UCSC Division of the Arts and the School of Engineering also agree to provide resource support consistent with the needs of the program set forth in this proposal and in conjunction with the faculty FTE made available to each of the participating departments. These agreements, the graduate group charter agreement, and Memorandum of Understanding (see APPENDIX G and E, respectively) are appended to the DANM MFA program proposal.

## B. The Program Chair

Based on the recommendation of the DANM executive Committee, the Chair of the DANM program will be appointed by the Dean of the Arts. The chairperson will oversee the normal day-to-day running of the program with the aid of an administrative assistant. It will be his or her responsibility to see that the curriculum is maintained, that consistent offerings and advising are available to program students, that teaching assistantships are adequately distributed, that program facilities are properly staffed, etc. In effect, the chair’s duties will resemble those of any department or program chair, with the exception of the fact that the DANM program chair will not be directly responsible for the personnel actions of any of its ladder-rank faculty (since all its faculty are assigned to departments). The chair will represent the DANM program in official matters pertaining to the group, both within and outside the University.

With regard to personnel actions, the DANM program chair will write a letter to a faculty member’s department at the time of actions addressing that faculty member’s participation in the program. The letter will require the approval of the Executive Committee, as stated above. That letter will be included in the faculty

file and used in the action in accordance with departmental and campus policy. The DANM program will maintain files of students' evaluations of DANM courses, making them available to the department as necessary.