

2017

# Constitution, By-Laws, and University Manual Committee Report #2016-17-3, Changes to University Manual Chapter 5, Sections 5.70.11, 5.78.10-5.78.12, 5.84.10-5.84.13.

University of Rhode Island Faculty Senate

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Serial Number #16-17-21

TO: President David Dooley  
FROM: W. Michael Sullivan, Chairperson of the Faculty Senate

1. The attached BILL titled, Constitution, By-Laws, and University Manual Committee Report #2016-17-3, Changes to University Manual Chapter 5, Sections 5.70.11, 5.78.10-5.78.12, 5.84.10-5.84.13, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on February 23, 2017.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective March 16, 2017 three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; or (3) the University Faculty petitions for a referendum.

  
W. Michael Sullivan  
Chairperson of the Faculty Senate

February 23, 2017

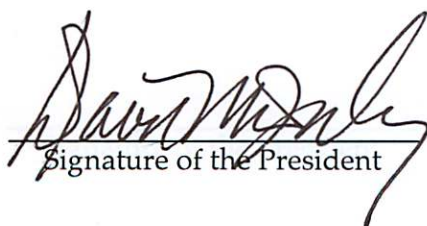
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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved .
- b. Approved subject to Notice of the Council on Postsecondary Education \_\_\_\_.
- c. Disapproved \_\_\_\_.

  
Signature of the President

3.6.17  
(date)

# Constitution, By-laws, and University Manual Committee

## Report 2016-17 # 3

February 23, 2017

### **Segment 1: Changes to University Manual Chapters 3 and 5, Informational Items**

Below please find changes to University Manual Chapters 3 and 5. The changes are either editorial or incorporate prior Senate legislation into the University Manual, are, therefore, reported as informational items.

#### **Chapter 3**

#### **CHAPTER 3 – THE COLLEGES, SCHOOLS AND DIVISIONS OF THE UNIVERSITY**

**3.10.10** The University of Rhode Island comprises nine colleges, the Graduate School, the Graduate School of Oceanography, and other ancillary research and extension services. The Academic Health Collaborative comprises the College of Health Sciences, the College of Nursing, the College of Pharmacy, an Office of Shared Services, and the Institute for Integrated Health and Innovation. #14-15-27C

**3.21.11** The College of Arts and Sciences comprises the following schools, departments, and programs:

- Arts and Design: Departments of Art and Art History (#05-06-23), Landscape Architecture (#07-08-11) (#14-15-24D), Music, Theatre
- Humanities: Departments of English, History, Modern and Classical Languages and Literatures, Philosophy
- Harrington School of Communication and Media (#07-08-10):  
Departments of Communication Studies, Journalism, and Writing and Rhetoric (#09-10-30)  
Graduate School of Library and Information Studies  
Public Relations Program  
Film/Media Program
- Social and Behavioral Sciences: Departments of Economics, Military Science and Leadership (#05-06-23), Political Science, and Sociology and Anthropology  
Africana Studies Program, Criminology and Criminal Justice Program, Gender and Women’s Studies Program
- Natural and Quantitative Sciences: Departments of Chemistry, Computer Science and Statistics, Mathematics, and Physics

~~has a School of Communication #07-08-10 and the following departments:~~

~~Art and Art History (#05-06-23)~~

~~Chemistry~~

~~Communication Studies~~

~~Computer Science and Statistics~~

~~Economics~~

~~English~~

History  
Journalism  
Landscape Architecture (~~#07-08-11~~) (~~#14-15-24D~~)  
Library and Information Studies  
Mathematics  
Military Science and Leadership (~~#05-06-23~~)  
Modern and Classical Languages and Literatures  
Music  
Philosophy  
Physics  
Political Science  
Psychology  
Sociology and Anthropology  
Theatre  
Writing and Rhetoric (~~#09-10-30~~)

**3.21.12 The College of Business Administration, which also includes:**

- Department of Textiles, Fashion Merchandising, and Design #15-16-15D
- Schmidt Labor Research Center #16-17-2C

**3.21.13 The College of Engineering comprises ~~has~~ the following departments:**

- Chemical Engineering
- Civil and Environmental Engineering
- Electrical, Computer, and Biomedical Engineering (~~#05-06-28~~)
- Mechanical, Industrial, and Systems Engineering (~~#08-09-24~~)
- Ocean Engineering

**3.21.14 The College of Healthhuman Sciences ~~and Services~~ comprises ~~has~~ the following departments (~~#14-15-27C~~):**

- Communicative Disorders
- Human Development and Family Studies
- Kinesiology (~~#03-04-11~~) (~~#03-04-13~~)
- Nutrition and Food Sciences (#14-15-27C)
- Physical Therapy (~~#05-06-16~~)
- Psychology (#14-15-27C)
- ~~School of Education~~
- ~~Textiles, Fashion Merchandising, and Design~~

**3.21.15 The College of Nursing**

**3.21.16 The College of Pharmacy comprises ~~has~~ the following departments:**

- Biomedical and Pharmaceutical Sciences (~~#03-04-18~~)
- Pharmacy Practice

**3.21.17 The College of the Environment and Life Sciences comprises ~~has~~ the following departments:**

- Biological Sciences (~~#04-05-10~~)
- Cell and Molecular Biology
- Environmental and Natural Resources Economics
- Fisheries, Animal and Veterinary Science

- Geosciences
- Marine Affairs
- Natural Resources Science
- ~~Nutrition and Food Sciences~~
- Plant Sciences & Entomology

**3.40.10 The Alan Shawn Feinstein College of Education and Professional Studies Continuing Education** is a two-campus college that shall provide educational opportunities for traditional students direct from high school and adult students who have had some or no college experience with undergraduate courses, and students currently in the workforce who want to retrain or enhance their skills through graduate and certificate programs. It comprises the following units:

- School of Education (Kingston campus)
- School of Professional and Continuing Studies (Providence campus), including the Bachelor of Interdisciplinary Studies
- Office of Strategic Initiatives (both Kingston and Providence campuses) #15-16-15D

~~shall provide to persons in Providence and other communities in the state not only individual courses of instruction but also academic programs leading to certificates, baccalaureate degrees and graduate degrees. The Alan Shawn Feinstein College of Continuing Education shall be responsible for developing credit and/or non-credit offerings and schedules that shall address the special needs of students who are unable to undertake full-time university study. It shall conduct professional institutes, seminars, conferences, short courses, and in-service courses related to the general continuing education program; and carry on a program of counseling and psychological testing for individuals and organizations.~~

**3.40.11 The Summer Session** shall present programs in the colleges and departments of the University to permit students to accelerate or enrich their studies. It shall also offer an expanded program of graduate work, workshops, conferences, travel courses, and clinics of special interest to professional workers, and courses appealing to avocational and intellectual interests. #12-13-21

~~3.40.12 The Dean of the Alan Shawn Feinstein College of Continuing Education, assisted by the Associate Dean of the Alan Shawn Feinstein College of Continuing Education, shall be responsible for the administration of the college and of Summer Session. The Dean shall appoint temporary lecturers for credit courses with the approval of the department chairpersons and the deans of colleges concerned.~~

**3.40.13** The Dean of the Alan Shawn Feinstein College of Education and Professional Studies Continuing Education shall be the administrative authority for offerings of any approved course in the college ~~and summer session~~, including all courses for credit such as seminars, special problems and workshops and including conferences, institutes, short courses and in-service courses off-campus. Professors are not authorized to make individual arrangements for special courses without the approval of the academic deans of colleges concerned and of the Dean of the Alan Shawn Feinstein College of Education and Professional Studies Continuing Education. The Office of Enrollment Management Services shall not accept nor record grades for students in any course not previously authorized by the academic dean concerned and of the Dean of the Alan Shawn Feinstein College of College of Education and Professional Studies. #15-16-15D dean.

**3.40.14** The Dean of the Alan Shawn Feinstein College of Continuing Education and Professional Studies, in cooperation with departments shall determine lists of the college's offerings. The Dean ~~of the Alan Shawn Feinstein College of Continuing Education~~ shall, in consultation with the appropriate department chairperson and college dean, determine time and place of offerings and establish minimum enrollments for ~~the Alan Shawn Feinstein College of C~~continuing ~~E~~education classes. Immediately upon cancellation of under-enrolled classes, the Dean ~~of the Alan Shawn Feinstein College of Continuing Education~~ shall notify departments of such cancellation. #15-16-15D

**3.40.15** The Dean of the Alan Shawn Feinstein College of ~~Continuing~~ Education and Professional Studies shares with the Interdisciplinary Studies Faculty academic responsibility for the Bachelor of Interdisciplinary Studies (BIS) program. The Dean shall review all proposals approved by the BIS Curriculum Committee for (1) the creation, modification, or abolition of BIS concentrations; (2) the modification of the general education component of the BIS program; and (3) the creation, modification, or abolition of BIS courses. The Dean shall consult with affected departments before forwarding curricular proposals to the Faculty Senate Curricular Affairs Committee. The Dean shall consult with the appropriate college deans concerning proposals which have staffing or course scheduling implications. [#15-16-15D](#)

**3.40.16** The Dean of the Alan Shawn Feinstein College of ~~Continuing~~ Education and Professional Studies shall appoint university faculty members as instructors for special BIS courses with the approval of the appropriate department chairperson and college dean. The Dean shall appoint temporary lecturers for special BIS courses upon recommendation of the BIS Special Faculty Committee. The Dean may reappoint temporary lecturers for the BIS Pro-Seminar. [#15-16-15D](#)

~~3.57.10 The Instructional Development Program shall assist faculty and teaching assistants who want to increase their teaching effectiveness. It shall also attempt to promote an institutional environment in which effective teaching is actively encouraged, expected, discussed and systematically rewarded.~~

## Chapter 5

### CHAPTER 5 – COMMITTEES OF THE UNIVERSITY

**5.76.10 Administrator Evaluation Committees** shall be established within each administrative unit to conduct administrator evaluations as described in sections 10.90.10 – 10.90.17. [#13-14-26](#)

**5.76.11** Each administrator evaluation committee shall normally consist of 5 members. Three members shall be selected from a slate of nominees or volunteers generated from the administrator’s constituent group (defined in section 5.76.12) by the Faculty Senate Executive Committee. The administrator shall choose one member of the committee. In addition, the President or Provost as appropriate shall choose one member of the committee. All members of the committee shall usually come from the constituent group. [#07-08-4](#) [#13-14-26](#)

**5.76.12** The constituent groups shall be defined as, but not limited to, the following: a) for academic deans with college faculties: all tenure-track college faculty; b) for the Dean of the Alan Shawn Feinstein College of ~~Continuing~~ Education and Professional Studies: all tenure-track faculty who are currently teaching, or who have taught at the Alan Shawn Feinstein College of ~~Continuing~~ Education and Professional Studies (ASFCEPSC) in the preceding five years and academic department chairpersons who participate in programs at ASFCEPSC; c) for the Dean of University College for Academic Success: all tenure-track faculty who are currently teaching URI 101 or who have served as advisors to University College during the five years immediately preceding the evaluation and all academic department chairpersons; d) for the Dean of the Graduate School: all tenure-track graduate faculty; e) for the President, Provost and Vice President for Academic Affairs, Vice President for Research and Economic Development, and all Vice Provosts: all tenure-track faculty. [#07-08-4](#) [#13-14-26](#) [#15-16-15D](#)

## INFORMATIONAL CHANGES INCORPORATED

### Chapter 3

### CHAPTER 3 – THE COLLEGES, SCHOOLS AND DIVISIONS OF THE UNIVERSITY

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- **Humanities:** Departments of English, History, Modern and Classical Languages and Literatures, Philosophy
- **Harrington School of Communication and Media** (#07-08-10):  
  
Departments of Communication Studies, Journalism, and Writing and Rhetoric (#09-10-30)  
Graduate School of Library and Information Studies  
Public Relations Program  
Film/Media Program
- **Social and Behavioral Sciences:** Departments of Economics, Military Science and Leadership (#05-06-23), Political Science, and Sociology and Anthropology  
  
Africana Studies Program, Criminology and Criminal Justice Program, Gender and Women’s Studies Program
- **Natural and Quantitative Sciences:** Departments of Chemistry, Computer Science and Statistics, Mathematics, and Physics

**3.21.12 The College of Business Administration**, which also includes:

- Department of Textiles, Fashion Merchandising, and Design #15-16-15D
- Schmidt Labor Research Center #16-17-2C

**3.21.13 The College of Engineering** comprises the following departments:

- Chemical Engineering
- Civil and Environmental Engineering
- Electrical, Computer, and Biomedical Engineering (#05-06-28)
- Mechanical, Industrial, and Systems Engineering (#08-09-24)
- Ocean Engineering

**3.21.14 The College of Health Sciences** comprises the following departments (#14-15-27C):

- Communicative Disorders
- Human Development and Family Studies
- Kinesiology (#03-04-11) (#03-04-13)
- Nutrition and Food Sciences (#14-15-27C)
- Physical Therapy (#05-06-16)
- Psychology (#14-15-27C)

**3.21.15 The College of Nursing**

**3.21.16 The College of Pharmacy** comprises the following departments:

- Biomedical and Pharmaceutical Sciences (#03-04-18)

- Pharmacy Practice

**3.21.17 The College of the Environment and Life Sciences** comprises the following departments:

- Biological Sciences (#04-05–10)
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- Environmental and Natural Resources Economics
- Fisheries, Animal and Veterinary Science
- Geosciences
- Marine Affairs
- Natural Resources Science
- Plant Sciences & Entomology

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- Office of Strategic Initiatives (both Kingston and Providence campuses) [#15-16-15D](#)

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**3.40.13** The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shall be the administrative authority for offerings of any approved course in the college, including all courses for credit such as seminars, special problems and workshops and including conferences, institutes, short courses and in-service courses off-campus. Professors are not authorized to make individual arrangements for special courses without the approval of the academic deans of colleges concerned and of the Dean of the Alan Shawn Feinstein College of Education and Professional Studies. The Office of Enrollment Management shall not accept nor record grades for students in any course not previously authorized by the academic dean concerned and of the Dean of the Alan Shawn Feinstein College of College of Education and Professional Studies. [#15-16-15D](#)

**3.40.14** The Dean of the Alan Shawn Feinstein College of Education and Professional Studies, in cooperation with departments shall determine lists of the college’s offerings. The Dean shall, in consultation with the appropriate department chairperson and college dean, determine time and place of offerings and establish minimum enrollments for continuing education classes. Immediately upon cancellation of under-enrolled classes, the Dean shall notify departments of such cancellation. [#15-16-15D](#)

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## **Chapter 5**

### **CHAPTER 5 – COMMITTEES OF THE UNIVERSITY**

**5.76.10 Administrator Evaluation Committees** shall be established within each administrative unit to conduct administrator evaluations as described in sections 10.90.10 – 10.90.17. [#13-14-26](#)

**5.76.11** Each administrator evaluation committee shall normally consist of 5 members. Three members shall be selected from a slate of nominees or volunteers generated from the administrator’s constituent group (defined in section 5.76.12) by the Faculty Senate Executive Committee. The administrator shall choose one member of the committee. In addition, the President or Provost as appropriate shall choose one member of the committee. All members of the committee shall usually come from the constituent group. [#07-08-4 #13-14-26](#)

**5.76.12** The constituent groups shall be defined as, but not limited to, the following: a) for academic deans with college faculties: all tenure-track college faculty; b) for the Dean of the Alan Shawn Feinstein College of Education and Professional Studies: all tenure-track faculty who are currently teaching, or who have taught at the Alan Shawn Feinstein College of Education and Professional Studies (ASFCEPS) in the preceding five years and academic department chairpersons who participate in programs at ASFCEPS; c) for the Dean of University College for Academic Success: all tenure-track faculty who are currently teaching URI 101 or who have served as advisors to University College during the five years immediately preceding the evaluation and all academic department chairpersons; d) for the Dean of the Graduate School: all tenure-track graduate faculty; e) for the President, Provost and Vice President for Academic Affairs, Vice President for Research and Economic Development, and all Vice Provosts: all tenure-track faculty. [#07-08-4 #13-14-26 #15-16-15D](#)

## **Segment 2: Additional Chapter 5 changes and changes to the Faculty Senate By-laws requiring Senate approval**

Below please find additional changes to University Manual Chapter 5, as well as a proposal to change the Faculty Senate By-laws.

The changes proposed to Chapter 5 require Faculty Senate approval.

The changes to the Senate By-laws also require approval by the Faculty Senate, need a two-thirds majority vote to be approved, and cannot be voted on at the meeting at which they are first moved.

## **Chapter 5**

### **CHAPTER 5 – COMMITTEES OF THE UNIVERSITY**

**5.70.11. The Joint Committee on Academic Planning** shall be chaired by the Provost and Vice President for Academic Affairs with the Vice Chair of the Faculty Senate serving as JCAP vice chair. Members of the Committee shall include the Vice Provost for Faculty Affairs; Special Assistant to the Provost for Academic Planning; Associate Vice President for Community, Equity, and Diversity; Dean of Students in Student Affairs; Vice President for Research and Economic Development; Dean of the Graduate School; a Dean appointed by the Provost; [a representative from the Alan Shawn Feinstein Providence Campus appointed by](#)

~~the Dean of the Alan Shawn Feinstein College of Continuing Education~~; four members of the Faculty Senate Executive Committee; chairs of the following Faculty Senate committees: Curricular Affairs, Academic Program Review, and University College and General Education; the ~~Academic Chair Presidents~~ of the Student Senate and President of the Graduate Student Association or their designees. Other individuals from the URI community, such as the Assistant Vice President for Business Services, may be called upon to participate and contribute. [#09-10-26](#) [#12-13-4](#) [#15-16-15D](#)

**5.78.10 The Joint Committee on Online and Distance Learning** shall propose, examine and recommend institutional policies and practices for developing, planning, evaluating, and implementing online and distance learning offerings with a focus on quality, sustainability, and connection to the mission of the institution, with the approval of the Faculty Senate and the Provost. Such policies may include, but are not limited to, those regarding standards for faculty training and assurance of quality in the delivery of online offerings, expectations of students, student learning outcomes and assessment (in collaboration with the Office of Student Learning, Outcomes Assessment, and Accreditation and appropriate entities), class size guidelines, intellectual property, compliance with Americans with Disabilities Act requirements, and reasonable accommodations dealing with access and digital divide issues. In addition, the committee shall consult with the appropriate University personnel on policies regarding national trends (i.e., interstate practices and regulations) associated with distance learning. [#12-13-1](#)

**5.78.11** The committee shall provide advice and guidance to the Provost and Faculty Senate in the development and implementation of a strategic plan for online offerings, including web-enhanced, blended, and online courses; online certificate programs; and online and distance degree programs, including majors and minors. In its work, the committee will consult with the appropriate committees and the various colleges. [#12-13-1](#)

**5.78.12 Membership.** The committee shall comprise the Director of the Office for the Advancement of Teaching and Learning who shall serve as Chair, and the Assistant Director of Online Learning and the Director of Media & Technology Services by virtue of their positions. The Provost shall appoint a designee from the Office of the Provost, and a dean of a degree-granting college, ~~and a representative of the Alan Shawn Feinstein College of Continuing Education~~. The Faculty Senate shall appoint six faculty members to staggered three-year terms. A graduate student and an undergraduate student, appointed respectively by the Graduate Student Association and the Student Senate, shall also serve on the committee. The faculty appointees shall represent the University Libraries, the Curricular Affairs Committee, the General Education Committee, and the Graduate Council and may represent more than one of these constituencies. Faculty appointees may succeed themselves once. [#12-13-1](#) [#15-16-15D](#)

**5.84.10 The Learning Outcomes Oversight Committee (LOOC)** shall create policies for URI student learning outcomes assessment, data distribution and frequency of measurement at the university-wide level, with the approval of the Faculty Senate and the Provost. Such policies would include but not be limited to external reporting and the release of assessment data, setting of standards for outcomes assessment, identification of strengths and limitations of existing assessment practices and recommendations for resource allocation to enhance assessment practices. [#06-07-25](#)

**5.84.11** The committee shall provide advice and guidance to the Office of Student Learning, Outcomes Assessment, and Accreditation relevant to faculty learning of best practices of student learning outcomes and assessment and oversee implementation and facilitation of approved policies by the Office of Student Learning, Outcomes Assessment and Accreditation. [#06-07-25](#)

**5.84.12** The committee shall also develop an ongoing review of the learning outcomes assessment process, interpret external expectations for university-wide learning outcomes assessment, including those of accreditation bodies and facilitate internal communication across units regarding ways of meeting those expectations. [#06-07-25](#)

**5.84.13** The membership shall include faculty members appointed by the Faculty Senate: two from Arts & Sciences, one from each of the other degree-granting colleges and one from the University Libraries, one faculty representative of each of the following committees, the General Education Committee, the Curricular Affairs Committee, the Teaching Effectiveness Committee, and the Graduate Council. Faculty representatives should be individuals involved in assessment in their departments/colleges. All faculty appointments shall be for three-year staggered terms. In addition, administrative members shall include the Vice Provost for Faculty Affairs; the Dean of University College for Academic Success or the dean's designee; the dean of a degree-granting college; one designee of the Vice President for Student Affairs; one representative of the Office of Institutional Research; the Director of the Office for the Advancement of Teaching and Learning or designee; and the Assistant Director of the Office of Student Learning, Outcomes Assessment, and Accreditation. A graduate student ~~and~~, an undergraduate student, appointed respectively by the Graduate Student Association and the Student Senate, and a student representing the Alan Shawn Feinstein College of ~~Continuing Education~~ and Professional Studies; ~~appointed respectively by the Graduate Student Association, the Student Senate, and the Alan Shawn Feinstein College of Continuing Education Student Government Board~~ shall also serve on the committee. A faculty member appointed by the Faculty Senate in consultation with the Provost and Vice President for Academic Affairs shall chair the committee. ~~#06-07-25, #07-08-40 #14-15-31 #15-16-15~~

## CHANGES INCORPORATED

### Chapter 5

#### CHAPTER 5 – COMMITTEES OF THE UNIVERSITY

**5.70.11. The Joint Committee on Academic Planning** shall be chaired by the Provost and Vice President for Academic Affairs with the Vice Chair of the Faculty Senate serving as JCAP vice chair. Members of the Committee shall include the Vice Provost for Faculty Affairs; Special Assistant to the Provost for Academic Planning; Associate Vice President for Community, Equity, and Diversity; Dean of Students in Student Affairs; Vice President for Research and Economic Development; Dean of the Graduate School; a Dean appointed by the Provost; four members of the Faculty Senate Executive Committee; chairs of the following Faculty Senate committees: Curricular Affairs, Academic Program Review, and University College and General Education; the Academic Chair of the Student Senate and President of the Graduate Student Association or their designees. Other individuals from the URI community, such as the Assistant Vice President for Business Services, may be called upon to participate and contribute. ~~#09-10-26 #12-13-4 #15-16-15D~~

**5.78.10 The Joint Committee on Online and Distance Learning** shall propose, examine and recommend institutional policies and practices for developing, planning, evaluating, and implementing online and distance learning offerings with a focus on quality, sustainability, and connection to the mission of the institution, with the approval of the Faculty Senate and the Provost. Such policies may include, but are not limited to, those regarding standards for faculty training and assurance of quality in the delivery of online offerings, expectations of students, student learning outcomes and assessment (in collaboration with the Office of Student Learning, Outcomes Assessment, and Accreditation and appropriate entities), class size guidelines, intellectual property, compliance with Americans with Disabilities Act requirements, and reasonable accommodations dealing with access and digital divide issues. In addition, the committee shall consult with the appropriate University personnel on policies regarding national trends (i.e., interstate practices and regulations) associated with distance learning. ~~#12-13-1~~

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and minors. In its work, the committee will consult with the appropriate committees and the various colleges. [#12-13-1](#)

**5.78.12 Membership.** The committee shall comprise the Director of the Office for the Advancement of Teaching and Learning who shall serve as Chair, and the Assistant Director of Online Learning and the Director of Media & Technology Services by virtue of their positions. The Provost shall appoint a designee from the Office of the Provost, and a dean of a degree-granting college. The Faculty Senate shall appoint six faculty members to staggered three-year terms. A graduate student and an undergraduate student, appointed respectively by the Graduate Student Association and the Student Senate, shall also serve on the committee. The faculty appointees shall represent the University Libraries, the Curricular Affairs Committee, the General Education Committee, and the Graduate Council and may represent more than one of these constituencies. Faculty appointees may succeed themselves once. [#12-13-1](#) [#15-16-15D](#)

Michael Cerbo  
Vanessa Garcia  
Louis Kirschenbaum  
Will Krieger  
Michael Rice  
Fritz Wenisch  
Travis Williams

**PS:** Admonition to people who propose items that also impact University Manual passages:  
If items will be recommended  
Through which the Manual is amended,  
One should make certain that one knows  
What's changed through what one does propose,  
Present it simultaneously  
With what approved one likes to see.