

Campus Performing Arts Series (CPAS) Committee Bylaws

Missouri University of Science and Technology

I. Purpose

The Campus Performing Arts Series (CPAS) Committee supports Missouri S&T's mission by enriching the educational experience of students and fostering cultural and artistic engagement for faculty, staff, and the broader community. In partnership with Leach Theatre, the committee advises on season programming, academic integration, student engagement, and community outreach to ensure that CPAS events advance learning, creativity, and collaboration across campus disciplines.

II. Administrative Oversight

A. Organizational Placement

The CPAS Committee operates within **Leach Theatre**, under the Division of Finance and Operations. Leach Theatre provides administrative oversight for all CPAS activities, including contracting, budgeting, hospitality, production logistics, marketing coordination, and institutional reporting.

B. Committee Leadership

CPAS is led by **two co-chairs**:

1. **Operational Co-Chair (Josh Reid, Manager of Outreach and Technical Operations)**
 - Oversees programming logistics, technical and production capacity, scheduling, and fiscal coordination.
 - Guides committee workflow according to the established deliverables timeline.
 - Supports grant development and operational planning.
2. **Academic Co-Chair (Dr. Taylor Gruenloh, Assistant Teaching Professor of Theatre)**
 - Leads academic engagement and integration across all Missouri S&T colleges.
 - Coordinates campus partnerships, experiential learning opportunities, and co-curricular outreach.

- Supports marketing alignment, community engagement strategies, and reporting.

Both co-chairs collaborate to present final season recommendations to the Chancellor and jointly prepare all required reports.

III. Committee Composition

The CPAS Committee shall include representatives whose perspectives support artistic, academic, operational, and community engagement needs. The committee shall consist of a core voting committee of 7–9 members, supplemented by a broader advisory pool of individuals who may be consulted on specific topics or invited to attend meetings as needed. Membership includes:

Core Committee (Voting Members):

- Operational Co-Chair, Leach Theatre (Josh Reid)
- Academic Co-Chair, CASE (Dr. Taylor Gruenloh)
- Director of Events and Hospitality Management
- Two faculty representatives
- Two student representatives (undergraduate or graduate), ideally from the music or theatre programs.
- One community member

Advisory Pool (Non-voting, consulted as needed):

- Additional faculty representatives
- Additional Leach Theatre staff members (e.g., marketing, production)
- Representatives from Student Affairs or Student Involvement
- Representatives from Marketing & Communications or University Advancement
- Representatives from the Kummer STEM Center
- Additional community members
- Any others appointed at the Chancellor's discretion

Members are appointed annually by the Chancellor in consultation with the committee co-chairs. Terms are for one academic year and may be renewed.

IV. Responsibilities of the CPAS Committee

A. Program Recommendations

Members provide feedback on performance proposals, considering artistic value, academic relevance, budget feasibility, student interest, and community impact. The committee prioritizes programming that supports interdisciplinary learning, diversity of expression, and meaningful engagement with the arts.

B. Advisory Duties

While Leach Theatre retains full operational authority, the committee advises on:

- Performance selection
- Educational tie-ins and outreach opportunities, in coordination with the Academic Co-Chair's established responsibilities to ensure clarity and avoid role overlap.
- Community partnership development
- Marketing and communication strategies

The committee does not engage in contracting, negotiating fees, or operational decision-making.

C. Meeting Participation

Members are expected to attend meetings, review materials in advance, participate in deliberations, and engage in outreach or volunteer activities during CPAS events.

V. CPAS Meeting Cadence and Workflow

A. Meeting Frequency

The committee meets at minimum once every other month (i.e., six times per year). Additional purpose-driven meetings may be scheduled by the co-chairs based on the CPAS Deliverables timeline.

B. Deliverables Alignment

All committee actions are governed by the **CPAS Deliverables document** (2026–2027 season)

CPAS Deliverables draft 12.4.25

, which outlines:

- Pre-season preparation (Dec 2025–Aug 2026)

- Season execution (Sept 2026–May 2027)
- Reporting and post-season evaluation

The deliverables schedule establishes meeting deadlines for:

- Short-list creation
- Budget review
- Grant development updates
- Final season recommendations
- Season announcement planning
- Outreach and sponsorship activities
- Day-of-show volunteer coordination
- Post-performance reporting

Members must complete their assigned action items within the timelines identified in the Deliverables attachment.

VI. Post-Show Evaluation and Performance Quality Review

A. Post-Show Assessment Requirements

Following each CPAS event, the committee (or a designated subcommittee) shall conduct a structured post-show review addressing:

- **Marketing effectiveness and audience turnout**
- **Front-of-house and logistical execution**
- **Technical operations and production quality**
- **Artistic performance quality**, using criteria informed by professional performing arts standards (finalized by the co-chairs)
- **Audience feedback** (where collected)

Leach Theatre staff will prepare a concise post-show report template for consistent evaluation.

B. Artistic Quality Review

To ensure continuous artistic improvement, reviews may consider:

- Alignment with academic and artistic goals

- Production values
- Performer/audience engagement
- Comparative analysis with similar programs at peer institutions

C. Annual Quality and Operations Summary

Post-show reports will inform the committee's annual report and next season's planning.

VII. Voting, Quorum, and Records

A. Quorum

A simple majority of appointed committee members constitutes a quorum. Advisory members do not count toward quorum.

B. Voting

Consensus is preferred. If consensus cannot be reached, decisions are made by simple majority vote of those present.

C. Minutes

Leach Theatre staff maintain official meeting minutes and supporting documentation for institutional records.

VII. Reporting Requirements

The co-chairs will prepare and submit the following reports to the Chancellor:

- **Fall Progress Report (by December 1)**
 - ✓ Season planning updates
 - ✓ Grant submissions
 - ✓ Budget status
 - ✓ Committee activity summary
- **Annual Report (by June 30)**
 - ✓ Complete season overview
 - ✓ Attendance and financial summaries
 - ✓ Educational engagement and outreach impact
 - ✓ Operational insights and recommendations

- ✓ Summary of post-show assessments and performance quality trends

VIII. Partnerships and Academic Integration

The CPAS Committee supports interdisciplinary and community collaboration by:

- Encouraging academic tie-ins across STEM and arts disciplines
- Supporting student participation and professional development opportunities in the performing arts
- Facilitating community engagement and partnership development
- Promoting arts-integrated learning and cultural enrichment

IX. Amendments, Member Expectations, and Attendance

A. Bylaw Amendments

These bylaws may be revised, amended, or rescinded **at the discretion of the Chancellor at any time**. Any changes will be communicated to the committee through the co-chairs. Once approved by the Chancellor, the bylaws shall remain in effect for the **academic year and performance season** for which they were adopted, unless superseded by a subsequent revision.

B. Member Attendance and Participation

Committee members are expected to make a **good-faith effort** to attend all scheduled meetings and participate actively in committee work as outlined in the CPAS Deliverables. Members who demonstrate **repeated absences**, limited participation, or failure to fulfill assigned responsibilities may be **deemed ineligible for reappointment** in subsequent years. The Chancellor, in consultation with the co-chairs, reserves the authority to dismiss or replace a member who is unable to meet committee expectations.

C. Vacancies and Replacement

If a vacancy occurs due to resignation, reassignment, or removal for non-participation, the Chancellor may appoint a replacement member from the same representative group to complete the term.

X. Effective Date

These bylaws take effect upon approval by the Chancellor of Missouri University of Science and Technology and supersede all prior CPAS Committee constitutions or charters.