

**BYLAWS OF THE CURRICULUM COMMITTEE
OF GLENVILLE STATE UNIVERSITY
March 23,2022**

Article I. Name

The name of this committee is "The Curriculum Committee of Glenville State University."

Membership

Article II.

The members of the Curriculum Committee shall be: the Department Chairpersons, the Director of Graduate Studies, four faculty members (each from a different department) appointed by Faculty Senate, and one student appointed by Student Government Association. The Certification Analyst is an ex-officio member.

Liaison

Article III.

The Vice President for Academic Affairs will serve as Administrative liaison. After review for completeness and accuracy of all documentation, the Vice President for Academic Affairs will submit all proposals for curricular consideration to the Committee. The Vice President for Academic Affairs shall have full privileges of discussion of all issues which come before the Committee. The liaison, however, has no voting rights and may not serve as an officer.

Duties of the Committee

Article IV.

1. Review, study, and approve any requested curricular changes.
2. Review, study, and approve all courses and programs offered by the University.
3. Specific duties are outlined in the most current interpretive memo agreed upon by the Curriculum Committee which will be held in the Office of Academic Affairs.

Article V.

Officers and their duties

Section 1.

The officers of the Committee shall be the Chair of the Curriculum committee and the Vice-Chair of the Curriculum Committee. The Chair and Vice-Chair shall be elected by a majority vote of those members present at the last meeting of the committee each spring semester prior to the fall semester when they will be installed. Elected officers must have at least one year of service on the Curriculum Committee remaining.

Section 2.

The Chair of the Committee shall ordinarily preside at all meetings. The Chair, in consultation with the Vice President for Academic Affairs, shall prepare the agenda for the meeting and shall assemble the documents necessary for the Committee members to use. The Chair shall be responsible for communications from the Committee to administrative officers of the University, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the Committee.

Section 3.

The Vice-Chair serves in the Chair's absence. In the Vice-Chair's absence, the Committee shall select a member present to serve as Chair for that meeting.

Bylaws of the Curriculum Committee

Page 2 of 3

Section 4. The office of the Vice President for Academic Affairs will provide the secretarial duties for the Committee. The Secretary of the Committee shall maintain adequate minutes of the work of the Committee. The minutes of the Committee shall be shared with the university community in an efficient manner to be determined by the Committee. A copy of all minutes of the Committee shall be maintained in the office of the Vice President for Academic Affairs. The Secretary shall also assist the Chair in the preparation of communications from the Committee to administrative officers of the University, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the Committee.

Section 5. In the event that a vacancy should occur in any office, the Committee shall elect a replacement at the next meeting after the vacancy occurs.

Article VI. Procedures for meetings

Section 1. A quorum for meetings shall consist of seven (7) members of the Committee where membership is defined in **Article II**.

Section 2. Meetings shall be called as needed by the Chair. The Chair shall honor requests from the President of the University, the Faculty Senate, or the Liaison to call a meeting.

Section 3. Normally the Chair shall give at least 48 hours notice of the date, time, place, and agenda of meetings to the membership and to the campus community. Notice shall be given in an efficient manner to be determined by the Committee. Emergency meetings may be called by the Chair with less than 48 hours notice.

Section 4. Meetings of the Committee will be open. Persons present other than members of the Committee and liaison to the Committee may be recognized to speak to issues before the Committee by the Chair.

Section 5. Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. Decisions of the Committee shall be made by majority vote of those present and voting on a motion.

Section 6. Members of the curriculum committee may delegate their voting power to a proxy in their absence. The proxy is to be selected by the member that will be absent from the meeting and the Curriculum Committee Chair must be notified of the proxy prior to the meeting in which said member will be absent.

Article VII. Lines of Reporting

All action taken by the Committee relative to policy and curricular changes will be forwarded to the Faculty Senate for review and comment and to the University Leadership Council for action.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed when they have received a majority vote of the Curriculum Committee of Glenville State University at a meeting where voting on the bylaws has been listed on the official agenda.

Article IX. Ratification

These bylaws shall be officially adopted when they have received a majority vote of the Curriculum Committee of Glenville State University, and have been approved by the

Council, and the President of the University.

Sara Sawyer

Chair, Curriculum Committee

07/10/2023

Date

Maureen K Gilstein

President, Faculty Senate

07/10/2023

Date

[Signature]

Chair, University Leadership Council

7/10/2023

Date

[Signature]

President of the University

7-10-23

Date

