

**BYLAWS OF CURRICULUM COMMITTEE
OF GLENVILLE STATE UNIVERSITY
3/15/2024**

Article I. Name

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

Article II. Membership

Section A. List of Members

- i. The Department Chairpersons and/or School Deans
- ii. Graduate Program Coordinators
- iii. Four faculty members, each from a different department, appointed by Faculty Senate
- iv. One student appointed by Student Government Association
- v. The Certification Analyst

Section B. Terms of Membership

- i. 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.
- ii. All other members will serve for an alternating two years.

Section C. Stipulations for Service

- i. The Certification Analyst is an Ex-Officio member and does not have voting rights.

Section D. Vacancy

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 III. Liaisons

Section A. Confirmation

The Provost will serve as Administrative liaison. After review for completeness and accuracy of all documentation, the Provost will submit all proposals for curricular consideration to the Committee. The Provost 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.

Article IV. Duties of the Committee

- i. Review, study, and approve any requested curricular changes.
- ii. Review, study, and approve all courses and programs offered by the University.
- iii. 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 A. Chair/ Vice chair

The officers of the Committee shall be the Chair of the Curriculum Committee and the Vice-Chair of the Curriculum Committee.

The Chair of the Committee shall ordinarily preside at all meetings. The Chair, in consultation with the Provost, 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 B. Secretary

The office of the Provost 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 Provost. 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 C. Vacancy

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.

Article VI. Procedures for Meetings

Section A. Quorum

A quorum for meetings shall consist of a simple majority of the Committee where membership is as defined in Article II Section A.

Section B. Calling a Meeting/ Frequency

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.

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 C. Open Meeting

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 D. Recognition of Participation

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 E. Proxy

Members are encouraged and permitted to send a proxy in their place for meetings they cannot attend. The proxy will have the privileges of a member as outlined in these bylaws.

Article VII. Lines of Reporting

Section A. Timing

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, Review and Ratification

Section A. Amendment

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.

Section B. Review

These Bylaws shall be reviewed once a year.

Section C. 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 University Leadership Council, and the President of the University.

Chair of Curriculum Committee: Adam Black Date: 06/04/2024

Faculty Senate Chair: Maryellen K. Gilstein Date: 06/05/2024

University Leadership Council Chair: ML Date: 06/05/2024

University President: [Signature] Date: 6-11-24