

**BYLAWS OF THE ONLINE COMMITTEE  
OF GLENVILLE STATE UNIVERSITY  
(ULC 4/28/2023)**

**Article I. Name**

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

**Article II. Membership**

**Section A.** Membership of this committee shall be comprised of Online Coordinator, one faculty representative from each department offering fully online degrees (appointed by Faculty Senate), a representative from the Regents Bachelor of Arts (RBA) program, two at-large faculty representatives (appointed by the Provost), a representative from Student Success and Retention, a representative from the Library, and a student representative (appointed by the Student Government Association).

- i. **Chair.** The committee shall be chaired by the Online Coordinator.
- ii. **Vice-Chair.** The Vice-Chair will be elected for a one-year term by a majority vote of members present at the first meeting of the Committee in Fall semester.
- iii. **Secretary.** The Secretary will be elected for a one-year term by a majority vote of members present at the first meeting of the Committee in Fall semester.

**Section B. Terms of Membership**

- i. Staff persons appointed by virtue of their role (i.e., Online Coordinator) will remain continuously appointed to the committee.
- ii. Faculty representatives are appointed for two-year terms.
- iii. Student representatives are appointed for one-year terms.
- iv. There are no term limits for any member.

**Section D. Vacancy**

If a vacancy should occur in the membership, the appointing group or individual (Student Government Association, Faculty Senate, or Provost) will be notified and a replacement requested.

**Article III. Liaisons**

The Associate Provost shall be the administrative liaison to the committee and shall communicate issues or proposals for consideration. The liaison shall have voice but no vote and cannot serve as an officer on the committee.

**Article IV. Duties of the Committee**

The Online Committee exists to test and promote new products and software related to online course delivery, to provide tutorials and guidance regarding tools and best practices for teaching an online course, to conduct peer reviews of online courses that have not yet been externally reviewed, to make recommendations through shared governance on best practices for online education, and to make recommendations to the Faculty Development Committee for trainings related to online instruction.

**Article V. Officers and their duties**

**Section A. Chair/Vice-Chair**

The Chair of the Committee shall prepare an agenda for the meeting, assemble documents for the committee, and ordinarily preside over all meetings. The Vice-Chair will preside over meetings in the Chair's absence.

**Section B. Secretary**

The Secretary will record the minutes of the committee and will preside over meetings in the absence of both the Chair and the Vice-Chair.

**Section C. 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 VI. Procedures for Meetings**

**Section A. Quorum**

A voting quorum for meetings shall consist of a simple majority of the members of the committee 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 give at least 48 hours' notice to the members of the date, time, place, and agenda of the meeting.

**Section C. Open Meeting**

Meetings of the Committee will be open.

**Section D. Recognition of Participation**

Persons present other than members of the Committee may be recognized to speak by the Chair.

**Section E. Proxy**

Proxy voting is not allowed.

**Article VII. Lines of Reporting**

All recommendations made by the Committee will be forwarded to the Faculty Senate and to the Office of Academic Affairs.

**Article VIII. Amendment, Review and Ratification**

**Section A. Amendment**

These bylaws may be amended as needed. Amendments may be proposed by any committee member and must be presented to the Committee in the form of a motion.

**Section B. Review**

These bylaws shall be reviewed by the Committee annually.

**Section C. Ratification**

These bylaws shall be officially adopted when they have (1) received a majority vote of the Online Committee of Glenville State University in a meeting, (2) been approved by the Faculty Senate, the University Leadership Council, and the President of the University.

*Robin F Meadows*

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Online Coordinator

05/10/2023

\_\_\_\_\_  
Date

*Maureen K Gildein*

\_\_\_\_\_  
Faculty Senate President

05/10/2023

\_\_\_\_\_  
Date

*[Signature]*

\_\_\_\_\_  
University Leadership Council Chair

5/12/2023

\_\_\_\_\_  
Date

*[Signature]*

\_\_\_\_\_  
University President

7-10-23

\_\_\_\_\_  
Date