BYLAWS OF THE CURRICULUM COMMITTEE
OF GLENVILLE STATE COLLEGE
(January 10, 2008)

Article I. Name

The name of this committee is “The Curriculum Committee of Glenville State College.”

Article II. Membership

The members of the Curriculum Committee shall be: the Department Chairpersons, the Dean of Teacher Education, the Director of the Academic Support Center, four faculty members (each from a different department) appointed by the Faculty Senate, and two students appointed by Student Government Association. The Certification Analyst is an ex-officio member.

Article III. Liaison

The Provost and Senior Vice President 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

1. Review, study, and approve any requested curricular changes.
2. Review, study, and approve all courses and programs offered by the College.

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 first meeting of the Committee each fall semester. However, officers shall first be elected upon adoption and approval of these bylaws.

Section 2. 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 College, 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.

Section 4. 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 college 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 College, 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 College, 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.

Article VII.  Lines of Reporting

Section 1.  All action taken by the Committee relative to policy and curricular changes will be published on the campus I-mail and published on the College website within five (5) working days of the date the action was taken.  If no petition challenging the reported actions taken by the Committee is received within ten (10) working days of the publication date, the Committee’s recommendations will automatically be forwarded to the College Leadership Council.

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 College 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 College, and have been approved by the Faculty Senate, the College Leadership Council, and the President of the College.

Chairperson, Curriculum Committee
Date

Administrative Liaison, Provost and Senior Vice President
Date