

**BYLAWS OF THE ONLINE COMMITTEE
OF GLENNVILLE STATE UNIVERSITY
10/17/25**

Article I. **Name**

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

Article II. **Membership**

Section A. Membership of this committee shall be comprised of the Online Coordinator, the Instructional Designer, the Director of Dual Enrollment and Dual Credit, the Faculty Librarian or a representative, the Dean of Student Success and Retention or a representative, one faculty representative from each department offering online courses or degrees (appointed by Faculty Senate), and a student representative (appointed by the Student Government Association).

- i. **Chair.** The committee shall be chaired by a faculty member who is elected for a one-year term. The faculty member will be elected by a majority vote of members present at the first meeting in the Fall semester.
- ii. **Vice-Chair.** The Vice-Chair position will be filled by the Instructional Designer or the Online Coordinator alternating one-year service terms, with years of service beginning each 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 in Fall semester. Any committee member who is not serving in the Chair or Vice-Chair capacity may be eligible to serve as Secretary.

Section B. **Terms of Membership**

- i. Staff and faculty appointed by virtue of their role: the Online Coordinator, the Director of Dual Enrollment and Dual Credit (or a representative from Dual Enrollment and Dual Credit appointed by the Director), the Instructional Designer, the Faculty Librarian (or a Library representative appointed by the Faculty Librarian), and the Dean of Student Success and Retention (or a representative appointed by the Dean of Student Success and Retention). These persons will remain continuously appointed to the committee.
- ii. Faculty representatives are appointed to represent departments that offer online programs and/or online courses. Faculty representatives will serve a two-year term.
- iii. Student representatives are appointed for a one-year term.
- 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 will be requested.

**BYLAWS OF THE ONLINE COMMITTEE
OF GLENNVILLE STATE UNIVERSITY
10/17/25**

Article III. **Liaisons**

The Provost (or designee) 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 is responsible for testing and promoting new products and software related to online course delivery, for providing tutorials and guidance regarding tools and best practices for teaching online courses, for making recommendations through shared governance on best practices for online education, and for making recommendations to the Faculty Development Committee for trainings related to online instruction. At the individual faculty request, the Online Committee may review online courses. The Online Committee will review and make recommendations to improve the student's online experience and will address student issues, as they arise.

Article V. **Officers and Their Duties**

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

The Chair of the Online Committee shall prepare an agenda for the committee meetings, assemble documents for the committee, and ordinarily preside over all meetings. The Vice-Chair will fulfill these obligations 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 regarding the date, time, place, and agenda of the meeting. The committee shall meet monthly at the least.

Section C. **Open Meeting**

Meetings of the Online Committee will be open.

**BYLAWS OF THE ONLINE COMMITTEE
OF GLENVILLE STATE UNIVERSITY
10/17/25**

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 Online 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 Online Committee in the form of a motion.

Section B. Review

These bylaws shall be reviewed by the Online Committee annually.

Section C. Ratification

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

Chair, Online Committee: *Robin F. Menzies* Date: 10/21/2025

President, Faculty Senate: *Schuyler J. Chapman* Date: 10/21/2025

Chair, University Leadership Council: *MS* Date: 10/21/2025

President of the University: *Mark A. [Signature]* Date: 10-22-25

