

**Georgia College & State University**  
**University Curriculum Committee Bylaws**  
*Approved January 24, 2020*

**ARTICLE I: PURPOSE**

**The purpose of the University Curriculum Committee (UCC) is to ensure consistency and quality of the curriculum across academic programs. In an advisory capacity, the UCC shall:**

- **Review new courses, course modifications, deletions, and reactivation of courses (as information items)**
- **Review and recommend/not recommend new undergraduate degrees, certificates, concentrations, and minor program proposals.**
- **Review and recommend/not recommend the deactivation, termination, or reactivation of undergraduate degrees, certificates, concentrations, and minor program proposals.**

**ARTICLE II: MEMBERSHIP AND MEETINGS OF THE UCC**

**Section 1a.**

The membership of the UCC has 18 members. The 14 voting members of the UCC are elected from full-time faculty. The election procedures will be established by the individual units (College of Arts & Sciences, College of Business, College of Health Sciences, College of Education, University Library, and University Senate). To ensure continuity, the elected faculty members will serve 3-year terms scheduled so that one-third of the group is replaced each year. The four remaining members are appointed based on position. Only those full-time, elected, faculty members may vote. A quorum shall consist of a simple majority of the committee's voting membership. Individuals not elected or appointed to the committee shall be entitled to be present at the meetings and shall have the right to be heard; however, voting rights are reserved for only elected faculty members. A simple majority vote shall prevail.

**Elected Members (14 Voting)**

- College of Arts & Sciences (Humanities & Social Sciences (2 elected members) Science and Math (2 elected members) Fine and Performing Arts (2 elected members)
- College of Business (2 elected members)
- College of Health Sciences (2 elected members)
- College of Education (2 elected members)
- University Library (1 elected member)
- University Senate (1 elected faculty senator)

**Appointed Members (4 non-voting)**

- SACSCOC Liaison
- Senior Associate Provost
- University Registrar
- Academic Affairs Assistant

### **Section 1b.**

Vacancies (i.e. professional leave, sick leave, etc.) or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment. To initiate this process the representative from the academic unit (CoAS, CoB, CoHS, CoE, or Library), University Senate, or area of appointment should notify the Chair of the UCC in writing of the vacancy or resignation and the results of the election or appointment process. (Electronic forms of communication are acceptable.)

### **Section 2 a.**

The UCC chair shall set the agenda for the UCC meetings. This agenda shall be distributed to all UCC members no fewer than five calendar days prior to the UCC meetings. The agenda will include the statements of any motions that are to be considered at the UCC meeting including any information necessary to access supporting documentation for these motions.

### **Section 2 b.**

The UCC shall meet a minimum of one time each academic term or at the discretion of the committee chair. Meetings will be set at the beginning of each academic year. Additional meetings may be called at the discretion of the GCSU administration or at the request of two-thirds of the voting members. The Chair of the UCC may make the decision to cancel a regularly scheduled meeting of the committee if no action items have come before the UCC for consideration.

## **ARTICLE III: OFFICERS**

### **Section 1.**

The officers of the UCC shall be:

- **UCC Chair** –as elected by the committee
- **UCC Vice Chair** – as elected by the committee
- **UCC Secretary** – as elected by the committee

### **Section 2.**

The duties of the officers shall be:

UCC Chairperson will:

- call all meetings of the UCC.
- preside at all meetings.
- prepare and distribute the meeting agenda.
- serve as a liaison between the UCC and the administration of GCSU.
- report proceedings of the UCC, General Education Committee, and Graduate Council to University Senate.

UCC Vice Chair will:

- be responsible for all duties of the Chair if the latter is unable to perform these as described above.

UCC Secretary will:

- keep minutes of all UCC meetings including all action items and informational items.
- distribute a draft of the minutes to members for approval within 10 days of the meeting.
- within 10 days after acceptance, ensure that minutes are stored electronically and as hard copy.
- perform other duties incidental to the office as may be assigned by the Chair or members.

#### **ARTICLE IV: RULES OF PROCEDURE**

The order of business at each UCC meeting shall be as follows:

- Call to order by presiding officer
- Approval of the agenda
- Action items prioritized by time sensitivity
- Information items
- Continuation of old business and presentation of new business.
- Announcements of communications to UCC not included on the written list of announcements.
- Adjournments – If a meeting is to continue beyond scheduled time, the faculty will vote to complete the business of the meeting or adjourn.
- Should a question of parliamentary procedure arise, the rules set forth in *Robert's Rules of Order, Revised* shall govern.

#### **ARTICLE V: Amendments to or Repeal of Bylaws**

An amendment or repeal of these Bylaws may be proposed by any voting member. Any amendment or repeal must be submitted to all members at least 10 days in advance of the meeting in which amendment or repeal will be discussed. The final action on the amendment or repeal will be voted on at the next meeting of the committee following the initial discussion. The amendment or repeal must have a two-thirds majority of voting members present.