BYLAWS OF THE

GRADUATE POLICIES AND CURRICULUM COMMITTEE (GPCC)
AT KENNESAW STATE UNIVERSITY

APPROVED: April 27, 2022 GPCC General Committee Meeting

CHAIR: _____
Yi Jin, 2021-2022 GPCC Chair

STATEMENT OF PURPOSE

The purpose for each of these Committees is described in the University Handbook, Section 3.1.2, University Standing Committees .

NOTE: **The Kennesaw State University Handbook takes precedence over these Bylaws regarding any conflict between the two documents.**

ARTICLE I
AUTHORITY AND FUNCTION

GPCC and UPCC (Committees) are subcommittees of the Faculty Senate, with representation elected independently of the Senate. The Committees shall develop their own rules of procedure. The Committees shall have the authority to conduct studies and investigations on curriculum and academic policy recommendations and to request recommendations from other sources. The Committees shall provide advice, counsel, and recommend actions to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs on all matters relating to curriculum and academic policy at Kennesaw State University.

1.0 The Committees will vote on curriculum and academic policy recommendations. Specific functions include the following:

- 1.0a Examine and vote on course and program proposals (including credit-bearing certificates) from colleges and departments and ensure their compliance with University and Board of Regents policies and goals.
- 1.0b Recommend approval of changes in curriculum including the addition, deletion or changes of courses, new programs or concentrations, and changes in program requirements.
- 1.0c Recommend changes in policies and procedures.
- 1.0d Make recommendations regarding the curriculum development and review process.

ARTICLE II
MEMBERSHIP

2.0 Membership and voting rights for each of the Committees is specified in the University Handbook, Section 3.1.2, University Standing Committees .

2.1 Scope of Action of Members

2.1a Members of the Committees are representatives of their College. The members review curriculum proposals to ensure they are in alignment with KSU's strategic plan and mission.

2.1b Members of the committee also consider the:

i. Degree of overlap and impact with other programs across campus.
ii. Consistency and appropriateness in course leveling and course numbering across campus.
iii. Proposed justifications.
iv. Impact of discontinuing any course/program.
v. Evidence of engagement in research for appropriateness.
vi. Alignment of curriculum and policies included in curriculum proposals with University and USG Board of Regents of the University System of Georgia academic policies.

2.2 Responsibilities of Members

2.2a Members will fulfill their role in the University's Shared Governance process.

2.2b A student member will bring to the Committees concerns of students and represent student interests. The student member will report the proceedings of the Committees to the appropriate student body.

2.2c A member who cannot attend a scheduled meeting should arrange for a proxy in advance, preferably from their respective college. Proxies must have Full or Associate Graduate Faculty Status, not Affiliate. Proxies can be either a member of GPCC or a faculty member. A GPCC member may not serve as a proxy for more than one person per meeting.

2.3 Elections

2.3a Elections are defined by the University Handbook, Section 3.1, Constituencies Involved in Shared Governance .

2.3b College elections are to be completed in March of the current academic year and representatives for the new academic year confirmed by April 1st to begin their term the following academic year.

2.4 Term of Office

2.4a Term is defined by the University Handbook, Section 3.1.2, University Standing Committees . A Committee member shall serve a three-year term that begins in the fall semester of an academic year and ends at the end of the spring semester of an academic year.

2.4b Student members shall serve a one-year term of an academic year.

2.4c If an elected member cannot fulfill their term, their College will be responsible for

replacing the member representative in accordance with the respective college's and/or department's bylaws.

ARTICLE III
OFFICERS

3.0 Officers for the Executive Committee shall be elected at the last General Committee meeting (April) of the academic year. Nominations from the voting members will be called for at this meeting followed by elections by the voting members.

3.1 Committee Chair
The Chair shall preside over all meetings. The Chair shall be a Faculty Member elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s).

3.2 Associate Chair
An Associate Chair shall be a Faculty Member who will preside over meetings in the absence or at the designation of the Chair and shall be elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s).

3.3 Recording Secretary
The Recording Secretary shall be a Faculty Member who will record the minutes of the General Committee meetings and the Executive Committee meetings, if so requested. The Recording Secretary shall be elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s).

3.4 Campus Representatives
A Campus Representative shall be a Faculty Member, one from each campus (Kennesaw and Marietta). The Campus Representatives are elected from and by the voting members for a one-year term.

3.5 Faculty Senate Liaison
An Executive Committee Member shall serve as liaison to the Faculty Senate and attend Faculty Senate meetings or obtain a proxy when unavailable.

ARTICLE IV
COMMITTEES

4.0 General Committees

Each General Committee is a subcommittee of the Faculty Senate, with representation developed independently of the Senate and in accordance with University Handbook, Section 3.1.2, University Standing Committees .

4.1 Executive Committees

4.1a Each Executive Committee is a standing subcommittee. It will provide ongoing engagement and advisement to the General Committee and the Office of the Provost and Senior Vice President for Academic Affairs. The Executive Committee does not have independent decision-making authority on any matter requiring a General Committee vote.

4.1b Each Executive Committee serves as a scheduling/coordination body for matters to come before the General Committee. In this role, the Executive Committee ensures a) that matters that come before the General Committee have met procedural requirements; and, b) comply with the USG Board of Regents and Kennesaw State University policies.

4.1c Each Executive Committee establishes the agenda for the General Committee meeting in consultation with the Curriculum Support Office. In addition to curriculum and academic policy proposals, the Executive Committee may add other items of business upon request.

4.1 d Each Executive Committee shall present recommendations to the Faculty Senate on behalf of the General Committee.

4.2 Ad Hoc Subcommittees

Each Executive Committee may invite other participants to serve *on an ad hoc basis* should the Executive Committee or General Committee need specific information from other members or authorities. A member from the General Committee should be included to serve on any ad hoc committee.

ARTICLE V
MEETINGS

5.0 Each Chair will hold regular meetings of the General Committee and Executive Committee according to the published schedule during the academic year**.**

5.1 Special meetings may be called by the Chair, Executive Committee or at the request of the Faculty Senate or the Office of the Provost and Senior Vice President for Academic Affairs.

5.1a Notice of special meetings shall be distributed to all members specifying the purpose, time, date, place (which may be virtual), and agenda of the special meeting.

5.1b In extraordinary circumstances, at least seven (7) business days must elapse between the time of the notification and the date of the special meeting.

5.2 The agenda for any regular meeting shall be distributed to all members specifying the meeting time, date, and place (which may be virtual) *at minimum* five (5) business days in advance of the date of the regular meeting.

5.3 Voting and Quorum
A quorum, one-half (1/2) of the voting members present, including proxies, must be confirmed prior to any actions requiring a vote.

5.4 General Committee meetings are open meetings without right of participation.

5.5 The Executive Committee may invite community constituents to attend a meeting when topics of discussion or review for voting are related to their field and/or a proposal.

ARTICLE VI
PROCEDURES

6.0 Meeting Procedures

6.0a Robert's Rules of Order shall be the standard for parliamentary procedures at all General Committee meetings. Suspension of the Rules of Order requires a two-thirds vote.

6.0b Questions of interpretation of parliamentary procedure shall be determined by the Chair.

6.0c Virtual Meetings
Meetings may be held virtually using supported university technology and following recommendations for virtual meetings (see Attachment I).

6.1 Order of Business
Unless the General Committee shall otherwise determine, the Order of Business at all meetings shall be as follows:

6.1a Call to order

6.1b Record attendance

6.1c Establish if a quorum is present (one-half of the voting members present, including proxies) should record voting be required.

6.1d Agenda
The Chair calls for any updates to the agenda. If none, the agenda stands.

6.1e Approval of minutes

i. A draft of the minutes from the previous meeting has been sent to members, in advance, for their prior review.
ii. The Chair calls for any corrections to the minutes of the previous meeting.
iii. If none, the minutes are approved as written.

6.1f Reports (if any)

6.1g Unfinished Business

6.1h New Business

i. Curriculum Review of the Proposal Docket
(for the Curriculum Review Process, see Section 6.2)
ii. Floor Opens for Discussion and/or Motions
- Voting members may make a motion.
- Another voting member may second the motion.
(Note: During a virtual meeting, a "second" can be discerned from an official "2nd" or a second original motion.)
- Consideration of a Motion
  a. Voting and non-voting members may participate in the discussion of a motion.
  b. A representative for the department and/or college submitting a proposal should be present for the proposal. Note: A proposal may still be reviewed and voted on without a representative, or may be tabled, as determined by a motion from the Committee.
  c. Discussion must be confined to the merits of the motion.

d. Discussion can be closed by the Chair if no one seeks the floor for further discussion or if a voting member makes a motion to call for the previous question.
    - A motion to call for the question (i.e. to end the discussion) must be seconded and is not debatable after being seconded.
    - Action on the motion to call for the question requires a simple majority vote by the voting members.

iii. Vote

- Chair calls for a motion to vote on a proposal.
    a. Action on the motion to call for a vote requires a simple majority vote by the voting members in attendance, including proxies.
    b. **Reading: Only one reading is required.** A motion to call for a second reading requires a simple majority vote by the voting members in attendance, including proxies.
    c. The Chair announces the result of the vote: i.e. "The GPCC/UPCC recommends the approval of Package #1 _____, per the agenda, after voting."

6.1 i Announcements

6.1j Adjournment

The Chair adjourns the meeting by: "If there are no objections (or further business), the meeting is now adjourned."

6.2 Curriculum Review and Recommendation for Approval Process

6.2a The curriculum review process is described in the University Handbook, Section 3.7, Undergraduate and Graduate Curriculum Review and Approval Process and University Handbook, Section 3.7.2, Curriculum Review Process .

6.2 b Curriculum Proposals

i. Curriculum proposals must adhere to the policies of the Board of Regents of the University System of Georgia Policy Manual, Section 3.3, Curriculum .

ii. Support for developing curriculum proposals and the curriculum process can be found in the KSU Curriculum Guide at https://cia.kennesaw.edu .

iii. Curriculum proposals are submitted and routed for review through the university's electronic curriculum management system (Curriculog).

iv. Curriculum proposals must complete the required recommendation before being placed on the Docket for consideration at Executive and General Committee meetings.

v. Curriculum proposals brought before the Executive and General Committees will be reviewed to ensure the rationale for the proposed changes are comprehensive, contribute to KSU's strategic plan and mission, and that the impact of the proposed changes have been fully considered.

ARTICLE VII
RECORDS

7.0 Minutes

7.0a Summary minutes for each General Committee meeting will be kept by each Committee Recording Secretary (or other member designated by the Executive Committee) and maintained with the Office of the Provost and Senior Vice President for Academic Affairs on the website, as a matter of public record.

7.0b Summary minutes should be distributed to members prior to the next General Committee meeting for review.

7.1 Curriculog

In order to be considered, proposals must be submitted via the approved curriculum system and process.

ARTICLE VIII
AMENDMENTS

8.0 Proposals to amend the Bylaws.

- 8.0a Proposed amendments must be distributed to the General Committee members at least thirty (30) days prior to any vote or final adoption.
- 8.0b Provided a quorum is present, amendments may be voted on by two-thirds (2/3) of voting members present, including proxies, at a General Committee meeting.
- 8.0c No amendment in the Bylaws shall adversely affect the duties and responsibilities assigned to other University bodies or individuals under University Policy.

Attachment I
Recommendations for Virtual Committee Meetings

Technology
University supported virtual meeting systems.

Expected Behavior
- Join Meeting early when possible.
- Open the Chat Box (but keep comments related to the meeting content and voting).
- To be recorded for attendance and voting, type your name and college or department in the Chat Box. If you are a proxy, also include the name of the individual you are representing and their college or department.
- Mute your mic and turn-off your camera when you are not speaking. (This will assist with bandwidth issues.)
- The "Raise Your Hand" feature will be used to request to speak.
- Lower the "raise your hand" icon when you are finished.
- If you are not called upon in a timely manner, speak during the next pause in the discussion.
- Turn on your camera when you are speaking for accessibility purposes. For individuals with any hearing impairment, use "Live Captions" if available.

Meeting Process (Roles 1, 2, 3)
- The agenda, meeting documents, and meeting link will be sent to members in advance of the meeting. (The meeting link will also be posted on the Curriculum website – https://cia.kennesaw.edu/).
- Role 1 - Moderator (Committee Chair or Designee). This individual will:
  Lead the meeting
  Call upon individuals with "Raised Hands" to speak
  Answer "Chat Questions/Comments"
  Call for motions and voting to begin and end.
- Role 2 - Meeting Support (Curriculum Support Office Member) This individual will:
  Share a screen presenting the agenda with curriculum proposals docket.
- Role 3 - Meeting Recorder (usually the Secretary). This individual will:
  Record the attendance of the members who self-identify in the Chat Box. (It will be the responsibility of each member to type their name in the Chat Box in order to be counted.)
  Record the attendance of any visitors who self-identify in the Chat Box.

Voting Process
- Motions and Voting will be done through the Chat Box.
- Everyone will type their name and the action in the Chat Box. (The Chat Box does not always correctly auto-populate a name. For the record, members need to identify themselves.)

- If an individual is acting as a proxy for someone else, in the Chat Box they will need to type their name, the name of the member they are proxy for and the action). i.e. (John Doe) Proxy for (Jane Doe) and Vote (Yes or No).

Order of actions/motions typed in the Chat Box

- The name of the motion being made should be typed in the chat box in addition to the name of the person who is making the first or second motion.
- The name of the item being voted on should be typed in the chat box prior to voting. (i.e. Package #1 _____, per the agenda.)
- Any modifications to the current package should also be typed in the chat box with an abbreviated summary or description.

First Motion to Vote
Second Motion to Vote
Meeting Moderator Call to Open Discussion
Meeting Moderator Call to Close Discussion
Meeting Moderator Call to Vote
Members identify with their full name and immediately cast vote with "Yes" or "No".
Meeting Moderator Call to Close Vote (No additional votes will be counted after the voting is closed.)

Meeting Recording

If the meeting is recorded, the recording will be saved until completion of the official minutes.