

BYLAWS of the GRADUATE CURRICULUM COMMITTEE

Approved by Mercy College Senate on Friday, May 5, 2017

Article I: Name

This committee shall be known as “Graduate Curriculum Committee,” hereinafter referred to as the “GCC” or simply, “the Committee.” This committee shall serve as a standing committee of the Faculty Senate.

Article II: Purpose

The Committee shall report to the Faculty Senate and advise the Faculty Senate about all matters pertaining to peer review of proposed new programs, new courses and existing graduate programs, program self-studies and program closure. This committee will review, approve or disapprove all curricula and course proposals for design and content, curriculum-related assessment; that is, the review of intended outcomes, assessment criteria, and assessment procedures in courses, and related matters.

To fulfill this purpose, the committee shall perform the following functions:

1. Review proposals to introduce any new programs or courses that fulfill or partially fulfill requirements for awarding of graduate degree programs by the College.
2. Review proposals to modify substantially, either in structure or in content, already established programs or courses.
3. Review proposals following program closure alert process to discontinue existing programs or courses following the UCC/GCC guidelines.
4. Review self-studies of existing graduate programs on a regularly scheduled fiveyear cycle. These self-studies will follow the format in the “Guidelines for Program Review.”
5. At the beginning of the academic year, Deans whose programs submitted selfstudy reports in the previous academic year are required to report on the progress of GCC recommendations in order to close the loop on the self-study process.

Article III: Members

§1: Composition of the Committee

The Committee shall consist of eleven members of the full-time core faculty selected from each School that has graduate programs. Selection of members shall be made as follows: Two representatives from each school (Liberal Arts, Business, Education, Health and Natural Sciences, and Social and Behavioral Sciences) and one representative from the Library.

The committee shall also include the following one administrative staff member, who shall serve, *ex-officio*, as a full voting member of the committee:

- The Provost and/or designee

§2: Eligibility for Membership:

The qualifications for membership are knowledge of curriculum and curriculum standards of a graduate program as well as involvement by way of teaching, service, academic administration or some combination of these.

§3: Membership Terms:

A faculty member's term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of three years. A faculty member who has served on the committee for six consecutive years will have reached the term limit and cannot seek reappointment to this committee at the end of his/her term; s/he must wait for a minimum of one year before seeking to return to the committee. However, a committee member may serve out the entire duration of their current term, even if it ends after the sixth consecutive year. There are no term limits for *exofficio* members.

Terms of membership should be staggered so that no more than half of the members' terms expire in any one year. The Committee Chair shall meet with the Senate's Committee on Committees to jointly determine which committee members' terms may be extended or diminished in order to stagger the terms.

§4: Removal of Members

It is the duty and responsibility of Committee members to attend all regularly scheduled monthly meetings and to contact the Chair in the case of an absence. If a committee member is absent for three meetings without valid reason, the Chair, with confirmation by a vote of the committee, will ask the member to step down from the Committee. The Chair will then contact the Senate to appoint a new member to fill the vacancy on the Committee.

Article IV: Officers

§1: Officers

The Committee shall have the following three officers:

- Chair
- Vice Chair
- Secretary

§2: Election of Officers

During the first meeting of the academic year the Committee shall nominate and elect its officers by a majority vote. The Provost or his/her designees may not serve as officers.

§3: Duties of the Chair

The responsibilities of the Chair include: leading orderly meetings, scheduling meetings, meeting with graduate program directors to guide them in the review process, representing the GCC at the Academic and Student Affairs meetings and the Institutional Effectiveness Committee, and reporting to the Faculty Senate.

§4: Duties of the Vice Chair

The Vice Chair shall assume all the duties of the Chairperson in his/her absence and perform any additional duties requested by the Chairperson. In the event that the Chair is absent from a meeting, the Vice Chair shall lead the meeting. The Vice Chair will represent the GCC at the Academic and Student Affairs meetings and the Institutional Effectiveness Committee, and report to the Faculty Senate if the Chair is unavailable.

§5: Duties of the Secretary

The responsibilities of the Secretary include: recording meeting minutes, providing copies of documents to committee members, and maintaining the records of the committee.

§5: Vacancies

In the event of a vacancy of the Chair, the Vice Chair assumes the role of Chair until an election can be held. (See *§2: Election of Officers*, above.)

Article V: Meetings

§1: Regular Meetings

The committee will conduct regular meetings monthly, unless there is no business to consider. The chairperson is responsible for preparation for meetings.

If a Committee representative (as described in Article IV Membership) is unable to attend a meeting, a School representative should be appointed to attend in his/her stead.

§2: Quorum

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half plus one of the total number of members (including the *exofficio* member). In meetings where the bylaws are amended, two-thirds (67%) of the members, plus one, are required. In the absence of a quorum, proposals may be presented and discussed, but no votes may be taken.

§3: Special meetings, as needed:

In order to allow the committee to conduct additional business outside of the its regular meetings, the chair has the power to call a special meeting at her/his discretion to address timely matters.

§4: Order of Business

There shall be an agenda for each meeting provided to members, at least one week in advance of the meeting, whenever possible.

The normal order of business at meetings is: (*Robert's Rules of Order*)

1. Reading and Approval of Minutes
2. Reports of Officers and Standing Subcommittees (as necessary)
3. Special Orders (such as officer elections)
4. Unfinished Business (tabled motions)
5. New Business

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where there is no new business or in the case of campus closure due to inclement weather. Members will be notified of cancellations via email.

§6: Other Meeting Modalities

Members may participate in meetings via telephone or video conferencing.

§7: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any committee member. The Secretary is responsible for archiving the minutes.

§8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings may be requested by the Chair and will be considered invited guests.

Article VI: Subcommittees

The committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or *ad hoc* basis. Normally, subcommittee members must also be members of the full committee.

Article VII: Parliamentary Authority

In questions of parliamentary procedure, the committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the *Constitution for Faculty Participation in the Governance of Mercy College*.

Article VIII: Reports

The committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the committee must be reported to the Senate, and the committee shall submit an annual report of committee business to the Senate.

Article IX: Transfer of Records

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the committee including, but not limited to: bylaws, minutes, and standing rules & procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the committee's records to the Secretary of the Faculty Senate.

Article X: Amendment of Bylaws

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.