

BYLAWS of the UNDERGRADUATE CURRICULUM COMMITTEE
Approved by Mercy College Senate on Friday, April 6, 2018

Article I: Name

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

Article II: Purpose

This committee shall advise the Faculty Senate in all matters pertaining to the curricula, as well as review, approve and reject proposals in all such matters. To fulfill this purpose, this committee shall perform the following functions:

1. Review the undergraduate curricula, including courses, programs and general education requirements, and assess the degree to which they achieve their goals
2. Review all proposals for changes in curricula, including:
 - a. Proposals to change the overall structure or content of the general education requirements for undergraduate degrees offered by the College
 - b. Proposals to introduce new programs that fulfill, in whole or in part, the requirements for the awarding of an undergraduate degree or a certificate by the College
 - c. Proposals to substantially modify, suspend, or close programs.
3. Review, approve or reject:
 - a. Proposals to add new courses to the credit bearing offerings of the College
 - b. Proposals to complete undergraduate degree requirements under the Interdisciplinary Major
4. Make recommendations to the Faculty Senate, and others, as it deems appropriate
5. Establish formal procedures and guidelines to carry out these functions

Article III: Members

§1: Composition of the Committee

The Committee shall consist of 14 members of the full-time core faculty from the different schools and the Library, determined by the core faculty. Selection of members shall be made as follows:

1. Each school shall have two members from the full-time faculty, except the School of Liberal Arts, which shall have three members. Deans are not eligible to serve.

2. There will be one member from the Library-
3. The Director of General Education will be one member.
4. There will be one at-large member.

All the members described above shall have full voting rights on the committee.

The committee shall also include one member from the Provost's Office serving in an *ex-officio* capacity with full voting rights.

At least one of the members (as described above) shall be a member of the Faculty Senate, and shall serve as the UCC Liaison to the Faculty Senate.

§2: Eligibility for Membership:

The 14 faculty members shall be core full-time faculty. The other member will be from the Provost's Office, in charge of Academic Affairs.

§3: Membership Terms:

A faculty member's term on the Committee shall begin on September 1 in the year of his/her selection and shall be for the duration of 2 years. A faculty member who has served on the committee for six (6) consecutive years (3 consecutive terms) will have reached the term limit and cannot seek reappointment to this committee at the end of his/her term. He/she must wait for a minimum of one (1) year before seeking to return to the committee. However, a committee member may serve out the entire duration of his/her current term, even if it ends after the sixth consecutive year.

There are no term limits for *ex-officio* members.

No more than 30% of the membership can turn over in any year.

The Committee recommends that faculty who teach general education courses be given preference when appointments for membership are considered.

Terms of membership shall be staggered so that no more than half of the members' terms expire in any one year. The Committee 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

A faculty member of the committee who fails to attend 3 out of the 8 scheduled meetings without extenuating circumstances may be removed from the committee by a two-thirds (67%) vote of the committee.

Article IV: Officers

§1: Officers

The committee shall have the following 2 officers:

- ✓ Chair
- ✓ Secretary

§2: Election of Officers

The Committee shall elect its officers from among its membership by nomination and vote, preferably at the end of the academic year for the next academic year. The officers' terms shall be renewable yearly.

§3: Duties of the Officers

The responsibilities of the officers are as follows:

- a. The chairperson shall be the presiding officer and shall administer all business of the committee as provided for by the bylaws.
- b. The secretary shall record and transmit minutes of all committee meetings and assist the chairperson with correspondence of the committee as requested.

In the event that the Chair is absent from a meeting, the Secretary shall lead the meeting.

§4: Vacancies

In the event of a vacancy of the Chair, the Secretary 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 shall conduct regular meetings at least four (4) times each academic year. If a Committee member is unable to attend a meeting for any reason, a School representative should be appointed to attend in his/her stead with similar voting power. Any member who does not attend the regular meeting three times in a row and does not appoint a substitute may be asked to leave the committee.

§2: Quorum

There must be a quorum at any meeting at which the Committee conducts business. A quorum is defined as one-half (50%) of the voting membership of the Committee. In the absence of a quorum, proposals may be presented and discussed, but no votes may be taken. In meetings where the bylaws are amended, two-thirds of the voting members, plus one, are required to be in attendance.

§3: Voting

Decisions require a majority vote of the present voting members or their substitutes. Paper proxy votes are not permitted. In certain cases, an electronic vote may be taken, as appropriate. Members may vote “Yes,” “No,” or “Abstain.”

§4: Special Meetings, as needed

In order to allow the committee to conduct additional business outside of its regular meetings, special meetings may be called by the Chair.

§5: Order of Business

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

The normal order of business at meetings is as follows:

1. Approval of the minutes from the previous meeting
2. Agenda items in order
3. Additional business, if any

§6: Cancellation of Meetings

Meetings of the committee may be cancelled in the following cases:

1. There are no items on the agenda
2. There is a college cancellation due to inclement weather or other reasons
3. Other unforeseen reasons

§7: Other Meeting Modalities

While the normal meeting modality shall continue to be in person, members may also utilize the teleconference modality to attend the meeting in case they cannot make it to the meeting physically, for any reasons.

If needed, voting may also be conducted electronically, as described in §3 above.

§8: 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.

§9: Rules Regarding Non-Members at Meetings

The UCC is an open committee. Non-members are welcome to watch the proceedings of the committee, but they may not vote. Also, they may not be counted towards quorum.

Article VI: Subcommittees

The Committee shall be empowered to establish subcommittees and delegate tasks to the 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 bylaws and 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 and Archival

The Committee shall present to the President of the Senate an annual report of the activities of the Committee. An official archive of all the documentation reviewed and approved by the Committee shall be held at the office of the Vice President for Academic Affairs.

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. All bylaws, minutes and standing rules & procedures are to be uploaded on the network drive for College Committees.

Article X: Amendment of Bylaws

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%), plus one, 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. The affirmative vote of two-thirds of the voting members, plus one, present and voting at such meeting shall be required for the adoption of any amendment(s). Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.