ALLEGANY COLLEGE OF MARYLAND

Curriculum Committee Bylaws

ARTICLE I

Name

The name of the committee shall be the Curriculum Committee of Allegany College of Maryland hereafter referred to as the Committee.

ARTICLE II

Purpose

The Committee reviews and evaluates all proposals for new credit curricula and courses and for changes in existing curricula and courses of the College and makes recommendations to the Senior Vice- President of Instructional and Student Affairs (SVPISA) after input from the college community is considered.

ARTICLE III

Membership

A. The voting members will include:
   At large faculty (2)
   Career faculty (3)
   General education faculty (3)
   At large professional staff (1)
   At large associate support staff (1)
   The Director of the Student Success Center or professional staff designee
   The Director of Admissions/Registration or professional staff admissions/registration designee.

   Non-voting members will include:
   Student representative (1)
   The Director of the Advising Center or professional staff advising center designee,
   The Associate Dean of Instructional Affairs or representative from Instructional and Student Affairs Office (1)

B. Faculty and at large members will be appointed by the committee on committees.

C. Recommend that at least one of the faculty members shall be from a Pennsylvania campus.

D. The student representative shall be appointed by the Student Government Association

E. At least two members of the Committee will be retained for the following year.

F. Vacancies
   1. A vacancy that occurs on the committee during the academic year will be filled by the Senior Vice President of Instructional and Student Affairs in consultation with the Committee on Committees.
   2. A vacancy that occurs in one of the officer positions must be filled by a member of the curriculum committee who has served at least one year on the committee.

ARTICLE IV

Officers

Officers of the Committee will be a Chair, a Vice-Chair, and a Secretary. The Chair and the Vice-Chair shall be a faculty member. Elections will be held at the beginning of each academic year for the secretary. The Vice-Chair will be elected every two years.

A. The Chair or designate will:

   1. Serve a two – year term
   2. Call for and preside at all meetings of the Committee.
   3. Call special meetings of the Committee upon request.
   4. Notify members of the Committee of regular and special meetings.

B. The Vice-Chair will:

   1. Serve a two – year term
   2. Assume the position of Chair at the end of the two year term
   3. Assume the duties and responsibilities of the Chair when the former is absent.
   4. Perform other duties as the Chair or Committee may direct.

C. The Secretary will:

   1. Take the minutes of the Committee meetings, including listing those present and absent.
   2. Distribute the minutes to the Committee members, the President's Office for permanent filing, and the Library for inclusion in the College's Archive.
   3. Send electronic notification that curriculum proposals and supporting documentation

are available to the All College Assembly for review and comment.

4. Submit annual report as required.

ARTICLE V

Meetings

A. Meetings of the Committee will be scheduled as business demands during the academic year. To the extent possible meetings must be scheduled at a time when all voting members of the committee are free from teaching duties.

B. Meetings of the Committee that include proposed curriculum changes must be conducted in the following manner:

   1. An open discussion through electronic means will be available to the All College Assembly for ten business days prior to scheduled meeting.

   2. An open forum will be held one hour before the curriculum committee meeting with representatives from the curriculum committee present. Advance notice of twenty-four hours indicating intent to participate in the forum is required.

C. Special meetings may be held outside of the academic year under exceptional circumstances. These meetings may be requested as appropriate and scheduled by the Chair in consultation with the SVPISA.

D. Notification will be sent to each member at least ten working days prior to a scheduled meeting. Special meetings may be called with less notification time.

E. A quorum will consist of eight voting members providing that at least five are faculty. The office of the SVPISA must be represented at the meeting.

F. The SVPISA may call for emergency meetings outside of the regular academic year.

G. The SVPISA may call for an emergency electronic vote at any time if logistics prevent the committee from forming a quorum.

ARTICLE VI

Amendments

Recommendations for amendments to the by-laws must have a two-thirds (2/3) majority vote of the membership, providing that written or e-mail notice be given to the members at least five working days prior to the meeting at which the amendment is to be considered. These recommendations for changes must be submitted to the SVPISA for approval by the President's Advisory Team, the All College Assembly, and the Board of Trustees.