

**LUMPKIN COLLEGE OF BUSINESS AND APPLIED SCIENCES  
CURRICULUM COMMITTEE  
By-Laws**

November 4, 1993

amended: October 13, 1995  
amended: March 27, 1998  
amended: September 1, 2000  
amended: May 4, 2001  
amended: September 19, 2003  
amended: January 28, 2008

**ARTICLE I - Name**

The name of this Committee shall be the Curriculum Committee of the Lumpkin College of Business and Applied Sciences.

**ARTICLE II - Purpose**

This committee shall consider and act on matters of policy regarding all courses and other academic issues for the Lumpkin College of Business and Applied Sciences and make recommendations through the Dean of the Lumpkin College of Business and Applied Sciences to the Council on Academic Affairs, to the Council on Teacher Education, to the Council of Graduate Studies, or in some cases to more than one council, or to members of the University administration. This includes but is not limited to the following:

1. New courses to be offered in the Lumpkin College of Business and Applied Sciences.
2. Modification or deletion of courses offered in the Lumpkin College of Business and Applied Sciences.
3. New majors, minors, or certificate programs to be offered in the Lumpkin College of Business and Applied Sciences.
4. Modification or deletion of majors, minors, or certificate programs offered in the Lumpkin College of Business and Applied Sciences.
5. Evaluation of the business and applied sciences curricula as a whole, including the common body of knowledge, entrance requirements, and the University core curriculum.
6. Such other items as might affect the programs of Lumpkin College of Business and Applied Sciences or the University.

**ARTICLE III - Membership**

Section 1. The Dean of the Lumpkin College of Business and Applied Sciences shall be an ex officio member of the Committee.

Section 2. An individual appointed by the Dean of the Lumpkin College of Business and Applied Sciences shall be an ex officio member of the Committee. The individual shall serve as a Recorder at the meetings and provide

administrative support for the work of the Committee.

- Section 3. One faculty member shall be elected to the Committee from the School of Business, School of Family and Consumer Sciences, School of Technology, and the Department of Military Science. Each school or department shall conduct its own election and shall prescribe the method of conducting such an election.
- Section 4. The term for the representatives from the Schools of Business, Family and Consumer Sciences, and Technology shall be for two years. The term for the representative from the Department of Military Science shall be one year. Terms will be staggered to ensure continuity of Committee work. The term for the representatives from the School of Business and the School of Technology shall commence with the start of the fall semester in even numbered school years (such as 1998-1999). The term for the representative from the School of Family and Consumer Sciences shall commence with the start of odd number school years (such as 1999-2000). The term for the representative from the Department of Military Science shall commence with the start of each school year.
- Section 5. Elected members of the Committee shall possess voting privileges.
- Section 6. Chairs of the Schools and the Department of Military Science shall be responsible to see that supplemental elections are held as necessary to replace elected members who are unable to complete their terms.
- Section 7. If the elected representative to the Committee is not a representative to the School of Business, School of Family and Consumer Sciences, School of Technology, or Department of Military Science Curriculum Committees, then the School of Business, School of Family and Consumer Sciences, School of Technology, or Department of Military Science Curriculum Committees may elect a representative to the Committee as an ex officio member. This representative will serve as a liaison between the respective School of Business, School of Family and Consumer Sciences, School of Technology, or Department of Military Science Curriculum Committees and the Committee.
- Section 8. All ex officio members of the Committee shall have all privileges of the elected members except those privileges of voting and holding office.
- Section 9. One student with voting privileges shall be elected from the membership of the Dean's Student Advisory Board to serve a one-year term. This student member shall rotate from each of the four areas in the college (business, technology, family and consumer sciences, and military science). The member shall be elected by majority vote until a rotation schedule is established.
- Section 10. In the event an elected voting member is unable to attend a regularly scheduled meeting, a proxy may attend that meeting in their place with full voting privileges. The process used to select a proxy shall be determined by the respective School of Business, School of Family and Consumer Sciences, School of Technology, Department of Military Science, or Dean's Student

Advisory Board. The School of Business, School of Family and Consumer Sciences, School of Technology, Department of Military Science, or Dean's Student Advisory Board, or the elected voting member, must notify the Chairperson of the Lumpkin College of Business and Applied Sciences Curriculum Committee prior to the regularly scheduled meeting that a proxy will replace a regular elected voting member for that particular meeting.

#### ARTICLE IV - Administration

- Section 1. A Chairperson shall be an elected faculty member from among the voting members of the Committee. The Chairperson shall preside at all meetings of the Committee, shall call special meetings of the Committee as needed, may cancel regular meetings of the Committee, and shall be responsible for the preparation of a published agenda for all meetings called.
- Section 2. A Vice-Chairperson shall be elected from among the voting members of the Committee. The Vice-Chairperson shall act in the place of the Chairperson at such time as requested to do so by the Chairperson or at such time as the Chairperson is unable to be present.
- Section 3. The election of the Chairperson and Vice Chairperson shall be by the voting members of the Committee. This election shall be conducted at the first meeting of the Committee each school year.

#### ARTICLE V - Meetings

- Section 1. Regular meetings of the Committee shall be held once each month, on a date to be set by the Committee at its first meeting each school year. The first meeting of each academic year shall be called within the first thirty days of the academic year by the chairperson from the previous year.
- Section 2. The Chairperson shall call additional meetings at such time and with such frequency as the Chairperson shall determine by publishing a tentative agenda for those meetings at least three calendar days prior to each meeting.
- Section 3. Regular meetings of the Committee may be cancelled or deferred by the Chairperson as needed.
- Section 4. Meetings may be scheduled during the summer months. The Committee may act on any proposal or recommendation; however, a quorum must be present at the meeting.
- Section 5. Agenda items must be submitted to the Chairperson of the Lumpkin College of Business and Applied Sciences Curriculum Committee three (3) calendar days prior to the meeting to be placed on the tentative agenda. Additional items may be submitted to the Chairperson before the end of the working day prior to the scheduled meeting. If additional agenda items are submitted after the tentative agenda has been published, a final agenda will be published by the end of the working day prior to the scheduled meeting.

Section 6. A tentative agenda must be published and/or distributed to faculty, the Committee members, chairs within the Lumpkin College of Business and Applied Sciences and the Dean of the Lumpkin College of Business and Applied Sciences three (3) calendar days prior to the meeting. Agenda distribution will be by e-mail.

Section 7. Meetings are open, anyone may attend, and meetings will be conducted according to Robert's Rules of Order, revised 1990 edition.

#### Article VI – Distribution of Minutes and Recommendations

Section 1. The Recorder shall publish the minutes promptly and distribute copies directly to the following: President; Vice President for Academic Affairs; Vice President for Student Affairs; Chairman, Council on Academic Affairs; Chairman, Council on Graduate Studies; Chairman, Council on Teacher Education; Deans; Directors; Department Chairpersons, Catalog Editor; Chairpersons of all Curriculum Committees of the other Colleges, with copies for members of those committees; and Lumpkin College of Business and Applied Sciences faculty.

Section 2. Any recommendations of the Committee shall be signed by the Curriculum Committee Chairperson and the Dean of the Lumpkin College of Business and Applied Sciences and forwarded to the appropriate Council(s) after the distribution of the minutes.

#### ARTICLE VII - Initiation of Action

Section 1. Proposals relating to curriculum or other academic matters shall originate in the appropriate program curriculum committee. The agenda item must include a recommendation from the appropriate program curriculum committee with the signatures of the chair of the appropriate School or Department of Military Science and program curriculum committee chair.

Section 2. Any proposal received from a program curriculum committee must be presented by a representative of that program curriculum committee at a regularly called meeting of the Committee. Proposals may also be presented by any member of the Lumpkin College of Business and Applied Sciences Curriculum Committee.

Section 3. Items shall be placed on the agenda as set forth in Article V, Section 5; however, voting will not occur until the following regular meeting. The Chair of the Committee may call for a virtual meeting of the Committee with the consent of all members for the purposes of approval of motions or business before the Committee that are time sensitive. A virtual meeting may be held using e-mail or phone for the purposes of voting on items that have previously been on the agenda for discussion and/or voting.

Section 4. A report of the action of the Committee shall be made by the Recorder to the department initiating the proposal, although a complete report of this action

may or may not be included in the published minutes of the Committee.

#### ARTICLE VIII - Quorum

A quorum shall consist of a majority of the voting members of the Committee and shall be required for all official action of the Committee.

#### ARTICLE IX - Amendments

These By-laws may be amended by action of the majority of full-time faculty of the Lumpkin College of Business and Applied Sciences voting on the amendment.