

**LUMPKIN COLLEGE OF BUSINESS AND TECHNOLOGY
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
amended: December 9, 2016
amended: August 22, 2018
amended: September 21, 2018
amended: February 4, 2020

ARTICLE I - Name

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

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 Technology and make recommendations through the Dean of the Lumpkin College of Business and Technology 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 Technology.
2. Modification or deletion of courses offered in the Lumpkin College of Business and Technology.
3. New majors, minors, or certificate programs to be offered in the Lumpkin College of Business and Technology.
4. Modification or deletion of majors, minors, or certificate programs offered in the Lumpkin College of Business and Technology.
5. Evaluation of the College of Business and Technology 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 Technology or the University.

ARTICLE III - Membership

Section 1. The Dean or Associate Dean(s) of the Lumpkin College of Business and Technology shall be ex officio member(s) of the Committee.

Section 2. An individual appointed by the Dean of the Lumpkin College of Business and Technology 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 Technology, and the Hospitality and Tourism program. Each school or program shall conduct its own election and shall prescribe the method of conducting such an election. To facilitate communication, it is preferred that the committee members also serve on their respective school or program curriculum committee.
- Section 4. One student with voting privileges shall be chosen to serve a one-year term. This student member shall rotate from each of the three areas in the college (business, technology, and hospitality).
- Section 5. Elected faculty members and the student representative of the Committee shall possess voting privileges.
- Section 6. Chairs of the Schools and the coordinator of the Hospitality and Tourism program 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. All ex officio members of the Committee shall have all privileges of the elected members except those privileges of voting and holding office.
- Section 8. 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 Technology, Hospitality and Tourism program or Dean's Student Advisory Board. The School of Business, School of Technology, Hospitality and Tourism program or Dean's Student Advisory Board, or the elected voting member, must notify the Chairperson of the Lumpkin College of Business and Technology 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, and may cancel regular meetings of the Committee.
- 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 bi-weekly, on dates 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 five (5) working 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 Lumpkin College of Business and Technology curriculum committee recorder six (6) working days prior to the meeting to be placed on the tentative agenda.
- Section 6. A tentative agenda must be published and/or distributed to faculty, the Committee members, chairs within the Lumpkin College of Business and Technology and the Dean of the Lumpkin College of Business and Technology five (5) working 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 2011 edition.

Article VI – Distribution of Minutes and Recommendations

- Section 1. Minutes of the meetings will be posted on the Lumpkin College of Business and Technology web page. The Recorder will email a copy of the minutes to the group lists for the School of Business, the School of Technology, each of the contacts for the Hospitality and Tourism program, the Council on Academic Affairs, the Council on Graduate Studies, and the Council on Teacher Education.
- Section 2. Any recommendations of the Committee shall be signed by the Dean of the Lumpkin College of Business and Technology 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, and be submitted concurrently to the Lumpkin College Dean's office and the appropriate Chair of the School of Business, School of Technology, or Hospitality and Tourism Program.
- 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 Technology Curriculum Committee.
- Section 3. The Dean may recommend to the Committee the approval of minor changes in courses and programs (allowable actions are listed in the CAA bylaws) in the College by executive action. Such changes shall be reported in the agenda and minutes. However, the Committee may set aside the approval of any item and process it as an agenda item.

Section 4. The Chair of the Committee may call for an electronic 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. An electronic meeting will be held using e-mail for the purposes of voting on items that have previously been on the agenda for discussion and/or voting.

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 Technology voting on the amendment.