Stella and Charles Guttman Community College

CURRICULUM COMMITTEE
Bylaws
March 8, 2019
The Stella and Charles Guttman Community College Governance Plan, hereafter “Governance Plan”, defines the Council as "the governing body of the College and, subject to the authority of the Bylaws of the CUNY Board of Trustees. All Standing Committee meetings shall be conducted in conformance with Robert’s Rules of Order, latest edition, except as otherwise required by law or CUNY Bylaws. The bylaws for the Standing Committees of the College Council of Stella and Charles Gutman Community College, hereafter “Guttman”, shall conform to the requirements of the Open Meetings Law of the State of New York (Public Officers Law, Article 7) governing public institutions. The Council and its Standing Committees shall be organized to serve Guttman Community College of the City University of New York, and its policies, practices, and resolutions shall be interpreted to only apply to this College. The bylaws for the College Council will apply to all meetings, recommendations, and resolutions determined by the body.

I. Powers and Function

The Curriculum Committee shall review, evaluate, and recommend programs of study, FYE concentrations, and course proposals received from any source and shall perform such other functions as the Council may assign.

II. Membership

The membership of the Curriculum Committee shall be organized as described by the Governance Plan. The composition of the membership shall not be altered unless through formal amendment and approval of the Governance Plan.

a. Attendance: Attendance at Curriculum Committee meetings is mandatory for those elected to serve on the Curriculum Committee. Members are expected to notify the Chair of the Curriculum Committee at least one week prior to the scheduled meeting if he/she is to be absent in order to ensure that the Committee will achieve quorum for voting. Members are permitted two (2) absences from Curriculum Committee per academic year unless otherwise arranged with the Chair for extended absences.

b. Expectations of Members: In addition to attendance (noted above), members are expected to carefully review documents provided by the committee chair in advance of each meeting. Members must come to each meeting prepared to discuss the proposals on the agenda and participate actively in the meeting.

c. Membership Action: The Curriculum Committee may, by a majority vote at a regular meeting, reprimand or remove a member for failing to abide by membership requirements of the Committee, including more than two unexcused absences or other sufficient cause. The member may choose to respond to the proposed action prior to the scheduled vote.

III. Conduct of Meetings

a. All Curriculum Committee meetings shall be conducted in conformance with Robert’s Rules of Order, latest edition, except as otherwise required by law or CUNY Bylaws.

b. Curriculum Committee meetings are open to all members of the College community.

c. A majority of the voting members of the Curriculum Committee must be
present to constitute a quorum and for passage of a measure within the Committee’s authority.

IV. **Duties of Curriculum Committee Chair**

a. The Curriculum Committee Chair shall be elected by the sitting committee and serve a term of one year. The Chair shall preside over all meetings, shall call each meeting to order, and shall adjourn each meeting.

b. The Chair shall serve as moderator of meetings of the Curriculum Committee and shall be responsible for adhering to the requirements of Open Meetings Law of the State of New York and *Robert’s Rules of Order*, latest edition. The chair of the committee shall serve for one (1) term and shall not be elected for more than three (3) consecutive terms.

c. The Chair shall email the College community a call for proposals for Curriculum Committee meetings, set and enforce dates for proposals to be due, and confer with academic administration to review proposals before compiling proposals for distribution to the Committee.

d. The Chair shall also work with faculty and staff to craft proposals for submission.

e. The Chair shall ensure that all proposals passed by the Curriculum Committee receive any modifications mandated by the Committee and are forwarded to the Secretary of the College Council as per the dates requested by the College Council.

f. The Chair shall place all documents in the Committee’s network (N) drive folder.

V. **Meetings of the Curriculum Committee**

a. **Time of Meetings:** The Curriculum Committee shall schedule monthly meetings during the academic contract year. The dates and times shall be determined by the Annual Comprehensive Calendar. Once dates and times are distributed, the Committee Chair shall secure rooms and send Committee members calendar invites. The Committee Chair shall confer with the Provost if a meeting is to be cancelled for lack of agenda items.

b. **Agenda:** The Curriculum Committee Chair shall prepare the agenda and documents for Committee meetings and distribute this packet of materials to the Committee at least one week in advance of the meeting. The agenda shall be emailed to the College community at least one week in advance of the meeting time to be made publicly accessible on the College’s website reserved and dedicated to Council matters, including the agendas of the standing committees.

c. **Meeting Protocol:**
   
i. The Chair shall call the meeting to order, be responsible for moderating the meeting according to *Robert’s Rules of Order*, latest edition, and adjourn the meeting upon majority vote at the time listed on the
agenda or before if all agenda items have been addressed.

ii. Proposals submitted to the Committee shall be subject to a two-meeting minimum rule, which can be waived by Committee vote if the Committee sees fit. At the first meeting, the proposal is presented to the Committee for dissemination of information, discussion, and deliberation. At the second meeting, the presenter returns prepared with answers and edits, and the Committee votes. If more deliberation is required, the proposal may come back for additional review.

iii. The author (or informed designee) of the submitted proposal must attend all meetings at which the proposal is on the agenda.

d. **Minutes:** The Curriculum Committee will elect a secretary for a one-year term. The secretary will take minutes at each committee meeting. Minutes shall be forwarded to the Chair within one week of meeting time. Minutes shall be forwarded to the Secretary of the Council for public presentation within two (2) weeks of approval. Minutes shall include a record of attendance.

VI. **Ad Hoc Committees**
a. The Curriculum Committee may establish and abolish committees as needed to advance the activities of the Curriculum Committee.