

BYLAWS  
ACADEMIC COMMITTEE  
of the  
VALDOSTA STATE UNIVERSITY FACULTY SENATE

1. NAME:

The official name of this committee is "Academic Committee"

2. PURPOSE:

The Academic Committee is charged to approve, disapprove, or remand to the originating unit a) any proposals and recommended changes related to the educational philosophy, academic mission, and educational enterprise of the University and b) any recommended curricular proposals.

3. MEMBERSHIP:

The Academic Committee membership is composed of the Provost and Vice President for Academic Affairs or VPAA designee, Chairperson; the Registrar (non-voting), Secretary/adviser; the catalog editor (non-voting); seven elected Senators appointed by the Committee on Committees; and fourteen elected members of the General Faculty. Elected and appointed members will serve for three years, one-third elected or appointed each year. Deans, directors, and other guests may participate in all discussion but may not present motions, seconds, or votes.

4. CHAIRPERSON/SECRETARY:

The Secretary will electronically distribute a proposal packet to the committee membership five days prior to a scheduled meeting. The Chairperson will ensure that all proposals presented for the Committee's consideration are in accordance with existing policies and procedures and will convene and preside over the meetings of the Committee. The Secretary will disseminate electronically a written draft of actions taken to the committee for review within ten days of a committee meeting. The committee will then approve the minutes via email, and a copy of those approved minutes will be posted on the web as well as included in the materials for the next committee meeting. The Chairperson will submit the Committee's report to the Faculty Senate.

5. MEETINGS:

The Academic Committee will generally meet on the second Monday of each month, September through April, at 2:30 p.m. At the request of the Chairperson, meetings may be scheduled during the months of May and August. A meeting can be cancelled if proposals or other appropriate business have not been received by the Secretary by the due date for that meeting.

6. PROPOSALS:

The deadline for originating units to submit proposals to the Secretary is one week prior to the scheduled meeting. Proposals must be submitted on the appropriate Academic Committee paperwork.

The Academic Committee is not empowered to make any changes in a curriculum proposal. If changes are suggested, the proposal will be remanded to the originating unit for further consideration and resubmission. Editorial corrections may be made by the Academic Committee during the meeting (e.g. grammar, punctuation, spelling) may be made by the Chairperson, Secretary, or the catalog editor.

#### 7. QUORUM:

A quorum exists when more than 50 percent of the membership is represented in person or by proxy at the beginning of the meeting.

#### 8. ORDER OF BUSINESS:

The order of business will be roll call, identification of proxies, reports of committees, unfinished business, new business, report of the Chairperson, and announcements.

#### 9. PROXIES:

Proxies will identify themselves to the Chairperson and the membership at the meeting. No person may hold more than one proxy. Members sending a proxy to the meeting should notify the Secretary in writing prior to the meeting.

#### 10. AD-HOC COMMITTEES:

The Chairperson may appoint ad-hoc committees as needed.

#### 11. AMENDMENTS TO BYLAWS:

The Academic Committee Bylaws may be changed by two-thirds majority vote of the voting membership. Changes must be published and distributed to the voting membership one month before any action can be taken.

Approved by the Academic Committee at the January 9, 2023 meeting