



**BYLAWS  
of the  
Gordon Ford College of Business Undergraduate Curriculum  
Committee**

Adopted 01/27/2016

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## **INTRODUCTION**

The GFCB Undergraduate Curriculum Committee (GFCB CC) is a standing committee of the Gordon Ford College of Business. The GFCB CC is composed of regular and advisory members representing the faculty, administration, student services, and Assurance of Learning committee. The GFCB CC makes recommendations to the Undergraduate Curriculum Committee (UCC); and consistent with the role of the UCC and the Association to Advance Collegiate Schools of Business (AACSB), the role of the GFCB CC is to ensure the development of high quality undergraduate courses, programs, and academic policies for our college. Refer to the [wku.edu/ucc](http://wku.edu/ucc) for formal review of the undergraduate curriculum process.

## **BYLAWS**

### **I. NAME**

The name of the body is the Gordon Ford College of Business Undergraduate Curriculum Committee (GFCB CC).

### **II. AFFILIATION**

The GFCB CC is a standing committee of the Gordon Ford College of Business.

### **III. PURPOSE**

Consistent with the UCC and the maintenance of AACSB accreditation, the GFCB CC is responsible for reviewing undergraduate programs, courses, and policies to ensure a high quality undergraduate business education.

### **IV. FUNCTIONS OF THE GFCB CC**

The functions of the GFCB CC shall be:

- to review existing undergraduate academic programs and new undergraduate academic program proposals in light of the college's mission and accreditation standards.
- to review the assessment outcomes provided by the GFCB Assurance of Learning committee representative and initiate curricular change as needed.
- to review academic matters, such as undergraduate admission requirements and undergraduate degree and graduation requirements.
- to review existing undergraduate courses and proposals to create or change undergraduate courses.
- to study any undergraduate curricular matter it chooses.
- to study undergraduate academic matters assigned to it by the UCC.

### **V. MEMBERSHIP**

#### **A. COMPOSITION**

1. The GFCB Associate Dean for Faculty and Administration who casts the deciding vote in the event of a tie.
2. One representative from each GFCB academic department.
3. One representative from GFCB Undergraduate Student Services who serves as an ex-officio member.

4. GFCB Assurance of Learning Coordinator who serves as an ex-officio member.

#### B. QUALIFICATIONS

Faculty representatives must be full-time employees of the University who hold faculty rank, instructor and above, excluding visiting professors.

#### C. TERMS OF OFFICE

1. All voting representatives shall serve a two-year term from August 1 through July 31 and may be elected or appointed to one successive term of office, not to exceed four consecutive years. An individual must sit out one full term before being eligible for reappointment.
2. If a voting representative's term is expiring, the Department Chair will identify the replacement representative prior to the last meeting of the Spring semester so that the newly named representative may be considered in the election for UCC representative for the subsequent year.
3. If a voting member is absent from two regularly scheduled GFCB CC meetings during an academic year and the Department Chair fails to provide a substitute, the GFCB CC Chair, in consultation with the Department Chair, may declare the member's position vacant. The GFCB CC Chair and Department Chair will then identify a replacement to complete the term of membership. If the remaining term of membership is for less than one academic year, then this faculty member is eligible to serve two additional consecutive terms.

#### D. OFFICERS AND THEIR FUNCTIONS

1. The Chair is the Associate Dean for Faculty and Administration and shall preside at the meetings, set meeting agendas, insure proper recording of the minutes of each meeting, create ad hoc committees as needed, and appoint members to ad hoc committees.
2. The Chair shall oversee editing of curriculum proposals prior to the proposal's placement on the agenda. Oversight may include returning proposals to the department for further editing and formatting revisions.
3. The Chair is responsible for serving as liaison between the Gordon Ford Administrative Council (GFAC) and the GFCB CC.
4. The Recorder will be assigned by the Chair and be responsible for taking minutes and ensuring that all materials are appropriately shared with the college and the UCC.

#### VI. ELECTIONS

The GFCB CC representative to the UCC (and alternate) for the subsequent academic year will be elected at the last meeting of the Spring semester.

#### VII. SUBCOMMITTEES

The Chair may create subcommittees as needed and may appoint members to subcommittees from the membership and from outside the membership as appropriate.

VIII. MEETINGS AND RULES OF PROCEDURE FOR THE GFCB CC AND SUBCOMMITTEES

- A. Regular meetings of the GFCB CC shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the UCC calendar. Special meetings may be called at the discretion of the Chair.
- B. Chairs of subcommittees shall arrange meetings, prepare agendas, and notify members of their respective subcommittees.
- C. If a departmental representative cannot attend a GFCB CC meeting, the Department Chair may send any qualified member of his/her department as a substitute.
- D. The Recorder, in consultation with the Chair, shall prepare the agenda for each GFCB CC meeting. Agenda items must be submitted to the Recorder and/or Chair 14 days prior to the meeting. Items submitted after that date will not be considered until the next meeting.
- E. The GFCB CC agenda shall be made available on the GFCB CC website at least seven days prior to the meeting.
- F. A quorum shall consist of a simple majority of the voting members of the GFCB CC. Once quorum has been met, it shall be presumed for the remainder of the meeting, unless questioned by a member.
- G. All meetings shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the GFCB CC at the discretion of the Chair.
- H. On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If at least two members object to making a decision electronically, a meeting shall be called at a time announced by the Chair.
- I. The procedures for proposal routing and formats, types and formats of agenda items, deadlines and other procedures not specified herein but deemed necessary for carrying out the mission of the GFCB CC as defined in these Bylaws shall be governed by the UCC Guidelines, which are found on the UCC website.
- J. Changes to the Bylaws of the GFCB CC require a 2/3 majority vote.