2016-2017 CAPC OPERATING PROCEDURES

1. The Curriculum Affairs Policy Committee (CAPC) is governed by the Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents
   - reviews motions and resolutions submitted for University Senate consideration
   - is responsible for the maintenance and dissemination of meeting minutes,
   - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and

2. The CAPC members work cooperatively as a team for the good of the University, the University Senate, and the Committee. To realize this objective, members should
   - attend and participate in all scheduled meetings,
   - communicate respectfully, openly, and candidly with each other

3. The CAPC acts as an appeals committee for those objecting to decisions made by the Subcommittee on
   Core Curriculum (SoCC)
   - Those objecting to a decision by SoCC may submit a written appeal to CAPC. They must do so within ten business days after the SoCC decision. At least three faculty must sign the appeal.

4. Committee Officer Responsibilities
   - Chair (Presiding Officer)
     - Drafts, in consultation with the committee, the tentative agenda for committee meetings
     - Distributes each tentative agenda to the committee via email prior to the committee meeting
     - Be contacted by committee members extending regrets prior to a scheduled committee meeting
     - Presides at committee meetings
     - Entering committee motions proposed for University Senate consideration into the online motion database
     - Advertising committee meeting times and meeting agenda to the university community
     - Present the CAPC report to University Senate at scheduled University Senate meetings
     - Others as defined/assigned by the committee

   - Vice-Chair (Presiding Officer Elect)
     - Assumes all duties and responsibilities of the chair in the absence of the chair
     - Others as defined/assigned by the committee

   - Secretary
     - Be contacted by committee members extending regrets prior to a scheduled committee meeting
     - Drafts, in consultation with the committee, the minutes for committee meetings
     - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
     - Others as defined/assigned by the committee

5. Communication
   - Communicate via the capc@list.gcsu.edu email list to communicate approval or share constructive suggestions
   - Notify the committee chair and secretary to extend regrets prior to scheduled committee meetings.
   - Deliberation on information items is deferred to email conversation unless a committee member recommends face to face.
   - Informational items must be reported to ECUS/SC chairs and US to be formally recorded in the minutes

- Follow guidelines for submitting proposals to CAPC

6. Duration of Meetings
   - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration

7. Agenda
   - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
   - The tentative agenda is distributed to the committee members, by the CAPC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of CAPC.
   - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting.

8. Deliberation and Parliamentary Authority
   - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
   - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CAPC Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order CAPC may adopt.

9. Quorum & Voting
   - A majority of the committee membership shall constitute a quorum.
   - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
   - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.

10. Minutes
    - CAPC members review the initial draft of the minutes of CAPC meetings prior to distribution to the University Senate.
    - The CAPC secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft.
    - This draft of the minutes is circulated to the committee for review prior to posting.
    - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
    - The minutes are posted as soon as possible after the review process concludes.
    - Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each CAPC meeting.
    - Informational items shall be included in the minutes.

11. Amendment of these operating procedures
    - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.