

## **Subcommittee on the Core Curriculum Operating Procedures ~ 2017-18 Academic Year (Adopted by SoCC on 25 Aug 2017)**

COMMITTEE CHARGE (FROM SENATE BYLAWS): V.SECTION2.D.1.D. SCOPE. The Subcommittee on the Core Curriculum shall be concerned with matters relating to the university core curriculum (core), which include, but are not limited to, reviewing proposals for courses to be offered in the core and assessing the core. This subcommittee also provides advice, as appropriate, on procedural matters relating to the core and its assessment.

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1. The Subcommittee on the Core Curriculum (SoCC) 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 Area B Section proposals, notifies submitters of revisions required or approvals, and disseminates paperwork to Curriculum Affairs Policy Committee (CAPC, which goes from there to the Provost's Office)
  - Reviews other Core Courses, assessment matters, and general core issues as needed
  - 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 SoCC 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,
  - Review all materials under consideration at each meeting in advance of the meeting
3. Any objections to decisions made by SoCC will be arbitrated by CAPC
  - 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
    - Will be contacted by committee members extending regrets prior to a scheduled committee meeting
    - Presides at committee meetings
    - Enters committee motions proposed for University Senate consideration into the online motion database
    - Advertises committee meeting times and meeting agenda to the university community
    - Presents SoCC report to University Senate at scheduled University Senate meetings (or prepares report for CAPC Presiding Officer to read at 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 [socc@list.gcsu.edu](mailto:socc@list.gcsu.edu) email list to communicate approval or share constructive suggestions
  - Notify the subcommittee chair and secretary to extend regrets prior to scheduled committee meetings.
6. Duration of Meetings
  - Committee meetings shall be no more than sixty (60) 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 SoCC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of SoCC.
  - 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 SoCC Subcommittee 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 SoCC 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
  - SoCC members review the initial draft of the minutes of SoCC meetings prior to distribution to the University Senate.
  - The SoCC 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 SoCC meeting.
11. Amendment of these operating procedures
  - These committee operating procedures may be amended by a majority vote at any scheduled subcommittee 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.