

The College of New Jersey

School of Graduate, Global, and Online Education

Bylaws

Adopted August 27, 2024

Purpose

While all authority for decision making is held by The College of New Jersey (TCNJ) Board of Trustees, its governance documents assign "collegial governance" rights concerning academic and scholarly issues to the faculty, students, and staff. These school bylaws augment the existing College-wide governance structures and processes by giving these three stakeholder groups a voice on issues of policy, procedure, and program at the school level. Should anything within this document conflict with a College-wide governance document, the College document will prevail.

School Mission Statement

The School of Graduate, Global, and Online Education (GGOE) is an entrepreneurial campus partner facilitating innovative and high-quality learning experiences that

- benefit our community partners and the public at large,
- assist graduate, non-traditional undergraduate, and continuing education learners as they further their careers,
- expose TCNJ learners to diverse international contexts, and
- enhance the reputation and sustainability of TCNJ.

Organization

The management and oversight of credit-bearing graduate programs at TCNJ will be shared by GGOE and the academic schools and departments of the College. Continuing education, interdisciplinary programs, and those that exist outside of a single School may be administered solely within GGOE.

Due to the unique mission of GGOE, the school includes both academic and non-academic departments. Academic departments will follow College policies and procedures regarding the selection and duties of [department chairs](#), [program coordinators](#), and [Promotion and Reappointment Committees](#). To facilitate consistency across campus, the disciplinary

standards used for GGOE faculty promotion and tenure decisions will align with the disciplinary standards of corresponding departments housed in other schools, if applicable.

Department of Graduate Enrollment

The non-academic Department of Graduate Enrollment is responsible for admissions, marketing, and enrollment management for all graduate programs at the College.

Department of Online and Off-Site Programming

The non-academic Department of Online and Off-Site Programming is responsible for strategically managing the College's portfolio of global and domestic online and off-site programs. Their responsibilities include administration of the Arlotto Family Center for Global Engagement, international student exchange programs, faculty-led trips, off-site programming, and the development of partnerships with external stakeholders (e.g., businesses, schools, museums, professional organizations).

Department of Online Counselor Education

The academic Department of Online Counselor Education houses online counselor education programs. This department uses the same disciplinary standards as the Counselor Education Department in the School of Education.

Standing Committees

Standing committees are formed each spring for the following academic year.

Graduate, Global, and Online Education Curriculum Committee

The GGOE Curriculum Committee is charged with reviewing and making recommendations to the school and faculty on curricular matters according to its [bylaws](#).

Global Risk and Crisis Management Team

The Global Risk and Crisis Management Team is administered by GGOE and includes stakeholders from across campus. The team is charged with assisting staff in the Arlotto Family Center for Global engagement in

- vetting international partners;
- assessing health, safety, and security risks of international programming;
- educating international program participants on risk mitigation, and
- offering guidance on how to respond to and recover from crises experienced by students and faculty in TCNJ international programs.

Ad Hoc Committees

Ad hoc committees are formed by the dean or a department chair. Committees may select their own chairs or one may be appointed by the dean or chair upon development of the committee. Faculty, staff, and students who are selected to act as representatives are expected to represent the views of their peers and should, therefore, be actively discussing committee business with their departmental colleagues or fellow students..

The input of all committee members is to be respected and valued. Committees should meet at regular times clearly communicated to the members. A quorum for each committee will be a simple majority of members. The will of the majority of voting members present at a meeting will prevail. Committee votes may be solicited via email as directed by the committee chair.

Committees should maintain minutes of all official actions and make a report or recommendation to the faculty and/or dean as outlined in the committee's charge. Final recommendations may be accepted, accepted with minor revisions, or rejected by the dean or department chair. The dean's or chair's decision or recommendation for modification will be communicated in writing to the committee.

Bylaw Revisions

Revisions to the school bylaws must be approved by a majority of faculty and staff.