

**School of Graduate, Global, and Online Education (GGOE)
Curriculum Committee Bylaws**

A. Membership

1. Composition

- a. The committee shall have a minimum of three members and a maximum of eight members. A simple majority of members represents a quorum.
- b. The committee shall include at least one faculty member from each academic department in the school. If necessary to obtain the minimum committee size, departments may select more than one person to serve as long as each department has an equal opportunity to do so.
- c. Until the school has more than one academic department, the Dean of GGOE will serve as a voting member of the committee. Once the minimum threshold of two academic departments has been reached, the dean or their appointee will serve as an ex-officio representative to the committee.

2. Method of Selection

Each department/program shall select their member(s) to serve on the committee by vote or by designation of the department chair. Terms of service shall be three years.

B. Committee Chair

A committee chair will be elected by the voting members of the committee at the first meeting of the academic year. The chair must be a faculty member with full or joint appointment within GGOE. It is recommended that the Chair have previous experience serving on a Curriculum Committee. The term for the chair will be one year.

1. The duties of the committee chair are to ensure that the by-laws of the committee are followed at each step of the curriculum process to facilitate any debate on any issue presented to the committee.
2. The committee chair will be eligible to vote or to participate in the debate on any issue before the Committee.

C. Authority and Responsibilities

1. General

The committee reviews and makes recommendations to the school and

faculty on all curricular matters in alignment with [College policy and procedures](#).

2. Curriculum Requests

- a. The committee's jurisdiction includes:
 - i. Curriculum proposals of all types from GGOE faculty
 - ii. Fully online programs proposed by faculty from schools other than GGOE.
 - iii. Graduate courses and programs proposed by faculty from schools other than GGOE.
- b. Offerings to be administered by schools other than GGOE must have the approval of the department where the course, certificate, or program will be housed. Interdisciplinary programs must be sponsored by each affected department.
- c. The committee shall examine carefully and recommend approval or denial of the following:
 - i. Establishing new courses
 - ii. Revising existing courses
 - iii. Establishing or changing prerequisites for courses
 - iv. Revising course descriptions
 - v. Curriculum changes
 - vi. Courses and curricula for new certificate and degree programs

D. Meetings

1. The committee will meet monthly during an appropriate time slot outlined in the TCNJ [Governance Wednesday meeting schedule](#).
2. Committee members may meet in person or using electronic conferencing.
3. Votes will prevail with a simple majority of members present.
4. Votes may be taken via email at the discretion of the chair.
5. The committee will maintain minutes of all official actions in a location accessible to the dean.

Original By-laws were approved August 27, 2024