

**BACHELOR OF UNIVERSITY STUDIES STEERING COMMITTEE
BYLAWS**

DRAFT revision October 2016

I. NAME

The name of this committee is the Bachelor of University Studies Steering Committee (B.U.S. SC.).

II. CHARGE

The objective of this committee is to oversee the Bachelor of University Studies as an advisory committee to the Dean of the-College of Social and Behavioral Sciences, specific responsibilities are to:

- A. Provide programmatic oversight, review and revision to curriculum for program and course learning outcomes.
- B. Establish policies and procedures for B.U.S. student enrollment, advising and graduation
- C. Review and approve proposed student individualized minors for the B.U.S. degree
- D. Maintain high standards for the B.U.S. degree program

III. MEMBERSHIP

A. Appointment

Faculty members shall be appointed or invited by the College Dean, Department chair or by invitation from the B.U.S. SC chair. Staff serving on the committee are appointed by their supervisor or invited by the B.U.S. SC chair. Term of appointment/invitation shall be three years. Initial appointments/invitations may be staggered to maintain institutional memory of the B.U.S.SC. Members may be re-appointed/invited through the normal process.

The committee chair is appointed or invited by the Dean of the College in consultation with the committee.

B. Members

The B.U.S. degree is housed within the College of Social and Behavioral Sciences. The interdisciplinary makeup of this degree plan requires faculty and staff representation from across the institutions, with proportional representation¹ from each of the following units:

- B.U.S. Advising (1)
- College of Arts & Letters (1)
- College of Education (1)
- College of Engineering, Forestry and Natural Sciences (1)
- College of Health & Human Services (1)
- College of Social & Behavioral Sciences (2)
- Extended Campuses (2—one faculty, one advisor)
- The W.A. Franke College of Business (1)

The steering committee will consist of at least eight and up to 16 members consisting of faculty and staff. If membership of the committee goes below eight, faculty and/or staff will be invited or appointed by the College Dean or Department Chair from the unit(s) needing representation.

¹ As of October 2016, most B.U.S. minors reside in SBS; if minors increase from other colleges; additional representatives will be invited or appointed as needed.

C. Responsibility of the Chair

The responsibility of the B.U.S. Steering Committee Chair is to preside over all Steering Committee meetings, prepare and distribute meeting agendas, communicate for the degree program with the College Dean and other university units, provide updates for any policies and/or procedures regarding the program, perform other duties as assigned by the College Dean.

D. Voting

Voting members include all faculty and appointed staff. Only faculty can vote on any curriculum and degree program changes and a quorum is required to pass any changes made. All committee members can vote on policy guided procedures related to the degree program and a quorum is required to pass any changes made.

D.1 Quorum

Five (5) voting members of the faculty serve as a quorum to determine any curriculum or degree program changes. Six (6) voting committee members serve as a quorum to determine any policy guided procedures related to the degree program.

In the event there is no quorum for a requested change during a scheduled meeting, the chair may request an online voting option.

E. Ex-Officio Member(s)

The non-voting, ex-officio member is the Dean of College of Social and Behavioral Sciences, or designee.

F. Removal

Members can be removed at any time by majority vote of the B.U.S.SC membership, or by request of the Dean or director of the faculty/staff home college or unit.

IV. MEETINGS

The Chair of the committee schedules regular meetings. Typically, these meetings shall be monthly, for about an hour in duration. Meetings may be scheduled more or less frequently depending on required activities. The Chair may schedule working meetings for committee members to work on various policy, procedure, or curriculum revisions. These meetings are arranged on an ad-hoc basis.

B.U.S. Steering Committee meetings are open to the public and the committee may invite speakers or contributors to the meeting. If the committee needs to discuss student matters (i.e., FERPA related) all non-committee members will be excused.

V. RECORDS

A staff member (*from the College of Social and Behavioral Sciences*) will keep a record of proceedings of the Committee. The College of Social and Behavioral Sciences shall keep a

record of the minutes and other relevant documentation as required for proper conduct of its business and affairs.

VI. **REVIEW AND AMENDMENT OF BYLAWS**

The Steering Committee shall, on its discretion, review the above by laws and make changes as appropriate.