Notifications Management Committee
Minutes from Sept. 20, 2012 meeting

Present: Margaret Das (Co-Chair); Corey Hannah (Co-Chair); Mitchell Bills; Erin Larkin; Helen Marx; Gregory Robbins; Elizabeth Rodriguez-Keyes; Troy Rondinone; Jennifer Ruggiero; Derek Taylor; Sophia Myers (UCF secretary).

Guest: Marty Hartog (UCF Chairperson)

Absent: Sean Grace (Alt.); Cindy Simoneau (excused)

Call to Order: 9:37 am

Announcements:

1. Marty stated that Dr. Sharon Misasi will serve as the AVP designee signing off on proposals.
2. Marty met with administration to discuss discrepancies regarding proposals.

Discussion of NMC bylaws

Motion to approve revised NMC Bylaws document and present to UCF
Motion: Derek Taylor; Erin Larkin.
Motion passed: 10-0-0

Discussed creating a checklist to be used with new and revised course proposals and revised program proposals.

Meeting Adjourned: 10:44 am
By-Laws

Notifications Management Committee (NMC)
Southern Connecticut State University

Notifications Management Committee (NMC), as a subcommittee of the Undergraduate Curriculum Forum (UCF) has the following responsibilities:

A. Receive and evaluate proposals for new courses, including for the Liberal Education Program, and program revisions.
B. Receive and evaluate proposals for course revisions, including for the Liberal Education Program. Courses revised for LEP approval that do not alter the current course number, credits, title, or catalog description may bypass NMC review and approval.
C. Meet regularly with School and/or Department Curriculum Committees to communicate standards, eliminate redundancy, and ensure consistency and efficiency in the evaluation and approval process.
D. Encourage collaboration and mediate conflicts across and between schools and departments regarding proposals and other curricular issues.
E. Make recommendations to the UCF regarding University standards and policies in curricular matters such as course levels, credit hours and method of delivery.
F. Ensure that appropriate parties are notified of pending or approved courses and program revisions.

I. Membership in Voting Units and Terms of Appointments

A. Membership is open to any UCF member or alternate and can be maintained until person’s membership in the UCF expires.

B. The Chair of NMC shall be elected by the committee members during the last meeting of the previous academic year.

II. Meeting Schedule

A. NMC shall meet at least monthly during the academic year.

B. At the discretion of the Chair, a meeting may be conducted via electronic correspondence when a face-to-face meeting is not necessary and when it is expedient to do so.
III. Quorum

A. Fifty percent, plus one, of all voting NMC representatives constitutes a quorum.
B. Voting members may be UCF members or alternates. Only one member or alternate from each academic department may vote at the same meeting and count toward a committee quorum.
C. The Chair of the NMC shall determine whether a quorum is present before voting takes place.

IV. Rules of Order

A. Robert's Rules of Order, latest edition, shall govern proceedings of NMC.

B. When the Bylaws deviate from Robert’s rules, the Bylaws shall prevail.

V. Voting

A. Upon the request of any member, voting on any substantive motion shall be by secret ballot. The chair shall appoint tellers to conduct the ballots.

B. No absentee ballots or proxies shall be permitted for NMC business.

C. When a meeting is conducted via electronic correspondence, the chair will set a deadline for receiving votes on motions put forth.

VI. Order of Business

A. The order of business at regular meetings of NMC shall be:
   1. Meeting called to order
   2. Announcements
   3. Old Business
   4. New Business
   5. Adjournment

B. Any member of the committee shall have the right to request consideration of additional items for the agenda by submitting the request in writing to the Chair.

VII. Rules of Procedure

The following rules shall govern the normal business of NMC:
A. The agenda, insofar as possible, shall be delivered electronically to NMC members at least two days prior to the meeting at which it is to be presented.

B. Any major policy statement or document developed by NMC, and approved by the UCF, shall be reproduced in its final form and archived on the UCF website.

C. Approved minutes will be made available to the entire university through the UCF website.

D. The latest version of the Bylaws shall be published in their entirety on the UCF website.

VIII. Amending Bylaws
A. When considering a Bylaws change or amendment, NMC members must be notified in writing at least one week in advance of the meeting. A two-thirds majority vote in favor of the proposed change will be sufficient to recommend a change or amendment to the Bylaws, as long as a quorum is present.

B. The following documents are considered parts of the Bylaws and are subject to the rules for amendment set forth above:
   1. Flow of Proposals
   2. Criteria for evaluating proposals
   3. NMC Practices

   a. All proposals will be reviewed in the chronological order they are formally received by the UCF office.
   b. Order of the agenda can be reordered whenever a proposer or other academic representative attends NMC in person to speak to a proposal.
   c. NMC minutes will include the results of all votes and will reflect an overview of other discussions.