

# **Adult Learning Committee Bylaws**

**Kennesaw State University**

**Approved 14 October 2015**

**Amended October 9, 2023**

## **PURPOSE:**

The Adult Learning Committee serves as an advocate for and facilitator of adult learning programs and credit for prior learning on the KSU campus. The Committee reports to the Provost and Vice President of Academic Affairs (VPAA). Kennesaw State University is a member of the University System of Georgia's Adult Learning Consortium and provides representation on the Regents' Academic Committee on Adult Learning. As such, the Adult Learning Committee shares the responsibility to join a strong, proactive Consortium of institutions to establish policies, test innovative practices, share adult learning resources, and lead System directions, sustain the Consortium's efforts through integration of adult-focused policies and practices at the institutional and System level, and increase momentum by selectively adding member institutions to the Consortium. Each Participating Institution shall commit to active participation as evidenced by funding for attendance at ALC meetings and other support, such as professional development and institutional leadership. Item #1 on the USG Adult Learning Consortium Working Principles and Agreements is the establishment of a campus-wide adult learning committee. The KSU ALC is the voice that speaks for adult learners and considers their place at KSU. Its goal is to develop and maintain a unified, integrated, and effective adult learning and credit for prior learning program. The committee is advisory and submits proposals to the Office of the Provost and VPAA via the Provost's designee.

## **CHARGE and DEFINITION:**

The purpose of the ALC is to serve as an advisory review body to the Provost and Vice President of Academic Affairs, via the Provost's designee on the following matters related to Adult Learning and Prior Learning Assessment:

1. Ongoing activities and initiatives of the USG Adult Learning Consortium
2. Recommendations for the establishment of KSU adult learning and credit for prior learning
3. Serve as initial respondents to policy and procedural questions; and,
4. Establishing methods and means for assessment of ongoing activities.

Recommendations will be made to the Office of the Provost/VPAA, who will review potential implementation, make further referrals, and provide feedback to the Standing Committee.

## **I. COMMITTEE LEADERSHIP AND STRUCTURE:**

- A. who coordinate adult learning and credit for prior learning in their respective colleges and function as liaisons between those colleges and the committee. Membership: Membership on this committee is a 2-year term and is renewable.

**Voting members** are 1 representative from each of the following:

- a) Academic Colleges:  
Bagwell College of Education, Coles College of Business, College of Architecture and Construction Management, College of Computing and Software Engineering, Norman R. Radow College of Humanities and Social Sciences, College of Science and Mathematics, College of the Arts, Southern Polytechnic College of Engineering and Engineering Technology, Wellstar College of Health and Human Services, and Journey Honors College
- b) Graduate Policy Curriculum Committee
- c) Undergraduate Policy Curriculum Committee,
- d) Office of Undergraduate Advising and Office of Undergraduate Advising and Retention
- e) Graduate College
- f) Student Affairs
- g) Enrollment Services
- h) Registrar
- i) Military and Veteran Services

**Non-voting members** include:

- a) Provost's designee
- b) 1 representative from chairs and directors' assembly

### **Committee Leadership:**

- B. Chair: Will formally serve as the head of the committee.
  - i. The Chair is broadly responsible for the following:
    - 1. Convene and preside over meetings to assure timely review of proposals by the committee
    - 2. Establish agenda items for each meeting
    - 3. Work closely with the Office of the Provost designee on preparation of minutes, proposals, and reports. Operate as the primary liaison between the committee and the Provost/VPAA, via Provost's designee.
- C. Chair Elect (1): Serve in an administrative support role to the Chair; Serve as Acting Chair in the absence of the Chair during committee meeting and events; Steps into the role of Chair the subsequent year.
- D. Secretary: Serve in an administrative support role to the Chair; prepare and disseminate agenda and minutes.
- E. Faculty Senate Liaison: A committee member shall serve as liaison to the Faculty Senate and attend Faculty Senate meetings or obtain a proxy when unavailable.

## **II. MEETINGS:**

- A. Committee meetings will be held during the Fall and Spring semesters of each Academic Year and organized monthly as needed:
  - i. The committee will meet at the start of Fall Semester with the Office of the Provost designee to be charged with duties for the academic year
  - ii. At the completion of the Spring Semester all outstanding items should be resolved and/or reinstated as a new item for the next academic year.
- B. Sub committee meetings will be scheduled and maintained on an as-needed basis
- C. Summer Semesters will be utilized as a break period
- D. Minutes will be taken during every meeting to ensure historic references, record keeping, and guidance for future meetings and events.

## **III. MEMBERSHIP OBLIGATIONS:**

- A. Members of the committee are expected to attend and participate in called meetings and to participate in sub-committee tasks as needed.
- B. A quorum will be established with 2/3 attendance of the voting membership.
- C. A member who cannot attend a scheduled meeting should arrange for a proxy in advance, preferably from their respective unit.

## **IV. VOTING AND QUORUM:**

- A. Voting actions will require the establishment of a quorum. Voting actions may be held electronically for matters needing immediate attention or in the absence of a quorum at the called meeting. Approvals must receive a 2/3 majority of the voting membership.

## **V. AMENDMENTS AND MODIFICATIONS:**

- A. **Amendments and modification can be made to the bylaws through the voting processes outlined above by voting members of the committee.** Amendments and modifications must receive a 2/3 majority vote of the voting membership.