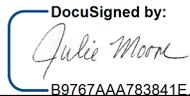




**BYLAWS OF THE
DIGITAL LEARNING ADVISORY COMMITTEE (DLAC)
AT KENNESAW STATE UNIVERSITY**

**APPROVED: August 24, 2021
DLAC General
Committee Meeting**

CHAIR:  **August 26, 2021**
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Julie Moore, 2021-2022 DLAC Chair

STATEMENT OF PURPOSE

The purpose for this Committee is described in the University Handbook, Section 3.1.2 University Standing Committees.

NOTE: The Kennesaw State University Handbook takes precedence over these Bylaws regarding any conflict between the two documents.

ARTICLE I AUTHORITY AND FUNCTION

DLAC is a standing University committee. It functions as an advisory group to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs on digital learning matters. The Committee offers a forum for dialogue on digital learning that facilitates communication among University stakeholders.

- 1.0 The Committee will vote on academic policy recommendations and recommend approval of program modality changes. Specific functions include the following:
 - 1.0a Recommend and advise on policy related to digital learning.
 - 1.0b Act as a two-way communication between the Office of the Provost and Senior Vice President for Academic Affairs and the faculty.
 - 1.0c Examine and provide recommendations on change in modality program proposals.

ARTICLE II MEMBERSHIP

- 2.0 Membership and voting rights for the Committee is specified in the [University Handbook, Section 3.1.2, University Standing Committees](#) .
- 2.1 Scope of Action of Members
 - 2.1a Members of the Committee are representatives of their colleges. The members will function in alignment with KSU’s strategic plan and mission. They will communicate committee activities to represented colleges.
 - 2.1b Members of the committee also consider the:
 - i. Need for standardization of digital learning practices.
 - ii. Proposed justifications for program modality changes.
 - iii. Evidence regarding consistency and appropriateness in approaches to digital learning.
 - iv. Alignment of academic policy proposals with University and USG Board of Regents’ academic policies.
- 2.2 Responsibilities of Members
 - 2.2a Members will fulfill their role in the University’s Shared Governance process.
 - 2.2b A member who cannot attend a scheduled meeting should arrange for a proxy in advance, preferably from their respective college.
- 2.3 Elections
 - 2.3a Elections are defined by the [University Handbook, Section 3.1, Constituencies Involved in Shared Governance](#).
 - 2.3b College elections/selections are to be completed in March of the current academic year and representatives for the new academic year confirmed by April 1st to begin their term the following academic year.
- 2.4 Term of Office
 - 2.4a Term is defined by the [University Handbook, Section 3.1.2, University Standing Committees](#) . A Committee member shall serve a three-year term that begins in the fall semester of an academic year and ends at the end of the spring semester of an academic year. The membership will be staggered to ensure that continuity of the committee is maintained with keeping experienced members on the committee.
 - 2.4b If an elected member cannot fulfill their term, their College will be responsible for replacing the member representative in accordance with the respective college’s and/or department’s bylaws.

ARTICLE III OFFICERS

- 3.0 Officers for the Executive Committee shall be elected at the last General Committee meeting (April) of the academic year. Nominations from the voting members will be called for at this meeting followed by elections by the voting members. Members elected to the Executive Committee should represent a balance of elected and appointed General Committee members.
- 3.1 Committee Chair
The Chair shall preside over all meetings. The Chair shall be a Faculty Member elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s).
- 3.2 Associate Chair
An Associate Chair shall be a Faculty Member who will preside over meetings in the absence or at the designation of the Chair and shall be elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s). It is intended that the Associate Chair moves into the Committee Chair role.
- 3.3 Recording Secretary
The Recording Secretary shall be a Faculty Member who will record the minutes of the General Committee meetings and the Executive Committee meetings, if so requested. The Recording Secretary shall be elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s).
- 3.4 At-Large Members
Two At-Large members are elected from and by the voting members for a one-year term.
- 3.5 Faculty Senate Liaison
An Executive Committee Member shall serve as liaison to the Faculty Senate and attend Faculty Senate meetings or obtain a proxy when unavailable.

ARTICLE IV COMMITTEES

4.0 General Committee

The General Committee is a subcommittee of the Faculty Senate, with representation developed independently of the Senate and in accordance with [University Handbook, Section 3.1.2, University Standing Committees](#) .

4.1 Executive Committee

4.1a The Executive Committee is a standing subcommittee. It will provide ongoing engagement and advisement to the General Committee and the Office of the Provost and Senior Vice President for Academic Affairs. The Executive Committee does not have independent decision-making authority on any matter requiring a General Committee vote.

4.1b The Executive Committee serves as a scheduling/coordination body for matters to come before the General Committee. In this role, the Executive Committee ensures a) that matters that come before the General Committee have met procedural requirements; and, b) comply with the USG Board of Regents and Kennesaw State University policies.

4.1c The Executive Committee establishes the agenda for the General Committee meeting in consultation with Digital Learning Innovations and the Office of Curriculum, Instruction, and Assessment. In addition to digital learning and academic policy proposals, the Executive Committee may add other items of business upon request.

4.1d The Executive Committee shall present recommendations to the Faculty Senate on behalf of the General Committee.

4.2 Ad Hoc Subcommittees

The Executive Committee may invite other participants to serve *on an ad hoc basis* should the Executive Committee or General Committee need specific information from other members or authorities. A member from the General Committee should be included to serve on any ad hoc committee.

ARTICLE V MEETINGS

- 5.0 The Chair will hold regular meetings of the General Committee and Executive Committee according to the published schedule during the academic year.
- 5.1 Special meetings may be called by the Chair, Executive Committee or at the request of the Faculty Senate or the Office of the Provost and Senior Vice President for Academic Affairs.
 - 5.1a Notice of special meetings shall be distributed to all members specifying the purpose, time, date, place (which may be virtual), and agenda of the special meeting.
 - 5.1b In extraordinary circumstances, at least seven (7) business days must elapse between the time of the notification and the date of the special meeting.
- 5.2 The agenda for any regular meeting shall be distributed to all members specifying the meeting time, date, and place (which may be virtual) *at minimum* five (5) business days in advance of the date of the regular meeting.
- 5.3 **Voting and Quorum**
A quorum, one-half (1/2) plus one of the voting members present, including proxies, must be confirmed prior to any actions requiring a vote.
- 5.4 General Committee meetings are open meetings without right of participation.
- 5.5 The Executive Committee may invite community constituents to attend a meeting when topics of discussion or review for voting are related to their field and/or a proposal.
- 5.6 The Chair may control the use of recorders, cameras, and like devices as necessary to ensure the orderly work of the Committee.

ARTICLE VI PROCEDURES

- 6.0 Meeting Procedures
- 6.0a Robert's Rules of Order shall be the standard for parliamentary procedures at all General Committee meetings. Suspension of the Rules of Order requires a two-thirds vote.
- 6.0b Questions of interpretation of parliamentary procedure shall be determined by the Chair.
- 6.0c Meetings
Meetings may be held in-person or virtually using supported university technology and following recommendations for virtual meetings (see Attachment I).
- 6.1 Order of Business
Unless the General Committee shall otherwise determine, the Order of Business at all meetings shall be as follows:
- 6.1a Call to order
- 6.1b Record attendance
- 6.1c Establish if a quorum is present (one-half plus one of the voting members present, including proxies) should record voting be required.
- 6.1d Agenda
The Chair calls for any updates to the agenda. If none, the agenda stands.
- 6.1e Approval of minutes
- i. A draft of the minutes from the previous meeting has been sent to members, in advance, for their prior review.
 - ii. The Chair calls for any corrections to the minutes of the previous meeting.
 - iii. If none, the minutes are approved as written.
- 6.1f Reports (if any)
- i. Affordable Learning Georgia
 - ii. College Distance Learning Coordinators
 - iii. Curriculum, Instruction, and Assessment Office
 - iv. Digital Learning Innovations
 - v. Library
 - vi. Registrar
 - vii. UITS
 - viii. Other
- 6.1g Unfinished Business
- 6.1h New Business
- i. Topic
 - ii. Floor Opens for Discussion and/or Motions
 - Voting members may make a motion.
 - Another voting member may second the motion.
(Note: During a virtual meeting, a “second” can be discerned from an official “2nd” or a second original motion.)
 - Consideration of a Motion

- a. Voting and non-voting members may participate in the discussion of a motion.
- b. Discussion must be confined to the merits of the motion.
- c. Discussion can be closed by the Chair if no one seeks the floor for further discussion or if a voting member makes a motion to call for the previous question.
 - A motion to call for the question (i.e. to end the discussion) must be seconded and is not debatable after being seconded.
 - Action on the motion to call for the question requires a simple majority vote by the voting members.

iii. Vote

- Chair calls for a motion to vote.
 - a. Action on the motion to call for a vote requires a simple majority vote by the voting members in attendance, including proxies.
 - b. **Reading: Only one reading is required.** A motion to call for a second reading requires a simple majority vote by the voting members in attendance, including proxies.
 - c. The Chair announces the result of the vote: i.e. “DLAC recommends the approval of _____, per the agenda, after voting.”

6.1i Announcements

6.1j Adjournment

The Chair adjourns the meeting by: “If there are no objections (or further business), the meeting is now adjourned.”

ARTICLE VII RECORDS

7.0 Minutes

7.0a Summary minutes for the General Committee meeting will be kept by the Recording Secretary (or other member designated by the Executive Committee) and maintained with the Office of the Provost and Senior Vice President for Academic Affairs on the website, as a matter of public record.

7.0b Summary minutes should be distributed to members prior to the next General Committee meeting for review.

7.1 Curriculog

In order to be considered, curriculum proposals requiring the review and recommendation of DLAC must be submitted via the approved curriculum system and process.

**ARTICLE VIII
AMENDMENTS**

- 8.0 Proposals to amend the Bylaws.
 - 8.0a Proposed amendments must be distributed to the General Committee members at least thirty (30) days prior to any vote or final adoption.
 - 8.0b Provided a quorum is present, amendments may be voted on by two-thirds (2/3) of voting members present, including proxies, at a General Committee meeting.
 - 8.0c No amendment in the Bylaws shall adversely affect the duties and responsibilities assigned to other University bodies or individuals under University Policy.

Attachment I Recommendations for Virtual Committee Meetings

Technology

University supported virtual meeting systems.

Expected Behavior

- Join Meeting early when possible.
- Open the Chat Box (but keep comments related to the meeting content and voting).
- To be recorded for attendance and voting, type your name and college or department in the Chat Box. If you are a proxy, also include the name of the individual you are representing and their college or department.
- Mute your mic and turn-off your camera when you are not speaking. (This will assist with bandwidth issues.)
- The “Raise Your Hand” feature will be used to request to speak.
- Lower the “raise your hand” icon when you are finished.
- If you are not called upon in a timely manner, speak during the next pause in the discussion.
- Turn on your camera when you are speaking for accessibility purposes. For individuals with any hearing impairment, use “Live Captions” if available.

Meeting Process (Roles 1, 2, 3)

- The agenda, meeting documents, and meeting link will be sent to members in advance of the meeting. (The meeting link will also be posted on the Digital Learning Advisory Committee website – <https://dlac.kennesaw.edu/>).
- Role 1 - Moderator (Committee Chair or Designee). This individual will:
 - Lead the meeting
 - Call upon individuals with “Raised Hands” to speak
 - Answer “Chat Questions/Comments”
 - Call for motions and voting to begin and end.
- Role 2 - Meeting Support (This individual will share a screen presenting the agenda.)
- Role 3 - Meeting Recorder (usually the Secretary). This individual will:
 - Record the attendance of the members who self-identify in the Chat Box. (It will be the responsibility of each member to type their name in the Chat Box in order to be counted.)
 - Record the attendance of any visitors who self-identify in the Chat Box.

Voting Process

- Motions and Voting will be done through the Chat Box.
- Everyone will type their name and the action in the Chat Box. (The Chat Box does not always correctly auto-populate a name. For the record, members need to identify themselves.)

- If an individual is acting as a proxy for someone else, in the Chat Box they will need to type their name, the name of the member they are proxy for and the action). i.e. (John Doe) Proxy for (Jane Doe) and Vote (Yes or No).

Order of actions/motions typed in the Chat Box

- The name of the motion being made should be typed in the chat box in addition to the name of the person who is making the first or second motion.
- The name of the item being voted on should be typed in the chat box prior to voting. (i.e. _____, per the agenda.)
- Any modifications to the item should also be typed in the chat box with an abbreviated summary or description.

First Motion to Vote

Second Motion to Vote

Meeting Moderator Call to Open Discussion

Meeting Moderator Call to Close Discussion

Meeting Moderator Call to Vote

Members identify with their full name and immediately cast vote with “Yes” or “No”.

Meeting Moderator Call to Close Vote (No additional votes will be counted after the voting is closed.)

Meeting Recording

If the meeting is recorded, the recording will be saved until completion of the official minutes.