

Bylaws School of Marine Science

Excerpt

Academic Council: The Academic Council for the School of Marine Science (SMS), Virginia Institute of Marine Science, The College of William & Mary is a representative body of the SMS faculty to provide for the development, maintenance and advancement of the academic and degree programs of the SMS and to ensure that those faculty appointed to the SMS faculty are actively involved in the direction and quality assurance of those programs. The responsibilities of the Academic Council include but are not limited to curriculum, degree requirements, teaching, admissions, and financial aid.

The Educational Policy Committee is a subcommittee of the Academic Council charged with review of courses and programs. Its description is as follows:

Educational Policy Committee

Policies and Procedures

(SMS Faculty Approved, 9 March 2001)

Committee Function: As set forth in the Bylaws of the Virginia Institute of Marine Science (VIMS), the Education Policy Committee (EPC) is a standing committee of the Academic Council (AC). The charge from the AC to the EPC is as follows:

The EPC shall conduct a continuing review of the graduate educational program, its policies and procedures. It shall review recommendations and requests for changes in educational policy or curriculum brought before it by the Dean or any Committee member or department, and it shall bring its proposals involving changes in educational policy before the AC, together with its recommendations for action.

The EPC has the authority to approve or disapprove any changes in the curriculum that do not alter existing policy. The EPC must report such changes at the earliest regular scheduled meeting of the AC that follows such action.

Committee Composition: The EPC shall consist of five (5) School of Marine Science (SMS) faculty members (one representative from each department), the Chair of the AC, two graduate student representatives (both non-voting members), and the Associate Dean of Graduate Studies (a non-voting member). The faculty member representatives shall be elected by the AC for terms of three years, with roughly one-third expiring annually. The student representatives shall be elected using eligibility requirements determined by the Graduate Student Association.

Quorum Defined: There are six (6) voting members. A quorum consists of four (4) voting members, at least three (3) of which are faculty representatives of academic departments.

Committee Chair: The EPC shall elect its chair from among its elected faculty members annually after the seating of new members. The duties of the EPC chair include arranging and presiding over EPC meetings, communicating activities of the EPC to the AC, registrar and catalog committee. The EPC chair is also a member of the catalogue committee.

Schedule of Meetings: The EPC shall meet quarterly unless more frequent meetings are required.

Standing Subcommittees: The EPC shall construct standing or ad hoc committees as deemed necessary. The Quantitative Skills Subcommittee (QSS) shall be recognized as a standing subcommittee of the EPC. As such, it shall regularly report its findings and recommendations to the EPC for approval. The QSS reviews courses in statistical methods, mathematics and other quantitative skills, and its membership shall include faculty who teach or have substantial involvement in quantitative courses in the SMS curriculum. The chairman of the QSS is appointed by the EPC annually after the election of new EPC members.

Proposed Courses and Modifications: All graduate and undergraduate courses (including problems and topics courses MS 697-698) to be offered through the SMS must be approved by the EPC. Likewise, any changes in the course number, title, course descriptions or credit hours of an existing course must be approved by the EPC. A written request for a new course or modification of an existing course must be approved by the respective departmental chair, then forwarded by email to the EPC chair. It must contain the information requested in the **Course Change Form**.

For all problems or topics courses (MS 697-698), a written request must be approved by the respective departmental chair, then forwarded by email to the EPC chair. These requests must be received by the EPC chair at least two (2) weeks prior to the last day of the add/drop period of the semester in which the course will be offered. Through email or a called meeting, the chair will request action on the request from the committee membership within 5 working days of its receipt. Automatic approval of any request received for problems or topics courses (MS 697-698) will be conferred if the committee fails to respond within ten (10) days.

For a new course or modification of an existing course to be listed by number, course title and description in the SMS Graduate Catalog, a written request must be received by the EPC chair prior to the end of the spring semester since catalogues are printed and distributed in late August of each year. For a new course or a modification of an existing course to be included in the master list for registration, a written request must be received by the EPC chair prior to the start of the semester preceding the one in which the course is to be offered.

In a timely manner, the EPC will notify the proposer of action taken.

